

Application Form:Regional Arts Development Fund (RADF) Round 54

Form Preview

Applying for a grant or funding

* indicates a required field

Please note:

- SmartyGrants does not autosave your work, so ensure you save your application regularly.
- SmartyGrants allows applicants to save and return to their work later.
- Applications are not submitted until you click the submit button.

Other Logan City Council grant opportunities

Council has a range of funding opportunities for community organisations and groups to support your projects, events and initiatives. Please review the below grants and funding to choose the most suitable grant for your project:

- [Community Development Funding](#): to support initiatives that respond to community priorities and add to the social and community development of the city.
- [Community Events Funding](#): to support community-led events that celebrate Logan's vibrancy and community spirit.
- [EnviroGrants](#): to support projects that enhance and protect the natural environment and encourage environmentally sustainable practices.
- [Investment Attraction Incentives Fund](#): to attract investment in key strategic industries to stimulate significant economic and community benefits.
- [Regional Arts Development Fund](#): to support the development of arts, culture and heritage in Logan.
- [Sport and Recreation Funding](#): to support the health and wellbeing of the Logan community through participation in sports and recreation.
- [Community Benefit Fund](#): a limited pool of councillor discretionary funding to meet requests for financial help from eligible community organisations. Suitable for requests that are not eligible for funding under another Council grant program.
- [Grant Writer Program](#): to help local not-for-profit, incorporate sport, recreation and community organisations source funding from non-Council grants with support from a professional grant writer.

Is Regional Arts Development Fund best suited for your project? *

Yes No

Eligibility

You must read the following documents before completing your application.

- [Regional Arts Development Fund guidelines.](#)
- [Logan City Council Arts, Culture and Heritage Plan \(2023 to 2027\)](#)

Please note:

- You are required to contact the RADF Liaison Officer on 3412 5426 or email radf@logan.qld.gov.au to discuss your project idea before starting your application.

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- This application form must be completed in full. Any incomplete applications received after the closing date will not be assessed.

I have read the eligibility documents and am eligible for Regional Arts Development Fund. *

- Yes No

Before starting your RADF application, please confirm the below information by ticking the boxes. If you are unable to confirm any of this information, please contact Council's RADF Liaison Officer to discuss your project proposal further.

- Phone: 07 3412 5426
- Email: radf@logan.qld.gov.au

To be eligible for this grant the applicant/organisation must meet the eligibility criteria below. Please tick to confirm that the applicant: *

- Resides or operates within the City of Logan or are you able to demonstrate that the project will benefit residents in Logan.
- Holds an Australian Business Number (ABN).
- Has Public Liability insurance for \$20 million or more, if required for the project. Please seek advice from Council's RADF Liaison Officer.
- Has no overdue acquittals or debts with Logan City Council.
- Has discussed your project with the RADF Liaison Officer before starting this application.
- If applicable, project staff and volunteers can provide current Working with Children and Young People Cards.
- Is not applying for a project/program that has already occurred or will occur before 1 July 2024.
- Is not applying for a project/program for which arts worker are paid less than the recommended rates.
- Is not applying for a craft workshop – unless a professional artist or arts worker is employed to work with a craft group to apply their skills in an innovative way to an arts development outcome.
- Is not applying for school arts activities except where those activities form part of broader community cultural development processes or are part of professional arts development.
- Is not applying for more than 20 per cent of costs associated with framing or freight, which will only be considered for significant exhibitions.
- Is not applying for arts competitions or eisteddfods, which are prolific and could monopolise funds.
- Is not applying for costs associated with publishing and printing costs (Up to 10 per cent of the total publishing cost may be considered for significant projects).
- Is not applying for purchase of capital items, such as equipment, buildings or vehicles. (Except for items that are included as part of a significant project that the RADF Committee considers integral to that project; and where the item will remain available for community use). A maximum of \$1,000 for equipment that can be shown to have clear benefit for long-term use within artworker's practice.
- Is not applying for recurrent funding for arts organisations (operational expenses are ineligible under RADF including wages for permanent staff and office expenses).
- Is not applying for accredited study, training or university courses (RADF does not fund the primary training of artists, only their professional development once they are practicing).
- Is not applying for 100 per cent of any project. Applicants are required to make a significant contribution to the project, of at least 35 per cent, which may be in-kind.

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Is not applying for amateur arts activities, except for professional services to amateur arts activity (Emerging professional artists are eligible for funding).

Please contact us

Your response indicates that you are not currently eligible for Regional Arts Development Fund.

Before continuing with this application, please contact Council's RADF Liaison Officer to discuss your project proposal further.

- Phone: 07 3412 5426
- Email: radf@logan.qld.gov.au

Applicant and Organisation Details

* indicates a required field

Are you applying as an individual or organisation? *

Individual Organisation
Organisation Name

Title First Name Last Name

Individual person or organisation (including partnership/collective/artist run initiative)

Organisation primary contact

Title First Name Last Name

This is the person we will correspond with about this grant

Position held in organisation

e.g. Manager, Board Member, Coordinator

Primary phone number *

Must be an Australian phone number

Primary email address *

Must be an email address

Primary (physical) address *

Address

Suburb State Postcode

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Must be an Australian post code

Postal Address (if different from above)

Address

Suburb State Postcode

Must be an Australian post code

Primary website

Must be a URL

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

Assessment Criteria Responses

* indicates a required field

Project/program details

Project/program title *

Brief project description *

Must be between 15 and 40 words.

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Describe what the funds will be used for - what, when, where, who. Your response to this question will be used by us to promote your project if it is successful.

Detailed project description *

Must be between 100 and 200 words.

Provide a clear description of the project/program for which you are seeking funding from RADF. Include the artists involved and describe how the project/program also links to the Logan City Council Arts, Culture and Heritage Plan 2023-2027.

Funding request *

Must be a dollar amount.
Use whole dollars only

Project start date *

This is the date that you start your project and cannot be before the 1 January 2025

Project end date *

This is the date that the final activity of your project is completed

Project/program location/s *

Please include suburbs and postcodes

What funding category are you applying for? *

Skills development Cultural tourism/creative project Regional partnerships
Only select one

What artform area would you like your project to be assessed under? *

Visual arts/Craft and Design Multimedia Film
 Theatre Music Dance Literature/Writing Heritage (including oral stories)

Criteria 1: Quality

Your application will be assessed on evidence of how well it meets the following assessment criteria:

- Produces or contributes to high quality arts and cultural initiatives for the City of Logan.
- Proven capacity to effectively support and deliver arts, culture or heritage projects and activities.

How does your project contribute to high quality arts and cultural outcomes for the City of Logan? *

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Word count:

Must be no more than 100 words

Demonstrated capacity to successfully undertake the project/program *

Word count:

Explain previous projects and/or training you have completed that are relevant to your successful completion of this project. Must be no more than 100 words

Criteria 2: Reach

Your application will be assessed on evidence of how well it meets the following assessment criteria:

- Provides access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences.
- Evidence of local demand for proposed project/program.

Who is the project/program target audience?

Aboriginal peoples Torres Strait Islander peoples People from a culturally diverse background Young people (under 25) Older people (55 years or older) Australian South Sea Islander peoples People with a disability

Tick only the target groups that are specifically relevant to your project (do not select any if your project is generally available to all community members).

Evidence of the need or demand for your project. *

Word count:

Must be between 50 and 200 words.

How do you know there is a need or that there will be uptake for your project? This could be shown through statistics, feedback, research, meeting minutes, etc.

How many Logan based artists / cultural worker sare involved in the project/ program? *

Must be a number.

How many Queensland artists not based in Logan are involved in the project/ program? *

Must be a number.

How many artists/cultural workers are employed? Provide a one-page A4 CV for each artist/cultural worker. *

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Must be a number.

CV's can be uploaded at the end of this form.

How many other people are employed (include non-artist/cultural workers)? *

Must be a number.

How many volunteers are involved in the project? *

Must be a number.

What are the total number of activities (productions, workshops, exhibitions)? *

Must be a number.

What are the total audience numbers expected? *

Must be a number.

What are the total participant numbers expected? *

Must be a number.

How many partnerships are involved in the project? Must provide confirmation of significant partnerships. *

Must be a number.

If you are not engaging Logan creatives, contractors or businesses, please explain why.

Have you considered Logan-based services and contractors, if not, why?

Criteria 3: Impact

Your application will be assessed on evidence of how well it meets the following assessment criteria:

- Demonstrates artistic, social, cultural or economic returns on investment for the Logan community.
- Supports one or more of the Queensland Government Objectives for the Community including: - encouraging safe and inclusive communities, - building regions, - supporting disadvantaged Queenslanders, - stimulating economic growth and innovation, - increasing workforce participation, and - conserving heritage.

What are the expected outcomes of the project/program? *

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Word count:

Describe at least three outcomes you expect the project to achieve. Outcomes might include social and/or economic benefits to individuals or community, professional development/career pathways, etc as suited to Council's priorities. (Minimum 50 words - Maximum 200 words)

How will you know if these outcomes have been achieved? *

Word count:

Explain how you will gather evidence to demonstrate successful outcomes (ie. participant/audience surveys to show increased social cohesion/skills development, financial reports to show revenue generation, etc). No more than 150 words.

Criteria 4: Viability

Your application will be assessed on evidence of how well it meets the following assessment criteria:

- Evidence that you have a clear plan for how you will deliver your project (e.g. the stages of planning, delivery, evaluation, etc.)
- Evidence of partnership capacity including with business and government.

List the key activities and dates for the project/program from start to finish. Please include planning, implementation, evaluation and reporting stages. *

Word count:

Must be no more than 300 words.
(e.g. rehearsal periods, exhibition, workshop or performance dates, tour itinerary, studio sessions)

Please provide any evidence of partnerships and/or community support for the project/program

Word count:

Have you consulted with specific target groups about your project, have you secured partners or supporters, etc.? Must be no more than 100 words

Budget Information

* indicates a required field

Budget (GST Exclusive)

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Outline your project budget including details of other funding that has been confirmed and applied for. Clear item descriptions must be given (e.g. venue hire, office supplies, artswoker, etc). Ensure that your budget estimates are as accurate as possible.

- GST: grants are provided exclusive of GST.
- **You will need to upload quotes for all new items that you are requesting RADF funding for.**
- Use whole dollar amounts. Please don't add commas to figures, eg. write \$1000 not as \$1,000.
- The budget **MUST** balance (**TOTAL PROJECT COST = TOTAL PROJECT INCOME**).
- Please include these areas in your budget INCOME and EXPENDITURE columns.
- If you are registered for GST do not include the GST components of your quotes in your budget.
- If you are not registered for GST, ensure you include the GST components of the quotes in your budget.
- Please contact the RADF Officer on 3412 5426 if you need help.

See a sample budget [here](#).

Project costs

Expenditure/Expense items	Amount (\$)
	Must be a dollar amount.
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Total project cost

\$

This number/amount is calculated.

Project income

Indicate the eligible items that you are requesting funding for and the amount of funding required for each item.

RADF funding is requested for the following items	Amount (\$)
	Must be a dollar amount.
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

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	\$
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Subtotal RADF requested amount

\$

This number/amount is calculated.

Your cash and in-kind contributions	Amount (\$)
-------------------------------------	-------------

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Subtotal cash and in-kind contributions amount

\$

This number/amount is calculated.

Other funding or support you have sourced	Amount (\$)
---	-------------

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Subtotal contribution from other sources

\$

This number/amount is calculated.

Total project income

\$

This number/amount is calculated.

Total RADF amount requested *

\$

This number/amount is calculated.

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What is the total financial support you are requesting in this application?

Total project cost *

\$

This number/amount is calculated.

What is the total budgeted cost (dollars) of your project?

Please outline any information that will assist to clarify or justify the costs calculated in your budget.

Example: how mileage was calculated, how fees were calculated.

Attach all quotes for items / services for your RADF funding request *

Attach a file:

Maximum 25mb per file attachment. Recommended no more than 5mb per attachment.

Additional Documentation

* indicates a required field

Please find below some additional information and file links for you to include further documentation, where applicable.

Please note:

- Letters of support must include an original signature or contact details of the author.
- All support material must be clearly labelled.

The following support material is important and could be critical to the success of your application.

Do you have multiple people involved in this project/program? Please provide a brief CV/resumes for all key people involved, including written confirmation of their participation. Please ensure these are no longer than one A4 page per person and contain their contact details.

Copies of CV/resumes for the creative practitioners involved in this project/program. (No longer than one A4 page per person with their contact details and written confirmation of their involvement). *

Attach a file:

Maximum 25mb per file attachment. Recommended no more than 5mb per attachment.

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Do you have public liability insurance certificate for \$20 million or more? Please provide a copy of your public liability insurance certificate for \$20 million or more or a quote for public liability insurance. *

Attach a file:

Maximum 25mb per file attachment. Recommended no more than 5mb per attachment.

Are you part of a group/collective/artist run initiative? Please provided a letter confirming their involvement and support for the nominated representative.

Copy of group involvement letter

Attach a file:

Maximum 25mb per file attachment. Recommended no more than 5mb per attachment.

Please provide up to three letters from individuals or organisation in your area of practice that provide relevant comments in support of your application.

Copies of support letters from area of practice.

Attach a file:

Maximum 25mb per file attachment. Recommended no more than 5mb per attachment.

For proposals involving Aboriginal people, Torres Strait Islanders, Australian South Sea Islanders, people from culturally and linguistically diverse backgrounds, people with a disability, children or young people, please provide evidence you have followed required protocols to obtain support and confirmation of involvement from the relevant communities and organisations.

Copies of evidence/support

Attach a file:

Maximum 25mb per file attachment. Recommended no more than 5mb per attachment.

Confirmation of venues and evidence of interest from potential clients (e.g. venues, organisations, events). This demonstrates demand for your project/program.

Copies of confirmation of venues and evidence of interest

Attach a file:

Maximum 25mb per file attachment. Recommended no more than 5mb per attachment.

Do you have significant partnerships/collaborations for your project/program?

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Confirmation of significant partnerships/collaborations

Attach a file:

Maximum 25mb per file attachment. Recommended no more than 5mb per attachment.

Do you have examples or photos of previous work that demonstrates the quality of the event, artwork, cultural workers or artists involved in the project/program.

Include at least one image that is a minimum of 3MB of yourself or key people in your project that is suitable for a media release. Please note by providing these images, you give Logan City Council the right to use these images for promotional purposes.

Upload images of previous work *

Attach a file:

Maximum 25mb per file attachment. Recommended no more than 5mb per attachment.

Are you working with children? Please provide the applicable working with children and young people cards in the attachment link below.

For more information on blue cards visit; [Blue Card Services | Your rights, crime and the law | Queensland Government \(www.qld.gov.au\)](#).

Copies of working with children and young people cards

Attach a file:

Statistical information about applicants

Information in this section is not used to assess your application. Please help us to improve our services by filling out the questionnaire below.

Do you or your group/organisation identify with any of the groups below? If you are an individual applicant, do you personally identify as belonging to any of the groups below? If you are a group/organisational applicant, does your group/organisation primarily exist for any of the groups below? (Tick only those that apply)

- Aboriginal peoples Torres Strait Islander peoples People from a culturally diverse background Older people (55 years or older) People with a disability Regional Queenslanders Australian South Sea Islander peoples Young people (under 25)

Certification and Feedback

* indicates a required field

Certification

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This MUST be completed by the applicant.

I, the undersigned, certify that:

I have read and will abide by the [Regional Arts Development Fund Guidelines 2024 to 2025](#).

I/my organisation has not requested or received any sponsorship or funding from Logan City Council for the project or activity detailed in this application

The statements in this application are true and correct to the best of my knowledge, information and belief and the supporting material is my own work or the work of the artists named in this application.

I have read and understood the Information Privacy and Right to Information Statement below and agree to the use and disclosure of information as outlined in the Statement.

Information Privacy and Right to Information

The information you provide in your grant application will be used by the Council to process and assess your application and, if successful, to process, pay and administer your grant. The Council may contact other funding agencies to verify grants requested from other funding agencies in support of your project.

If your application is successful, the Council may disclose the following Information to Arts Queensland:

- the information you provide in your grant application
- the amount of funding you receive
- the information you provide in your outcome report and
- text and images relating to your funded activity. The Information may be used by the Council or Arts Queensland for the promotion of RADF or the promotion of funding outcomes for arts and cultural development in Queensland. For this purpose, the Information and your contact details may be provided to Queensland Government Members of Parliament, the media and other agencies who may contact you directly. The Council and Arts Queensland may also publish the Information in their Annual Reports or on their websites.
- The Council and Arts Queensland treat all personal information in accordance with the *Information Privacy Act 2009*.
- The Information may be used by the Council or Arts Queensland for reporting purposes, training, systems testing and process improvement. The Information may be anonymised and used for statistical purposes.

The provisions of the Right to Information Act 2009 apply to documents in the possession of the Council or Arts Queensland

I understand that if Logan City Council approves the grant, I will be required to accept the terms and conditions of the grant as outlined in the grant application and letter of offer.

I agree *

Yes

No

Name of authorised person *

Title

First Name

Last Name

Position *

For organisations / partnerships / collectives / Artist Run Initiatives, the person signing warrants they have authority to sign on behalf of the organisation / partnership / collective/ Artist Run Initiative

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Date *

Must be a date

Applicant Feedback

You are nearing the end of the application process.

Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback for us. This will directly inform our approach to supporting organisations through this process in the future.

How did you find the overall online application process?

- Very easy Easy Neutral Difficult Very difficult

How many minutes did it take you to complete this application?

Please estimate in minutes e.g. 1 hour = 60 minutes

Please provide us with your suggestions or feedback about your grant experience.

This could include any previous contact and support you've had, or relate solely to this application form.

Next steps

Once you review and press **SUBMIT** on your application, the RADF Liaison Officer will begin the process of assessment. Please note once you've pressed submit, you'll receive a confirmation email. If you do not receive an email after pressing submit, your application has not been successfully submitted.

Assessment process:

- Your application will be assessed for eligibility prior to a panel assessment. You may be contacted during this time if further information is required. Please be aware, delays in returning additional information can impact assessment timeframes.
- If eligible, your application will then go to an assessment panel to be graded against the assessment criteria.
- A decision of your application should be completed and advised by Thursday 5 December 2024.
- Please note application outcomes will be advised in writing.

If you would like further information about application timeframes, you can view the funding guidelines for details or to contact us at any time.

- Phone: 07 3412 5426
- Email: radf@logan.qld.gov.au