



Regional Arts Development Fund (RADF)

APPLICATION FORM 2025-2026

Please ensure all sections of the application are completed

Guidelines are available at www.btrc.qld.gov.au

Applicant Details

Applicant name (<i>name of the individual, groups or organisation</i>)	
ABN <i>Are you registered for GST?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact person	
Postal Address	
Phone Number	

Applicant Bank Details

Applicant Name	
Applicant BSB	
Applicant Number	

RADF PROJECT

RADF Category

Please choose the correct category that your project falls under.

1 <input type="checkbox"/> Individual Development
2 <input type="checkbox"/> Building Community Cultural Capacity
3 <input type="checkbox"/> Cultural Tourism
4 <input type="checkbox"/> Regional Partnerships
5 <input type="checkbox"/> Concept & Policy Development

Project Name *(max 10 words)*

Brief Project Description *(in approximately 100 words, describe the project.
The grant will be used towards the **costs of.....***

Project start date	
Project end date	
Outcome report	
Total cost of the project	\$
RADF Grant requested	\$

RADF Grant History

Have you or your group/organisation previously applied for a RADF grant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you were successful has that grant been successfully acquitted? Or Has a sub-committee had a current project not yet completed and acquitted? (tick yes)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

What is the Main artform category of your project?

Please select only one.

<input type="checkbox"/> Craft	<input type="checkbox"/> Theatre	<input type="checkbox"/> Dance	<input type="checkbox"/> Museums/Collections	<input type="checkbox"/> Design
<input type="checkbox"/> New Media	<input type="checkbox"/> Music	<input type="checkbox"/> Festivals	<input type="checkbox"/> Visual Arts	<input type="checkbox"/> Writing

Where will you undertake your project?

This could be a region, town or city e.g. Southwest Queensland, Chinchilla, Townsville

How will this project benefit you, your community, or artist/cultural workers?

*Give a brief description about the rationale and objectives of your project.
(Max 200 words)*

Please outline which 2025-2026 BTRC priority your project meets and briefly describe how? (max. 50 words each)

BTRC Program Priorities	Tick	HOW
<i>Support for youth arts development projects</i>		
<i>Building capacity & encouraging participation in the arts.</i>		
<i>Strengthening arts & cultural tourism and events.</i>		

Please outline the steps you have taken to address the issues of workplace health and safety, public liability insurance, copyright, and relevant licenses.

Max 100 words ...

How will you capture feedback and results from the RADF funded activity/project? E.G. survey, emails, attendance?

Max 100 words ...

This information is vital to support the RADF program and Council's annual application. It is essential to demonstrate the positive outcomes achieved for the community from the funding.

What are the major benefits expected from your project?

(max 100 words each category)

- **Impacts:** *How many people will attend? How many arts workers will be employed or trained?*
- **Quality:** *Does your project provide quality arts and cultural initiatives based on local priorities?*

- **Reach:** *Will your project target any specific groups? Does your project contribute to broader outcomes such as health & well-being, employment, social cohesion?*
- **Viability:** *Have you considered other options for external partners to assist with funding the project?*

Project Management

List each stage of the project from start to finish

Project stage	Expected Completion Date
Complete the RADF Outcome Report <i>No later than 8 weeks after the project finish date</i>	

List the artists and artswokers involved in the project.

Name	Role or position in the project	Rate of pay \$/hr or \$/wk	Total fee whole amount	Amount to be funded by RADF
Total (Transfer total salaries, fees and allowances to the expenditure column in the budget)		\$		
Total (Transfer total RADF amount to the RADF expenditure column in the budget)		\$		

Please remember to attach the following documents from each artist or artswoker involvement in your project.

- Resume or CV
- Eligibility Checklist for each Professional and Emerging Professional Artist
- Letter of confirmation

Project Budget – Income and Expenses

EXPENDITURE	TOTAL COST of each expenditure item.	RADF	INCOME includes in-kind contributions and the total RADF grant Income must equal expenditure.	TOTAL of each income item
Salaries, Fees and Allowances			Earned Income (eg: ticket sales)	
Project or Activity Costs			Contribution from Artists and Others (Please note if this is in kind IK or \$)	
Promotion, Documentation and Marketing			Other Grants	
Administration			Sponsorship, fundraising and donations (Please note where this is in kind -IK)	
RADF GRANT (total from column 3)			RADF GRANT (total from column 3)	
TOTAL EXPENDITURE			TOTAL INCOME	

Note:

If you are GST registered) Council will pay the grant plus GST. If you are registered for GST, your expenditure and income should be exclusive of GST. If you are not registered for GST, your expenditure should include the GST to be paid.

Evidence of your projected expenses (quotes/rates) will strengthen your submission. Assistance with the budget can be obtained from the RADF Liaison Officer, Glenys Einam, Glenys.Einam@btrc.qld.gov.au

Essential Support Material

All Applicants – CHECKLIST – please ensure you submit the following supporting documents with your application.

Incomplete supporting documents will render the application incomplete and, as a result, will not be considered.

<input type="checkbox"/>	A resume or CV, no longer than one A4 page per person, for each professional or emerging professional artist and arts worker involved in your project / activity
<input type="checkbox"/>	An Eligibility Checklist for Professional and Emerging Professional Artists for each artist and arts worker involved in your project/activity
<input type="checkbox"/>	Written confirmation of the names and availability from the key artists, personnel and venue managers involved in the project, where appropriate
<input type="checkbox"/>	Three letters from professional artists and/or arts organisations in your area of practice that provide relevant comment in support of your application
<input type="checkbox"/>	Quotations to support large budget items.

Where applicable to your project, please also provide the following essential support material:

<input type="checkbox"/>	Written letters of support and confirmation from relevant communities and organisations for projects involving Aboriginal people; Torres Strait Islanders; people from culturally and linguistically diverse backgrounds; people with a disability; children and young people. The letters are essential for applications involving these groups within the community.
<input type="checkbox"/>	Letters of interest from: a publisher; an event organiser; a gallery; a performance venue; a music producer; or any other presenting body to support applications for funding the creation of an arts or cultural product.

Certification

All Applicants

I, the undersigned, certify that:

I have read and will abide by the *BTRC RADF Guidelines*. 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.

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 reporting purposes, training, systems testing and process improvement. The Information may be anonymised and used for statistical purposes.

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*.

Signature: If you are under the age of 18 your legal guardian must also sign this application		DATE:
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Name in full:	
Position in group or organisation: (if applicable)	

Certification by Auspicing Organisation / Individual

I/my organisation agree/s to administer the grant that may be offered to the applicant on their behalf

And that the information stated in this application is true and correct.

Signature:		DATE:	
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Name of Auspice Body:	
Contact person's name in full:	
Position in group or organisation: <i>(if applicable)</i>	

Eligibility Checklist: Professional / Emerging Professional Artist

A separate Eligibility Checklist must be completed by each artist who will be paid salaries, fees or allowances from RADF grant. Please make copies of this Checklist as required or download a copy from the RADF page on the Arts Queensland website www.arts.qld.gov.au

The purpose of the RADF Program is to support professional and emerging professional artists and artworkers (artists) to practise excellent art for and with communities for mutual development.

This checklist has been developed to ensure that the status of artists as 'professional' and 'emerging professional' is clearly identified.

Your responses to the questions below determine your status as an artist regarding the RADF Program.

You need to tick any **three** or more of the artistic merits below to qualify as an artist with a professional or emerging professional status.

If you cannot select a minimum of **three** artistic merits, you do not meet the eligibility requirements as a professional or emerging artist who can be funded by the RADF program.

In this case, please contact your local RADF Liaison Officer to discuss alternative funding sources to support your arts activity/project.

Artist, or Artworker NAME: _____

Please tick the following artistic merits that apply to you

- ☐ I have an art and/or cultural qualification
- ☐ I have an Australian Business Number (ABN)

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I have devoted significant time to arts practice.

- ☐ I have held public exhibitions or given public performances (not as part of a competition).
- ☐ I have work held in public collections.
- ☐ I have won important national and/or international prizes or awards.
- ☐ I have held public discussions and/or have had articles written about my work.
- ☐ I have been commissioned or employed based on art skills and/or earning income from sales of artwork.
- ☐ I am a member of an arts association (or associations)

Name/s of association/s:

- ☐ I am an artist whose artistic or cultural knowledge has been recognised by peers or the cultural community.
- ☐ I am an artist whose artistic or cultural knowledge has developed through oral traditions