

Express Lane Grant 24-25

Form Preview

Eligibility

* indicates a required field

Applicants: please note

Before completing this application form, you should have read the [2024-25 RADF Guidelines](#)

This application form is for the Express Lane, Quick Response Grants only.

The Quick Response grants are for professional development opportunities that unexpectedly become available outside of the normal RADF rounds. It is a rolling fund starting from September 20, 2023 until \$5,000 in funding is exhausted.

The grant is aimed at activities focussed on developing local creatives and showcasing the Scenic Rim as a region of creative excellence. Assistance is available for local, professional and emerging artists and arts workers to:

- attend professional development seminars, conferences or activities
- attend masterclasses or mentorships with recognised arts and culture professionals
- present or showcase at an appropriate arts event.

Grants can include travel, accommodation and registration fees for attendance, or event presentation costs. Applicants are required to contribute to the costs of the professional development, as RADF does not cover 100% of the project. This can be In-Kind support from yourself or other community members or businesses.

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It's crucial that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

If you have any questions regarding the eligibility criteria or to find out what funds are still available, please contact **Mark Paddick, E: mark.pa@scenicrim.qld.gov.au or P: (07) 5540 5351**

Confirmation of Eligibility

I confirm that the applicant:

- has read and understands the program guidelines
- is able to demonstrate that the grant is for a Professional Development project.
- that the grant is for no more than \$1,000 for projects in Queensland or \$1,500 for interstate projects.
- is a permanent resident or Australian citizen and is based in the Scenic Rim or can demonstrate how the project will directly benefit Scenic Rim Arts & Culture
- has an Australian Business Number (ABN) or can be auspiced by an individual or organisation that does have an ABN.
- is over 18 years of age or can have the application co-signed by a legal guardian confirming responsibility for the financial management of the funding.
- is an individual professional artist, emerging professional artist, arts worker, cultural worker or project coordinator based in the Council area, or if based outside the Council

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area can demonstrate how the project will directly benefit the arts and culture in the Scenic Rim area.

- is an Incorporated arts and cultural organisation based in the Council area, or if based outside the Council area can demonstrate how the project will directly benefit the arts and culture in the Scenic Rim area.
- is an Unincorporated organisation, auspiced by an incorporated body, that is based in the Scenic Rim, or if based outside the area can demonstrate how the project will directly benefit arts and culture in the Council area.

Please select below: *

☐ Yes ☐ No

You must confirm that the statements above are true and correct.

Eligibility Checklist

The purpose of the RADF Program is to support professional and emerging professional artists and arts workers to practice excellence in their art making for and with communities for mutual development.

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

To meet the eligibility requirements for an RADF grant, you or the artists, arts worker or cultural workers you employ in the project need to be able to meet any **three or more** of the criteria below to qualify as an artist with a professional or emerging professional status

Tick 3 or more criteria below to be eligible for this grant. *

- ☐ Have an Australian Business Number (ABN)
- ☐ Have devoted significant time to your arts/cultural practice.
- ☐ Have professional arts and/or cultural qualifications
- ☐ Have been recognised as a professional by peers
- ☐ Have held public exhibitions or given public performances (not as part of a competition).
- ☐ Have work held in public collections.
- ☐ Have won important national and/or international prizes or awards.
- ☐ Have held public discussions and/or have had articles written about my work.
- ☐ Have been employed on the basis of art/cultural skills and/or earning income from sales of artwork.
- ☐ Are an artist or cultural worker whose artistic or cultural knowledge has been recognised as professional by peers or the cultural community.
- ☐ Are an artist or cultural worker whose artistic or cultural knowledge has developed through oral traditions.
- ☐ Are a member of a professional association (or associations) as a professional artist.

At least 3 choices must be selected.

Contact Details

* indicates a required field

Applicant Type

Applicant Type *

☐ Individual ☐ Organisation or Group

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Individual Application

Name *

Title

First Name

Last Name

Applicant Email *

Must be an email address.

Applicant Phone Number *

Must be an Australian phone number.

Applicant Address *

Address

Applicant Postal Address *

Address

Applicant Website

Must be a URL.

Organisation or Group Application

Organisation or Group Name *

Organisation trainee is employed at

Organisation or Group Contact Name *

Organisation Name

Organisation or Group Email *

Must be an email address.

Organisation or Group Phone Number *

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Must be an Australian phone number.

Organisation or Group Address *

Address

Organisation or Group Postal Address *

Address

Organisation or Group Website

Must be a URL.

Australian Business Number

* indicates a required field

It is not mandatory for RADF applicants to possess an ABN. However, if they do not have an ABN the application can be auspiced by an incorporated organisation or an individual with an ABN (known as the auspice body) who manages the grant on behalf of the applicant. The applicant is still responsible for the acquittal and providing a financial report on completion of the project to the auspicing body to approve. The auspice body is not responsible for the artistic direction or quality of the project.

Do you have an ABN? *

- ☐ I have an ABN
- ☐ The application will be auspiced by an individual or organisation with an ABN.
- ☐ No, I don't have an ABN and will provide a Statement by Supplier

Applicant 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	

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Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type [More information](#)

ACNC Registration

Tax Concessions

Main business location

Auspice ABN

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

If you do not have an ABN, please submit a completed ATO Statement by a Supplier Form with your application, otherwise 48.5% of any approved grant may be withheld. Download the form from [the ATO](#).

Please upload completed Statement of Supplier Form:

Attach a file:

Max 25mb

Project Description

* indicates a required field

Project Title *

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What type of Professional or Career Development will your project address? *

Describe the Professional Development opportunity. *

Describe the specific details about your project.(200 words recommended)

What is the main Artform? *

Total Amount Requested (maximum \$1,000 for Queensland and \$1,500 for interstate projects.) *

\$

Must be a dollar amount and no more than 1500.

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

Total Project Cost *

\$

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project including In Kind support?

Start Date *

Must be a date.

Please note: Assessment and payment of grant will take 4-6 weeks

End Date *

Must be a date.

Please note : An Outcome report will be due 8 weeks after this date.

Project Location *

☐ Tamborine Mountain

☐ Boonah

☐ Queensland

☐ Canungra

☐ Kooralbyn

☐ Interstate

☐ Beaudesert

☐ Scenic Rim

☐ Other:

☐ Beechmont

What is the key location for your project?

Describe the professional development outcomes that will be achieved under the headings below.

The development of new skills and knowledge

The exploration of new directions in your practice

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Taking my career to the next level of professionalism

The development of new industry networks

The development of new audiences or markets

Support Material

Additional information

Provide any additional information to assist with the assessment of your application.

Support Material

Attach a file:

A maximum of 3 files may be attached.

Please upload any support material that is important to your application. This can include: CV's from yourself or other artists, quotes for travel or accommodation, conference programs or workshop outlines.

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BUDGET

Project expenses (Max \$1,000 for Queensland and \$1,500 for interstate projects)

It is important to consider **ALL** costs involved in your project not only those to be covered by the grant.

Do not add commas to figures – e.g. type 1000 not 1,000 – this will ensure your figures for each table total correctly.

SRRC RADF Grants are exclusive of **GST**. When Council pays an individual grant recipient, **no GST** will be added to the grant amount.

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[A Budget Guide can be downloaded here](#)

1. Item Description

In column 1 include all of the expenses associated with your project. This can include but limited to:

- **Salaries, fees and allowances** (salaries for artist or cultural workers, fees for workshops or professional development.)
- **Accommodation costs** (for visiting artists to stay in the region or for local artist who travel for a project)
- **Travel costs** (cost of flights, fuel, km's travelled (@\$0.72 cents per km), public transport, parking)
- **Venue hire** (costs involved in hiring a venue for a project)
- **Documentation costs** (for recording the outcomes of your project, photography, video, web)
- **Administration costs : Not covered by RADF** (Home office costs, phone, internet, printing, photocopying, preparation time, planning meetings. You can estimate an administration fee based on approx.10% of the project)

2. Amount Requested from RADF

In column 2 include how much of each expense item you would like RADF to cover. Remember RADF will not fund 100% of a project.

3. Artist Contribution

In column 3 include how much of each expense item the artist will cover. This can include:

- **Sponsorship, fundraising or donations**
- **Grants from other sources**
- **Artist contribution to the project** (estimate the value of the time you will invest in the project, administration and home office costs, cost of materials, equipment and/ or venue hire that you provide for free, calculate their value and include this as artist contribution.
- **In Kind support from other sources** (In Kind support is not an expense as no payment is made, however the support for the project becomes an income that requires a dollar value This can include materials, equipment, services and time that are given to the project by an artist or external group without charge.

4. Item Total Cost

The amount requested from RADF and the artists contribution must cover the total cost of each item.

Item Description	Amount requested from RADF	Artist contribution	Item total cost
Provide a short description of each expense item for your project.	Must be a dollar amount.	Must be a dollar amount.	What is the total cost of each item?
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

Budget Totals

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Total amount requested from RADF

\$

This number/amount is calculated.

Total Artists Contribution

\$

This number/amount is calculated.

Total Project Value

\$

This number/amount is calculated.

Certification and Feedback

* indicates a required field

Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*.

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

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

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I agree *

☐ Yes

☐ No

Name of applicant or authorised person *

Title

First Name

Last Name

Date *

Must be a date