



## REGIONAL ARTS DEVELOPMENT FUND (RADF) APPLICATION PACKAGE

INCLUDING GUIDELINES, FREQUENTLY ASKED QUESTIONS,  
IMPORTANT DEFINITIONS, APPLICATION FORM AND OUTCOMES REPORT

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## Regional Arts Development Fund Guidelines

### *What is the Regional Arts Development Fund?*

The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through Arts Queensland and eligible local councils across the state.

Hinchinbrook Shire Council's RADF program promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. RADF invests in local arts and cultural priorities, as determined by local communities, across Queensland.

RADF is a flexible fund, enabling local councils to tailor RADF programs to suit the needs of their communities. For further information on RADF please contact your local council. For information on other Arts Queensland programs and opportunities please visit [www.arts.qld.gov.au](http://www.arts.qld.gov.au)

### *1. Important dates for RADF Program*

Please refer to the website [www.hinchinbrookway.com.au/regional-art-gallery](http://www.hinchinbrookway.com.au/regional-art-gallery) for important dates/updates.

### *2. What are the RADF objectives?*

To support arts and cultural activities that:

- Provide public value for Queensland communities;
- Build local cultural capacity, cultural innovations and community pride;
- Deliver local priorities; and
- Deliver Queensland Government's objectives for the community.

### *3. RADF Assessment Criteria*

Project applications will be assessed on the way they meet the four RADF Criteria (Impact, Quality, Reach and Viability) as well as how well the project meets one or more of the locally determined Arts and Cultural Priorities.

#### **Quality**

- Produces or contributes to high quality arts and cultural initiatives for local communities; and
- Proven capacity to effectively support and deliver arts and cultural services.

#### **Reach**

- Provides access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences;
- Evidence of local demand for proposed program/s; and
- Demonstrates community and stakeholder involvement in RADF priority setting, decision making and evaluation.

#### **Impact**

- Demonstrates cultural, artistic, social or economic returns on investment; and



- Supports one or more 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.

#### **Viability**

- Evidence of good planning for strong governance and management of RADF at a local level; and
- Evidence of partnership capacity with partners including business and government.

#### **Locally determined RADF Arts and Cultural Priorities**

- Invest in Arts and Culture in the Shire;
- Expand Arts and Cultural Tourism within the Shire – create and embrace an ‘Arts and Culture’ destination;
- Revitalize the CBD;
- Commercially promote Hinchinbrook Shire’s natural and Arts and Cultural assets;
- Address youth and social issues;
- Provision of career development skills/career paths to attract and retain youth in the Shire; and
- Provision of recreation opportunities for the community.

These priorities were determined primarily through the Hinchinbrook Shire Council’s *Corporate Plan 2014 - 2020* and the *Economic Development Strategy Hinchinbrook 2020*.

#### **4. *What are the acknowledgement, reporting and acquittal processes for RADF?***

RADF funded activities must acknowledge the Queensland Government and the Hinchinbrook Shire Council in all promotional material, publications and products by inclusion of the RADF acknowledgment text and logos - as provided to you by Hinchinbrook Shire Council and as outlined below.

##### **Acknowledgement Text for RADF**

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Hinchinbrook Shire Council to support local arts and culture in regional Queensland.

The Queensland Government crest is available to download at [www.arts.qld.gov.au/aq-funding/acknowledgement](http://www.arts.qld.gov.au/aq-funding/acknowledgement) or by contacting the TYTO Regional Art Gallery on 4776 4725 or [gallery@hinchinbrook.qld.gov.au](mailto:gallery@hinchinbrook.qld.gov.au)

The Hinchinbrook Shire Council logo is available by contacting Hinchinbrook Shire Council’s Media Officer on 4776 4600.

##### **Reporting and Acquittal processes**

All RADF funded activities are required to complete a Project Outcome Report. The Project Outcome Report includes information about the success of your project, budget and support material which are required to be submitted to Hinchinbrook Shire Council within 8 weeks of the completion of your project. Please note the following:

- 10% of the total RADF Funding requested for your project will not be released to you until you submit a correctly completed Project Outcome Report that is accepted and acquitted by the Hinchinbrook Shire RADF Committee; and

- Failure to submit a complete Outcome Report by the due date will result in the applicant forfeiting the final 10% of their requested funding and will affect the applicant's attempt to receive future funding.

## 5. *Hinchinbrook Shire Council RADF Funding categories*

There are two funding rounds yearly, as below:

- One held at the beginning of the year in February/March for projects beginning on/after 6 May; and
- One held in May/June for projects beginning on/after 10 July.

Please see the website for specific dates.

Applicants can apply for up to a maximum funding amount of 70% of the total project costs. There is a maximum funding limit of \$10, 000 per application.

Successful applications requesting \$5,000 or more in RADF Funding will receive payment in instalments. These instalments will correlate with stages of your project. For example, a project requesting \$5,000 in RADF Funding would receive an initial payment of \$2,000 to begin the project followed by two payments of \$1,250 and a final payment of \$500 upon the successful acquittal of the project. The stages of the project along with your requested payment instalment amounts should be outlined in your application.

The grant round will be broad and encompassing and will include all art forms. They will offer support towards projects and programs that create vibrant arts and cultural experiences, including, but not limited to:

- Performances and exhibitions;
- Increased skills and professional development opportunities for artists;
- New works that extend artists and art forms;
- Community arts and cultural development;
- Initiatives that strengthen cultural tourism; and
- Enhanced cultural programs.

## 6. *Who is eligible for a RADF grant?*

The following categories of individuals and organisations can apply for a RADF grant:

- Individual professional artists, emerging professional artists, arts workers, cultural workers or project coordinators who:
  - Are based in the Council area, or, if based outside the Council area, are able to demonstrate how the project will directly benefit arts and culture in the Council area;
  - Are permanent residents or Australian citizens; and
  - Have an Australian Business Number (ABN) or who will be auspiced by an incorporated organisation or individual with an ABN.
- Collective/Artist Run Initiative/Group: (non-incorporated) that are based in the Council area, or those based outside the Council area and are able to demonstrate how the project will directly benefit arts and culture in the Council area. Must be auspiced by an incorporated organisation,



or an individual with an ABN. One person must be nominated as the accountable representative of the collective for management reporting and financial matters; and

- Incorporated arts and cultural organisations based in the Council area, or those based outside the Council area that are able to demonstrate how the project will directly benefit arts and culture in the Council area.

## 7. *What does RADF not support?*

- Amateur arts activities except for professional services to amateur arts activity. One of the main RADF aims is to develop professional artists in the regions. Note: Emerging professional artists are eligible for funding;
- Applicants who submit unsigned applications;
- Applicants who have failed to acquit previous RADF grants;
- Projects for which artists are paid less than the recommended rates;
- Activities that commence before Council approval is given because RADF should not be used as a 'top-up' fund;
- Craft workshops – unless a professional artist or artswoman is employed to work with a craft group to apply their skills in an innovative way to an arts development outcome;
- Murals – funding is available for murals from other government sources as part of anti-graffiti programs. RADF grants can only be allocated to murals that adhere to the RADF Principles, eligibility and program criteria;
- School arts activities except where those activities form part of broader community cultural development processes or are part of professional arts development;
- Framing and freight – only a small proportion of these costs can be covered as part of presentation costs for significant exhibitions. As a guide only, 10% of the total framing and freight costs would be considered a small proportion;
- Catering costs, openings, launches and parties are not eligible for RADF grants, even if they are part of an exhibition or community project;
- Competitions – they are prolific and could monopolise funds. The competitive environment does not necessarily nurture emerging artists, as there is generally only one winner;
- Eisteddfods – they are essentially competitions;
- Publishing costs – requests for grants to publish books should be directed to organisations that provide print-on-demand services. A small proportion of printing costs are eligible as part of the presentation costs for significant projects. As a guide only, 10% of the total publishing costs would be considered a small proportion;
- Purchase of capital items, e.g. equipment, buildings or vehicles;
- Recurrent funding for arts organisations – local arts and cultural organisations that have regular community activities may apply for funding annually for different projects which have a project management component;
- Operational expenses are ineligible under RADF including wages for permanent staff and office expenses;
- Accredited study, training or university courses – RADF does not fund the primary training of artists, only their professional development once they are practising; and
- RADF does not support 100% of any project. Applicants are required to make a significant contribution which may be in-kind. 30% of your project must be supported by other funding or in kind contributions.



## 8. *Australian Business Number (ABN)*

It is not mandatory for RADF applicants to possess an ABN. However, if they do not have an ABN the application must 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 auspice body is responsible for providing a financial report on completion of the project. It is not responsible for the artistic direction or quality of the project.

## 9. *Eligibility Checklist*

Each professional or emerging professional artist receiving financial benefit from a RADF grant must complete the *Eligibility Checklist for Professional and Emerging Professional Artists* (available online for download from the Hinchinbrook Shire Council website). This checklist has been developed to determine the professional or emerging professional status of all artists receiving RADF grant money.

## 10. *What should you do before you complete an application form?*

- Read the Frequently Asked Questions by RADF Applicants on Page 10;
- Read the Hinchinbrook Shire Council Corporate Plan 2014 – 2020 available on the Council website [www.hinchinbrook.qld.gov.au](http://www.hinchinbrook.qld.gov.au) ;
- Read the Economic Development Strategy Hinchinbrook 2020, also available on Council's website;
- Read the RADF Assessment Criteria and Locally Determined Arts and Cultural Priorities that have been provided on pages three and four of these guidelines;
- Ensure your application is for an activity that the local community will benefit from either directly and/or indirectly;
- Read the RADF Important Definitions section of this document on page 16;
- Establish your eligibility and/or that of the artists being paid with RADF Funding in your project by using the Eligibility Checklist for Professional and Emerging Professional Artists on page 34;
- Ensure you have a current CV to supply with your application;
- Reflect on ways your activity develops your professional life;
- Read everything thoroughly; and
- For assistance with your application, contact the Hinchinbrook Community Support Centre on 4776 1822 or by email [communitysupport@hcsc.org.au](mailto:communitysupport@hcsc.org.au).

## 11. *What is a RADF Liaison Officer?*

The RADF Liaison Officer is a Council Officer who is your main contact for the RADF Program. They liaise with officers at Arts Queensland to ensure appropriate management of RADF.

Contact your RADF Liaison Officer if you need any help in understanding the RADF Program, grant application and process. They can give you vital information and resources and, if necessary, can either meet with you or arrange for you to meet with a RADF Committee member.

The RADF Liaison Officer is available by contacting the TYTO Regional Art Gallery on 4776 4725 or by emailing [gallery@hinchinbrook.qld.gov.au](mailto:gallery@hinchinbrook.qld.gov.au)





### 12. *What is a RADF Committee?*

The RADF Committee is a local advisory group to Council. The Committee assesses your application and recommends to Council whether it is funded or not.

### 13. *In-Kind Support*

In kind support includes volunteer labour, administrative support, rent free accommodation or donations of materials or equipment. These contributions should be given a monetary/dollar value and must be included in your proposed budget.

### 14. *The RADF Budget*

You must include a comprehensive budget using the template on this form. You must:

- Ensure your budget estimates are as accurate as possible. Inflated budget claims may affect the funding decision for your activity;
- Account for all costs of your activity – expenses and income; monetary and voluntary. This includes all items listed in the income column as in-kind;
- Ensure you list all forms of income, including any in-kind, and all other grants you have applied for;
- Mark an asterisk beside grants which have already been approved;
- Indicate the amount of the RADF grant that will go towards any expenditure in the column titled RADF Grant Breakdown;
- In the space provided, include the total amount you are seeking from RADF as income;
- Ensure the income and expenditure columns balance;
- Including copies of quotations from suppliers for goods/services will assist verification of your budget; and
- Provide copies of receipts for payment of goods and services as evidence of expenditure in your Outcome Report.





## Frequently Asked Questions by RADF Applicants

### *How do I develop a RADF grant application?*

Ask yourself these key questions when developing your activity:

- How does the project respond to and align with the RADF Assessment Criteria as outlined in section 1 of the RADF Guidelines?
- Which activity do I want to do?
- Why do I want to do it?
- Which people will be involved?
- Do they have the skills to make it happen?
- Who in the community will benefit?
- How much will it cost?
- Where will I get the money from in addition to a RADF grant?
- Are other individuals being employed?

Your application should give a snapshot of a potentially successful activity. All information required is requested on the form, so:

- Research thoroughly and prepare your application accurately and honestly;
- Provide all information on the HSC RADF Grant Application form; and
- Describe your activity in terms that relate to your Council's RADF program.

Brief and clear support material strengthens your application. Include only relevant support material, such as:

- An Eligibility checklist must be attached for each professional or emerging professional arts worker receiving RADF support – this is included with your application form;
- Letters of support from groups who will benefit;
- Letters of support/acceptance from project partners, a community Elder, workshop leader, or gallery owner;
- Quotes from tradespeople, publishers or other businesses cited in your budget; and
- CV's of all professional arts and cultural workers employed in the activity.

Please note – support material will not be returned, so:

- Provide copies of all support material, if mailing your application (and keep the original) or provide a USB containing the files in PDF format.

Sign your application. Unsigned applications are not eligible for funding. Keep a copy of your completed application. If your application succeeds, you will complete the outcome report sections (located on the same form as your initial application) at the end of the activity.

RADF committees may want more information or support material if they are uncertain about an application. Usually you will only have a short time to respond.

### *What is a CV (curriculum vitae)?*

Your CV or résumé is a summary of your career that you send to an employer when applying for a job or to a funding body as part of your application for funding.



Your CV should:

- Be up-to-date in all personal and professional details;
- Show the important information on the first page;
- Start at the current year and work backwards to build a history of your employment or experience. Be on A4 white paper, stapled – not spiral bound or in plastic folders – for ease of photocopying; and
- Preferably, no longer than two pages.

Include the following information:

- Your contact details;
- Education and qualifications;
- Current employment status;
- Recent employment history;
- Community involvement;
- Awards, grants, achievements, exhibitions, performances, screenings, publications, committee and professional memberships (don't use abbreviations or acronyms); and
- The names of at least two referees.

Some tips for success:

- Think about what your CV says – whether it is easy to read and how it is ordered;
- Be dynamic in how you present your work history and skills;
- Describe yourself in positive language; and
- Remember, you get only one chance to make a good impression.

### *What do I do with my completed application?*

After completing your RADF Application Form and attaching all relevant support material in pdf formats, you must submit your application to Hinchinbrook Shire Council by the advertised closing dates.

Mailed applications that are received after the closing date will only be accepted if they are postmarked with the advertised closing date. If you mail your application please notify your RADF Liaison Officer of the date that it was posted. You can submit your application by email to [gallery@hinchinbrook.qld.gov.au](mailto:gallery@hinchinbrook.qld.gov.au). Emailed applications are preferred.

### *What happens after my RADF Grant has been submitted?*

For applications requesting \$5,000 or more in RADF Funding, the applicant will be required to verbally pitch their project proposal at the RADF Committee meeting. The applicant must make themselves available and will be advised within 24 hours of receipt of their application of the date and time that the pitch of their proposal is to take place.

1. Once the funding round has closed, the RADF Liaison Officer copies, collates and sends all applications (plus assessment sheets) to the RADF Committee for assessment;
2. Applications are assessed on merit and by the same assessment criteria, first by individual RADF Committee members and then as a group to compare the strengths of each application;



3. The RADF Committee's final recommendations are documented and presented to Council for ratification;
4. All applicants are advised in writing of the outcomes of their applications; and
5. The RADF Liaison Officer develops a contract for each successful applicant to prepare for the release of funding.

While the aim is to complete the process within one month from close of applications, the process can take up to two months from the date applications close to the date you receive a letter of notification advising of the outcome of your application.

In assessing your grant application, the RADF Committee will, as well as using the criteria, also consider:

- Has the applicant received a RADF Grant in the past 2 years? New applicants and activities will be given preference
- Has the applicant acquitted previous grants? If an applicant has not acquitted previous grants they will be ineligible for future funding
- Is the applicant responsible for management of the activity?
- Has the applicant contacted the artist/s to obtain their consent to work or contacted the gallery or publisher to assess their interest?
- Has the applicant demonstrated the capability to plan and carry out the activity effectively?
- Is there a clear Project Stage/Timeline with expected completion dates of each stage?
- For projects requesting \$5,000 or more in RADF Funding is there a proposed outline of payment instalments that correspond with the project stages?
- Is the budget well prepared and realistic, demonstrating sound financial management and knowledge of professional rates of pay?
- Can the applicant demonstrate matching support from their organisation or themselves, at least in-kind?
- Is RADF the best source of funding for this activity?
- Does the activity:
  - Employ or use the skills of, an appropriate professional or emerging professional artist or arts and cultural worker? (An Eligibility Checklist is required for each paid artist or arts worker involved in the project);
  - Benefit either an individual artist or the community?
  - Reflect the aims of the Council's Corporate Plan, Economic Development Strategy or other published priorities?; and
  - Help to develop arts and culture in the community, develop audiences, and increase social harmony?
- Is there evidence of community need and support?
- Have health and safety, insurance, copyright and licences been considered?; and
- Are any conditions to be applied to the funding?



### *What happens if I am successful?*

If you are successful, before you receive your grant money and begin your activity, you will receive the following documents\* from Council:

- A Letter of Offer from Hinchinbrook Shire Council (HSC) specifying what the funding is being allocated for and any special conditions that may apply to your application;
- Two letters of acceptance – one Original to be signed and returned to HSC and one Copy to be kept for your records;
- A request for an invoice made out to Hinchinbrook Shire Council:
  - Applicants receiving \$4,999 or less will need to provide an initial invoice for 90% of the total amount of RADF funding approved (plus the GST amount if you are GST registered) as set out in your letter of offer. The remaining 10% of funding will require an invoice to be submitted along with the Project Outcome Report; and
  - For grants \$5,000 or more an outline indicating the payment instalment dates will be provided with your letter of offer. You must provide an invoice for each payment instalment. The final 10% of funding will require an invoice to be submitted along with the Project Outcome Report.
- All relevant information you need to acknowledge the State Government and Hinchinbrook Shire Council who are providing the grant.

\*No funds will be released until you sign and return all relevant documents to your RADF Liaison Officer.

The RADF Committee may ask for special conditions of funding to be included in your contract. These must be met through your funded activity.

Some conditions of grants that are common to all RADF recipients:

- Wherever possible, all funded activities must begin within the financial year of the receipt of funding;
- Grants can be withdrawn if an activity is unduly delayed – you will need to reapply in the following year;
- Your acknowledgement of RADF funding in all publicity about your activity and as part of the outcome; and
- Requesting approval from the RADF Committee for any changes to your application.

Other conditions may be developed by Hinchinbrook Shire Council, such as:

- More information and/or evidence of the community need for a proposed workshop;
- More information and/or evidence that individuals cited as being involved in an activity have been contacted, have given consent and are available; and
- A request to:
  - Address a gathering of peers after a funded activity;
  - Offer a workshop demonstrating new skills; and
  - Attend a workshop to gain more knowledge in conducting a RADF Project and completing the required reports.



### *Can I alter my application after funding has been allocated?*

Sometimes circumstances change and you cannot carry out your activity exactly as described in your application. When this happens, you must:

- Notify the RADF Committee through the RADF Liaison Officer in writing or by email; and
- Receive approval of any change before beginning your activity.

The RADF Committee (or a sub-committee) can:

- Approve the changes;
- Request that you complete a new application form; and
- Ask you to return the funds and re-submit your application in the next round.

Any agreement to alterations must be:

- Made in writing;
- Endorsed by the chair of the RADF Committee; and
- Approved and signed by a HSC RADF Committee member, HSC RADF Liaison Officer and the recipient.

Please note: If you change your application without approval, Council can ask for the funds to be returned.

### *I have completed my funded activity. Is there anything else I should do?*

Yes. You must complete and submit your Outcome Report to Council no more than 4 weeks after completing your funded activity and provide an invoice for the remaining 10% of RADF Funding requested in your application. This acquits the local RADF monies you spent and will enable the remaining funds to be paid to you in a timely fashion.

If you fail to acquit your grant, you will not receive the final 10% of your RADF Funding and you will be ineligible to apply for future funding through RADF and Arts Queensland. In some circumstances, you may be asked to repay the grant.

Your outcome report must show evidence of the outcomes of the activity and how the RADF money was spent. It is a chance to reflect on the level of success your activity achieved by:

- Identifying key outcomes;
- Assessing the benefits and drawbacks;
- Checking your financial estimates against your actual expenditure;
- Learning from any difficulties — these can often teach more than successes;
- Recognising the potential for growth or new directions in your work; and
- Setting new priorities.



### Who should I contact for more information on RADF?

For more information about the RADF Program and process, please contact the RADF Liaison Officer at the TYTO Regional Art Gallery on 07 4776 4725 or by emailing [gallery@hinchinbrook.qld.gov.au](mailto:gallery@hinchinbrook.qld.gov.au).

To keep up to date be sure to check the website [www.hinchinbrookway.com.au/regional-art-gallery](http://www.hinchinbrookway.com.au/regional-art-gallery) regularly and like [visitTYTO](#) on Facebook.

The Hinchinbrook Community Support Centre offers assistance with completing application forms for funding. To arrange an appointment please phone 4776 1822, email [communitysupport@hcsc.org.au](mailto:communitysupport@hcsc.org.au) or visit [www.hcsc.org.au](http://www.hcsc.org.au).

The following table lists some useful websites that may help in the development of your activity.

<p>Arts Queensland (AQ)</p> <p><a href="http://www.arts.qld.gov.au">www.arts.qld.gov.au</a></p> <ul style="list-style-type: none"> <li>• all other Arts Queensland grant information</li> <li>• other funding sources benefiting arts and culture</li> </ul>	<p>The Arts Law Centre of Australia</p> <p><a href="http://www.artslaw.com.au">www.artslaw.com.au</a></p> <p>Specialised legal and business advice and referral services, professional development resources and advocacy for artists and arts organisations.</p>
<p>Australian Copyright Council</p> <p><a href="http://www.copyright.org.au">www.copyright.org.au</a></p> <p>Information and guidance about creating copyright in Australia.</p>	<p>Department of Aboriginal and Torres Strait Islander Policy (DATSIP)</p> <p><a href="http://www.datsip.qld.gov.au">www.datsip.qld.gov.au</a></p> <p>Protocols are an essential component when dealing with individuals and communities. This site provides guides to assist communication across cultures.</p>





## Important Definitions

### ABN

The Australian Business Number (ABN) is a single identifier for all business dealings with the tax office and for dealings with other government departments and agencies.

### Acquittal

The final stage of the grant process. In order to acquit your grant, you must submit an Outcome Report to your local council within four (4) weeks of completion of your funded activity. The HSC RADF Outcome Report is completed on the same document as the initial HSC RADF grant funding application (See also *Outcome Report*)

*Artist* (See *Professional artist or arts and cultural worker*)

### Arts

The Australian Culture and Leisure Classifications (ACLC) defines arts activities as "the creation, manufacturing and sale of goods and services relating to literature, radio, television, film, digital content, visual arts and crafts, design, music and performing arts". These also include "writing, drama, playing and recording music, music composition, dance, theatre, film, visual arts and crafts, design (including graphic and architectural design) and radio and television broadcasting".

### Arts and Cultural Policy

A document which sets directions for the future investment in arts and cultural development.

### Artsworker

A person who may produce arts and cultural product directly or who may manage or facilitate the development of arts and cultural activity in their community.

### Auspicing body

An incorporated organisation which manages a grant on behalf of an individual or collective; responsible for providing a financial report on the completion of a project, but not responsible for the artistic direction or quality of the project.

### Biennial

Every two (2) years.

### Chief Executive Officer

The council officer responsible for overseeing Council's finances and strategic planning.

### Collective

Collectives or cooperatives are community groups or groups of artists that are not incorporated but may be auspiced by an incorporated association or company or local government. One person will need to be nominated as the accountable representative of the group for management, reporting and financial matters, and all members of the group will need to sign a letter confirming their involvement and support for the





nominated representative. Include this letter as support material. A group should be maintained for the duration of the project.

### *Community arts*

Uses all art forms to explore and express issues of community identity, place, a sense of belonging as well as asserting community needs and differences.

### *Community Cultural Development (CCD)*

Activity that affirms the community and its members as the creators and owners of their cultural practices. In collaboration with professional artists and cultural workers, communities can express their inherent creativity, celebrate their unique culture and generate activities with social and economic benefits.

### *Community Use*

Refers to the advertised/organised free use of equipment by arts and cultural organisations, community groups and the general public.

### *Consensus*

A group decision that is acceptable to all members of the group.

### *Concept development*

The process of shaping and refining an idea for a new product into a complete description. No specific art form product is required.

### *Corporate plan*

A document detailing the steps to achieve a council's mission; a major strategic planning instrument. The plan sets out the strategies which the council intends to follow in the medium term in order to achieve the policy objectives.

### *Craft*

An activity (e.g. weaving, carving, pottery) that involves making things skilfully by hand, often using traditional techniques and usually for functional purposes.

### *Cultural heritage*

Activities that comprise the management of sites and collections which represent the cultural environment. This means the preservation of the objects, writings and other records that reflect ways of life of various cultural groups, including items of aesthetic, scientific or social significance. These activities are most closely aligned with museums, art museums, libraries and archives.

### *Cultural mapping*

A tool that can form the basis of a cultural planning process. In order to look to the future, the mapping process provides an understanding of the diverse and sometimes invisible resources and values of the community. It explores and names different cultural influences, understandings of history and place, and the roles and relationships of people in the community. Combined with an audit of the buildings, organisations and cultural practices of the community, the cultural map can provide new understandings of the issues, needs and aspirations of the community.



### *Cultural planning*

Cultural planning is a process of deciding how best to use a community's cultural resources for economic and social development. Cultural planning provides a way for communities and local councils to develop a shared vision and the means for effectively coordinating community resources to build a strong and sustainable cultural industry. Like any plan, it identifies what needs to be done, by whom, in what time frame and how much it will cost, in hours and dollars. The cultural plan is the community's promise to itself, in which it determines what it needs to do in order to provide its own cultural future.

### *Culture*

"Culture should be regarded as the set of distinctive spiritual, material, intellectual and emotional features of society or a social group, and that it encompasses, in addition to art and literature, lifestyles, ways of living together, value systems, traditions and beliefs". (United Nations Educational, Scientific and Cultural Organisation (UNESCO) 2002, Universal Declaration on Cultural Diversity)

### *Demonstration*

A non participatory activity where an artsworker demonstrates a particular art/craft technique to a passive audience. (See also *Workshop*)

### *Emerging professional artist*

Has had no more than five years experience as a professional artist. (See also *Professional Artist*).

### *Extracurricular*

Activity that is held outside the standard educational curriculum taught during the school day and not expected to be delivered by educational institutions.

### *Feasibility study*

A detailed investigation and analysis of a proposed development project to determine whether it is viable technically and economically.

### *GST*

Goods and Services Tax: a broad-based tax of 10 per cent on most supplies of goods and services consumed in Australia.

### *Heritage*

Those things or places which come or belong to a person or people by reason of birth including the culture, traditions and assets preserved from one generation to another.

### *Infrastructure*

The framework needed to support arts and cultural organisations. It may be 'hard' infrastructure such as buildings and computers, or 'soft' infrastructure such as organisations and the people who manage them.

### *In-kind support*

Includes volunteer labour, administrative support, rent-free accommodation or donations of materials or equipment. These contributions should be given a dollar value and must be included in your proposed budget.



### *Local Government Association of Queensland (LGAQ)*

The peak body representing local government in its dealings with other governments, unions, business and the community.

### *Minister for the Arts*

The elected member of Parliament responsible for the arts portfolio.

### *Museum*

A museum helps people understand the world by using objects and ideas to interpret the past and present and explore the future. It preserves and researches collections, and/or makes objects and information accessible in actual and virtual environments. Museums are established in the public interest as permanent not-for-profit organisations that contribute to long term communities. Museums may be designated by many names including gallery and keeping place.

### *Not-for-profit*

Means that the articles of a legally constituted not-for-profit arts organisation state that profits or surpluses must be used to further the organisation's artistic objectives. Any profits or surpluses must not be distributed to owners, members or any other individual or group of individuals. The articles should also make provision for the transfer of assets to a similar organisation should they cease operations.

### *Older person*

A person who is over 55 years of age.

### *Outcome Report*

This report describes your achievements and acquits the use of public money by explaining how the RADF grant money was spent, what has been paid for and whether any money was left at the end of the project. It also includes visual documentation of the activity. The HSC RADF Outcome Report is completed on the same document as the initial HSC RADF grant funding application (See also *Acquittal*).

### *PAYG*

Pay As You Go (income tax) – the money you pay directly to the Commissioner of Taxation to meet your income tax and other liabilities; usually paid each quarter.

### *Peer assessment*

A process of experienced arts and cultural workers meeting to assess grant applications based on published funding criteria.

### *Person with a disability*

A person who experiences loss or deterioration of personal and social functions across a range of life activities, due to a disorder, illness or injury.

### *Professional development*

An activity can be considered as professional development if it increases an applicant's skills, provides networking opportunities, introduces the applicant's work into new markets and/or enhances the applicant's ability to earn a living through their arts or cultural work.



### *Professional artist or arts and cultural worker*

Has specialist training in his/her field (not necessarily in academic institutions); is recognised by his/her peers (professional practitioners working in the artform area); is committed to devoting significant time to the artistic activity; and has a history of public presentation.

### *Quorum*

The number of members at a meeting needed to vote on applications. It is usually half the committee plus one.

### *Ratification*

Making something valid by formally approving or confirming it.

### *Regional Council*

All councils in Queensland other than Brisbane City Council.

### *Remote Council*

Councils identified as remote by the Local Government Association of Queensland

### *Stakeholder*

A person, group, or business unit that has a share or an interest in a particular activity or set of activities.

### *Statement of Significance*

A statement that indicates why a place or object is important. It is useful to explain the values of the place or object and their importance to the community or groups within the community. It may also describe features of a place or object that have intrinsic value but that have no known human affinity or values. (Australian Heritage Commission)

### *Target group*

The group of people for whom the work or project is specifically created.

### *Tiers of government*

Three levels of Australian government: Commonwealth, State and Local.

### *Workshop*

A structured activity at which attendees gain practical experience in an artform and learn new arts skills. (See also *Demonstration*)

### *Young person*

A person who is 30 years of age or under.

## Application Form/Outcomes Report

- Please ensure you read and understand the Hinchinbrook Shire Council's RADF Guidelines and Frequently Asked Questions by RADF Applicants contained within this document prior to commencing your application;
- Please contact your RADF Liaison Officer (RLO) or a member of the RADF Committee if you are unsure about any part of your application;
- Contact Hinchinbrook Community Support Centre for assistance with completing applications on 07 4776 1822;
- Keep a copy of your application, including all support material, to help prepare the Outcome Report due 4 weeks after your activity has finished if you have been successful in receiving RADF funding;
- Return your completed application and support material to your local Council;
- Applicants requesting \$5,000 or more in RADF Funding will be required to verbally pitch their project proposal to the Hinchinbrook Shire RADF Committee;
- Applicants requesting \$5,000 or more in RADF Funding, if successful, will be paid funding in instalments correlating to completion of the relevant stages of their project; and
- If your application is successful, 10% of the total RADF Funding requested for your project will be withheld by HSC until you submit a complete Project Outcome Report, due 4 weeks after project completion, that is accepted by the Hinchinbrook Shire RADF Committee.

APPLICATION SUMMARY					
Applicant Name					
Contact Persons Name (Group/Organisation)					
Email Address					
Contact Phone Number					
Postal Address					
Town/Suburb		State		Postcode	

PROJECT SUMMARY			
Project Name			
<b>Project Description</b> Describe your project in approximately 20 words. This statement will be used to promote your project in our media releases.			
The grant will be used towards the costs of:			
Project Start Date		Project End Date	
Outcome Report Due Date (4 weeks from project)		Location of Project/Program: (Please include town,	

end date)		region)	
Total Cost of the Project (Complete Budget first)	\$	RADF Investment Requested (Complete Budget first)	\$

### RADF GRANT HISTORY

Have you previously applied for a RADF grant? If yes, in what year? ☐ YES ☐ NO

If you were successful has that grant been successfully acquitted? ☐ YES ☐ NO

### APPLICANT TYPE: Are you applying as an Individual /Group/Organisation? Please complete only one section below.

#### Individual

Title ☐ Mr ☐ Mrs ☐ Ms ☐ Other

Name

Do you have Australian citizenship or permanent residency status? ☐ YES ☐ NO

Are you under 18 years of age? ☐ YES ☐ NO

Parent/Guardian Name  
(if under 18 years of age)

#### Group

*Collectives or cooperatives are community groups or groups of artists that are not incorporated and therefore must be auspiced by an incorporated organisation (including Local Government authority), or an individual with an ABN to take financial responsibility for the grant. One person must be nominated as the accountable representative of the collective for management, reporting and financial matters*

Name of Group

Name of Auspicing  
Organisation/Individual

*Note: This organisation or individual must complete Sections 1.9 and 6.3*

Title ☐ Mr ☐ Mrs ☐ Ms ☐ Other

Name (accountable person  
in group)

#### Organisations

*Eligible organisations include arts and cultural not-for-profit organisations and Australian companies that are either based in Queensland or able to demonstrate how their project will directly benefit local arts and culture. Organisations must be registered under law as either incorporated associations or a company limited by guarantee.*

Legal Name of Organisation

Title ☐ Mr ☐ Mrs ☐ Ms ☐ Other

Name

Role of Contact Person

Legal Status

Australian Business Number (ABN) Details		
<i>Will you/your organisation be responsible for the financial management of the grant if this application is successful?</i>		
<input type="checkbox"/> Yes - provide your ABN details below <input type="checkbox"/> No - An auspicing body will be administering any grant that I receive on my/our organisation's behalf.		
What is your ABN?		
In what name is the ABN registered		
Are you registered for GST	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>Auspiced Application</b> <i>All individuals, groups/collectives or unincorporated organisations that do not have an ABN, must nominate an individual with an ABN or incorporated organisation to take responsibility for any grant that may be offered. Only complete this section if you are nominating an accountable organisation or individual to administer the grant on your behalf who will also be responsible for submitting a financial report at the end of the project.</i>		
Who is your auspicing arrangement with?	<input type="checkbox"/> An incorporated body <input type="checkbox"/> An individual with an ABN	
Name of auspicing organisation or individual		
Contact person for auspicing organisation		
Are you registered for GST?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Postal address of auspicing organisation or individual		
Phone		Email





**PROJECT DESCRIPTION**
**Describe your project**

Provide a brief description of your project including funded activities, aims and objectives

Please clarify the main activities involved in this project:

What are the main aims and outcomes of this project?

**Project Stages**

Add lines as necessary to the table below. The project plan should be as comprehensive as possible and reflect the size and nature of your project. These activities may be implemented concurrently. Please note that a lack of detail provided may affect the success of your application. Write a date in the column beside each stage to indicate when you expect to start the stage and when you expect to complete that stage of the project. For projects requesting \$5,000 or more in RADF Funding, payment instalments will be made in line with completion of project stages. List your proposed instalment amounts alongside the relevant project stage.

Project Stage and Description		Start Date	Expected Completion Date	Instalment \$ Amount Requested
1				
2				
3				
4				
5				
6				
7				
8	RADF Outcome Report ( No later than 4 Weeks after the project finish Date)			



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

*If you are to deliver a project/activity in a place where the public attend or that is accessible to the public please ensure you have attached a copy of your Certificate of Currency for Public Liability Insurance.*

**Complete and attach with this application the relevant documents outlined below**

Risk Assessment (refer to Appendix 2 of this document for template)	<input type="checkbox"/>	Necessary Licences eg Blue Card – Working with Children	<input type="checkbox"/>
Public Liability Insurance	<input type="checkbox"/>	Other	<input type="checkbox"/>



PROJECT DESCRIPTION			
<i><b>IMPACT</b> – is measured by the ability to support local employment and build the capacity of the local arts sector</i>			
Select the option that best describes the type of activity			
Community consultation/arts research/policy development	<input type="checkbox"/>	Performances	<input type="checkbox"/>
Creative development of new work	<input type="checkbox"/>	Placemaking	<input type="checkbox"/>
Cultural tourism	<input type="checkbox"/>	Professional/career development	<input type="checkbox"/>
Events/festivals	<input type="checkbox"/>	Publications	<input type="checkbox"/>
Exhibitions/collections	<input type="checkbox"/>	Workshops	<input type="checkbox"/>
Heritage protection/promotion	<input type="checkbox"/>	Other (please specify):	<input type="checkbox"/>
What is the predominant art-form of the project? (Please select one only)			
Visual arts, craft and design	<input type="checkbox"/>	Dance	<input type="checkbox"/>
Theatre	<input type="checkbox"/>	Writing	<input type="checkbox"/>
Community Arts and Cultural Development	<input type="checkbox"/>	Music	<input type="checkbox"/>
Museums / Collections / Heritage	<input type="checkbox"/>	Film / Multi-media	<input type="checkbox"/>
Number of participants and audiences engaged in the project			
What is the total number of volunteers expected to work on the project?			
What is the total participant number expected? (Participants are those that actively engage arts activities eg: workshop participants).			
What is the total audience number expected? (Audience members have a passive engagement eg: audiences observing at an exhibition, performance, event).			
<i><b>QUALITY</b> – is measured by evidence of artistic merit, how well the project contributes to meeting local arts and cultural priorities and its benefits to the local community.</i>			
Select ONE of the following Hinchinbrook Shire Council local arts and cultural priorities that your project best addresses <i>As identified in Council's RADF Guidelines</i>			
Invest in Arts and Culture in the Shire	<input type="checkbox"/>	Address youth and social issues	<input type="checkbox"/>
Expand Arts and Cultural Tourism within the Shire – create and embrace an 'Arts and Culture' destination	<input type="checkbox"/>	Provision of career development skills / career paths to attract and retain youth in the Shire	<input type="checkbox"/>
Revitalisation of the Central Business District of Hinchinbrook Shire Towns	<input type="checkbox"/>	Provision of recreation opportunities to the Hinchinbrook Community	<input type="checkbox"/>
Contribute to commercially promoting Hinchinbrook Shire's Art and Cultural assets	<input type="checkbox"/>		<input type="checkbox"/>

**Select ONE of the following State (QLD) priorities that the project best addresses**
*As identified in Council's RADF Guidelines*

Create Jobs in a Strong Economy	<input type="checkbox"/>	Keep communities safe	<input type="checkbox"/>
Give all our children a great start	<input type="checkbox"/>	Protect the Great Barrier Reef	<input type="checkbox"/>
Keep Queenslanders healthy	<input type="checkbox"/>	Be a responsive government	<input type="checkbox"/>

Please provide evidence of community interest and local support for the project, as demonstrated by letters of support/participation/expressions of interest. List evidence here and attach documents to application

**How will this project/program benefit you, your community or artists/cultural workers?**

*Give a brief description about the results you expect from the project. Please demonstrate the level to which the project will deliver multiple and/or short and longer term outcomes, e.g. improves professional development; increases employment opportunities; builds capacity of the sector; conveys a sense of community belonging/builds social cohesion; increases tourism opportunities etc. Maximum of 150 words.*

**How will you capture audience/participant/partner feedback for your project?**

Note, this is a necessary part of your project delivery and outcome report.



**REACH** - is demonstrated by the engagement and accessibility of the project/program to diverse audiences, participants and communities or to a specific target group

### STATISTICAL INFORMATION ABOUT THE PROJECT/PROGRAM

Is your project aimed at specific communities as participants and/or audiences? *Only complete this section if your project specifically and directly targets people from one or more of these groups, not if your project is generally available to all members of the community.*

Aboriginal peoples	<input type="checkbox"/>	Older people (55 years or older)	<input type="checkbox"/>
Torres Strait Islander peoples	<input type="checkbox"/>	People with a disability	<input type="checkbox"/>
Australian South Sea Islander peoples	<input type="checkbox"/>	People from culturally or linguistically diverse backgrounds	<input type="checkbox"/>
Children (0-11 years of age)	<input type="checkbox"/>	Men	<input type="checkbox"/>
Youth (12-25 years of age)	<input type="checkbox"/>	Women	<input type="checkbox"/>

If your project is specifically targeting a group/ community/ audience (e.g. indigenous people), describe your processes for this engagement. (i.e. Will there be protocols that need to be addressed? How will you do this?)

**VIABILITY** - is demonstrated by the evidence of value for money and support from sources other than RADF.

Where you are outsourcing works to an external party (such as a consultant/contractor) explain who you intend to engage and what their tasks will be.

e.g. Website or Graphic Designer, Theatre Technician, Printer

Name	Role



<p><b>Have you engaged Council for in-kind support as part of this project</b>      Yes <input type="checkbox"/>    No <input type="checkbox"/></p> <p><i>If yes, please provide evidence of Council approved resources you have negotiated or are applying for.</i></p>	

### List the artists and arts workers being funded by the RADF Grant

You must demonstrate that award rates or industry recommended rates of pay will be made to arts and cultural workers involved in the project. If you are paying only a portion of the recommended rates of pay because the professionals involved in the project are contributing their time as an in-kind contribution, please list the total rate of pay in the table below and then note any in-kind contribution on the income section of the budget (please attach an extra page if necessary).

Please remember to attach the following four documents from each artist or arts worker receiving RADF funding:

- Resume or CV;
- Eligibility Checklist for each Professional and Emerging Professional Artist; and
- Letter of confirmation of availability and a schedule of fees.

Name	Role or position in project	Rate of pay (\$/hr or \$/week)	Total fee whole \$	Amount to be funded by RADF



<b>TOTAL (Transfer total salaries, fees and allowances to the expenditure column in the budget)</b>	\$	
<b>TOTAL (Transfer total RADF amount to the RADF expenditure column in the budget)</b>		\$

### RADF Budget - Income and Expenses

Please complete the budget using the template below to account for all costs of your project:

- Ensure that your budget estimates are as accurate as possible and use only whole dollar amounts (no cents);
- Ensure that your income and expenses totals are equal;
- Indicate how much of the RADF grant will be used for each relevant item in the RADF grant breakdown column;
- Enter all funding you have applied for and place an asterisk against approved funding;
- Ensure you provide written quotes for all items over \$300 indicated in the RADF \$ column. You will need to provide receipts for all these items with your Outcome Report if you are successful; and
- If successful, 90% of your total RADF Funding requested will be released to you upon receipt of the required documents (except for projects requesting \$5,000 and more – refer to HSC RADF guidelines). The remaining 10% of total funding will be paid to you upon receipt of your complete and accurate outcome report.

Please note: If you are not GST registered, amounts should include GST as this is part of the cost of the project. If you are GST registered, Council will pay the funds plus GST. Amounts should be exclusive of GST if you are registered for GST.

Expenditure	Total Costs Whole \$ only	RADF \$ Amount	Income	Amount Whole \$ only
Salaries, Fees and Allowances			Earned income –(cash only) Fees and Sales	
Production / program costs			Other Income (cash only) including your own, sponsorships, fundraising & donations (Please itemise)	
Promotion, Documentation and Marketing			Other Grants (place an asterisk next to those approved)	



Accommodation and Travel			All in-kind contribution (sponsorship, artist's contribution, donations, partnerships. Please itemise)	
Venue Hire				
Administration		n/a		
		n/a		
RADF Grant Total (total of column 3)			RADF Grant Total (total from column 3)	
Total Expenditure			Total Income	
<b>Notes to budget</b> Please outline any information that will assist to clarify or justify the costs calculated in your budget. Include the name of the funding program and notification date (or if already confirmed) of any funding you have applied for and included in your budget. Please note that quotes will be required as evidence of costs for any significant costs (over \$300) i.e. quotes.				



**STATISTICAL INFORMATION ABOUT APPLICANTS**

Information in this section is not used to assess your application. Information you provide will be aggregated and used to review the annual program and provide information to Arts Queensland.

Title ☐ Mr ☐ Mrs ☐ Ms ☐ Other

**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. This may be more than one).**

Aboriginal peoples		Older people (55 years or older)	
Torres Strait Islander peoples		People with a disability	
People from a culturally diverse background		People in regional area/s	
Children (0 – 11)		People from culturally and linguistically diverse backgrounds	
Youth (10-21 years of age)		Australian South Sea Islander peoples	

**SUPPORT MATERIAL - The following support material is critical to the success of your application**

- Letters of support must include an original signature or contact details of the author;
- All support material must be clearly labelled to ensure it is easy for the assessors to locate, open and read; and
- Excessive support material will not be read by assessors and as such excluded from assessment.

For audit purposes, Hinchinbrook Shire Council is required to retain a copy of the support material supplied by applicants.

<input type="checkbox"/>	One copy of application and all the required support materials and signed copy of Section 6 – Certification.
<input type="checkbox"/>	A brief CV for all key personnel that the RADF grant will pay for (no longer than one A4 page per person) and written or emailed confirmation of their participation (for Organisations just the artistic / creative director). The purpose of this is to enable the assessors to determine the quality and suitability of personnel involved.
<input type="checkbox"/>	Up to three letters from individuals, or organisations in your area of practice that provide relevant comment in support of your application.
<input type="checkbox"/>	An Eligibility Checklist for Professional and Emerging Professional Artists for each artist and arts worker involved in your project/activity (refer to appendix 1 of this application)
<input type="checkbox"/>	Written confirmation from key artists, personnel and venue managers involved in the project, confirming availability and schedule of fees.
<input type="checkbox"/>	A completed risk assessment (refer to appendix two of this application)

**If applicable to your project, please provide the following support material**

<input type="checkbox"/>	Confirmation of venues and evidence of interest from potential clients (e.g. venues, organisations, events) This demonstrates demand for your project/program
<input type="checkbox"/>	Confirmation of significant partnerships in writing
<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.
<input type="checkbox"/>	Quotes for all budget items over \$300 that the grant will pay for (materials, contractors, venue hire etc.)
<input type="checkbox"/>	For proposals involving Aboriginal people; Torres Strait 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.

**CERTIFICATION**
**Information Privacy and Right to Information (All Applicants)**

The information you provide in your grant application will be used by Council to process and assess your application and, if successful, to process, pay and administer your grant. Council may contact other funding agencies to verify grants requested from them 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 grants application;
- The amount of funding you receive; and
- 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 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 a 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.

**SIGNATURE - APPLICANT**
**I, the undersigned, certify that:**

- I have read and I/my organisation will abide by the Hinchinbrook Shire Council Regional Arts Development Fund Guidelines and the information provided in the Frequently Asked Questions by RADF Applicants;
- The statements in this application are true and correct to the best of my knowledge, information and belief. The supporting material is my own work or the work of the artists named in this application; and
- 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.

<b>Signature</b>		<b>Date</b>	
------------------	--	-------------	--



<b>Name in Full</b>	
<b>Parent/Guardian</b> (if applicant is under 18)	

### Signature - Auspicing Agent

Both the applicant and the auspicing organisation/individual are considered responsible for ensuring the acquittal of grants. 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.

<b>Signature</b>		<b>Date</b>	
<b>Name of Auspicing Body</b>			
<b>Contact Person's name in full</b>			
<b>Position in group or organisation</b>			



## Eligibility Checklist: Professional/Emerging Professional Artists

A separate Eligibility Checklist must be completed by each artist who will be paid salaries, fees or allowances from the RADF grant. Please make copies of this Checklist as required or download a copy from [www.hinchinbrookway.com.au/regional-art-gallery](http://www.hinchinbrookway.com.au/regional-art-gallery)

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 in regard to 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 of the 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: \_\_\_\_\_

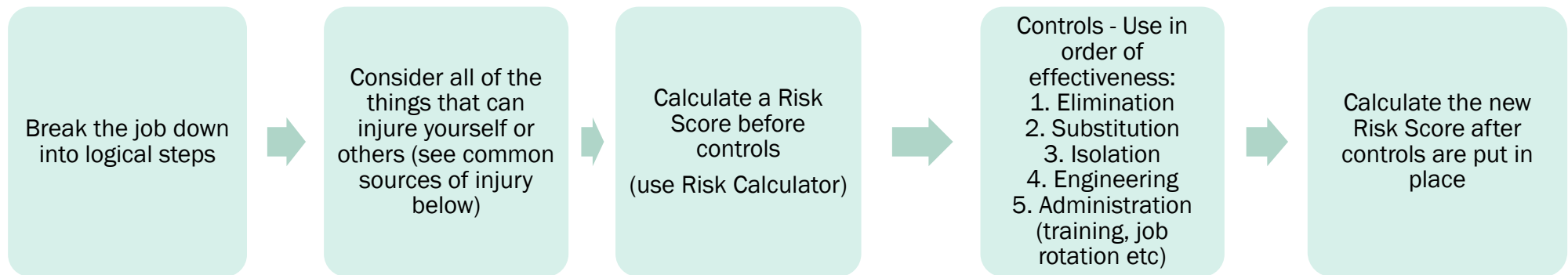
Please tick the following artistic merits that apply to you:

- ☐ I have professional arts and/or cultural qualifications;
- ☐ I have an Australian Business Number (ABN) (please provide details below);
  
- ☐ I have devoted significant time to arts practice;
- ☐ I have been recognised as a professional by peers;
- ☐ 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 on the basis of art skills and/or earning income from sales of art work; and
- ☐ I am a member of a professional association (or associations) as a professional artist (please provide details below);
  
- ☐ I am an artist whose artistic or cultural knowledge has been recognised as professional by peers or the cultural community; and
- ☐ I am an artist whose artistic or cultural knowledge has developed through oral traditions.



## Risk Assessment – Use This Template Or You Can Use Your Own

Project Name					Date	
Project Description						
Persons conducting				1.	2.	3.
Signatures	1.	2.	3.	4.		



### Consider the following potential requirements

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Does a Standard Operating Procedure already relate to the job or task?</li> <li><input type="checkbox"/> Do you require specific monitoring and is it available?</li> <li><input type="checkbox"/> Do you need to consult any Original Equipment Manufacturer's or service manuals?</li> <li><input type="checkbox"/> Are appropriate tools required and available?</li> <li><input type="checkbox"/> Do you possess the required competencies?</li> <li><input type="checkbox"/> Have adequate inspections been completed? (pre-start, periodic)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Do you require additional personnel or notification?</li> <li><input type="checkbox"/> Is additional or specialist PPE required?</li> <li><input type="checkbox"/> Is the work area adequately demarcated?</li> <li><input type="checkbox"/> Have you correctly isolated the plant or equipment?</li> <li><input type="checkbox"/> Is a permit necessary for this job?</li> <li><input type="checkbox"/> Has all relevant communication been completed?</li> <li><input type="checkbox"/> Do you require specific monitoring and is it available?</li> </ul> |
|--|--|



**Common Sources of Injury**

Can anyone be hurt by the following. Consider and tick possibilities:

- ☐ Struck by
- ☐ Caught between
- ☐ Overexertion – lifting lowering pushing pulling, carrying, moving, holding, restraining, repetitive movements
- ☐ Struck against
- ☐ Fall/slip on the same level
- ☐ Psychological (stress)
- ☐ Caught on
- ☐ Caught in
- ☐ Fall to a different level

**Identify the potential hazards (tick)**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Other activity nearby | <input type="checkbox"/> Environmental impacts | <input type="checkbox"/> Work at heights      |
| <input type="checkbox"/> Fatigue               | <input type="checkbox"/> Sharp objects         | <input type="checkbox"/> Confined space       |
| <input type="checkbox"/> Concealed services    | <input type="checkbox"/> Biological            | <input type="checkbox"/> Access/Slip/Trip     |
| <input type="checkbox"/> Hot/cold objects      | <input type="checkbox"/> Remote location       | <input type="checkbox"/> Manual handling      |
| <input type="checkbox"/> Posture               | <input type="checkbox"/> Work area             | <input type="checkbox"/> Hazardous substances |
| <input type="checkbox"/> Pressure              | <input type="checkbox"/> Hot work              | <input type="checkbox"/> Mobile plant         |
| <input type="checkbox"/> Noise                 | <input type="checkbox"/> Rotating equipment    | <input type="checkbox"/> Tools/Equipment      |
| <input type="checkbox"/> Electricity           | <input type="checkbox"/> Stored energy         |   |
| <input type="checkbox"/> Lifting gear/cranes   | <input type="checkbox"/> Remote location       |   |






Step #	Basic Project Steps List in sequence the main steps required to perform the task	Hazards (What can go wrong) List for each step the specific hazards that could be present when the step is carried out	Risk Score (Before Control) L M H E	Controls (What you can do to reduce risk) Identify the controls that are currently developed or implemented to prevent or minimise the hazard	Risk Score (After Control) L M H E	Person Responsible? Who is responsible for implementing the control measure
e.g.	Remove carpet, attach floor coverings, prepare paints and painting materials	Slip, trip, fall	M	Ensure flow is clear of any trip or slip hazards. If hazards exist ensure they are marked and placed appropriately and people in the area are aware of them.	L	David Smith
1						
2						
3						
4						
5						
6						
7						



## Risk Matrix

RISK CALCULATOR					
Likelihood	Consequence				
	Insignificant No injury, no-low \$ cost	Minor First aid treatment, low- medium \$ cost	Moderate Medical treatment, medium-high \$ cost	Major Serious injuries, major \$ cost	Catastrophic Death, huge \$ cost
<b>Almost Certain</b> Expected to occur at most times	H	H	E	E	E
<b>Likely</b> Will probably occur at most times	M	H	H	E	E
<b>Possible</b> Might occur at some time	L	M	H	E	E
<b>Unlikely</b> Could occur at some time	L	L	M	H	E
<b>Rare</b> May occur in rare conditions	L	L	M	H	E

RISK ASSESSMENT CALCULATOR			
<b>Risk Process</b> 	Identify	Identify the hazard/risk of the work	
	Assess	Assess the likelihood and consequence of the hazard/risk	
	Control	Control the hazards/risks using control measures considering the hierarchy of control	
	Monitor	Monitor the effectiveness and use of implemented control measures	
Risk Score Legend		Hierarchy of Control	
<b>E</b>	<b>Extreme risk, immediate action required</b>	<b>ELIMINATION</b>	Eliminate the process, material or substance completely
<b>H</b>	High risks, prioritised action required	<b>SUBSTITUTION</b>	Replace the process, material or substance with a safer one
<b>M</b>	Moderate risk, planned action required	<b>ISOLATION</b>	Isolate the person(s) from the process, material or substance
<b>L</b>	Low risk, actioned by routine procedures	<b>ENGINEERING</b>	Design or re-design the process, material or substance
Jardine Lloyd Thompson©		<b>ADMINISTRATION</b>	Limit exposure to the risk by job rotation, work procedure and/or providing adequate training
		<b>PRE</b>	Use of personal protective equipment