

### Completing your application

#### Before you start your application

- Read the [Activate Small Grants Guidelines](#)
- Read [RADF - Important Information for Applicants & FAQs](#)
- Read the City of Gold Coast [Culture Strategy 2023](#).

It is also recommended that you contact the City of Gold Coast **RADF Liaison Officer** to discuss your project before starting your application.

**RADF Liaison Officer:** Phone: 07 5581 6075 | Email: [radf@goldcoast.qld.gov.au](mailto:radf@goldcoast.qld.gov.au)

#### Help with your application

Welcome to the Regional Arts Development Fund (RADF) online grant application system - SmartyGrants.

You may begin anywhere in this application form. Please ensure you **save** as you go.

For queries about the guidelines, deadlines or the application, contact the **RADF Liaison Officer** and quote your application number.

If you need technical help using the Smartygrants system, download the Smartygrants [Help Guide for Applicants](#) or the [Applicant Frequently Asked Questions](#) (FAQ's).

**YOUR APPLICATION IS NOT SAVED UNTIL YOU CLICK ON THE SAVE BUTTON. MAKE SURE YOU SAVE YOUR WORK REGULARLY.**

### Eligibility

\* indicates a required field

**To be eligible to submit an application, you must satisfy ALL of the eligibility criteria below - refer to the [Guidelines](#).**

If you are unsure if you are eligible to submit this application, contact the **RADF Liaison Officer** on 5581 6075 or email [radf@goldcoast.qld.gov.au](mailto:radf@goldcoast.qld.gov.au)

**Are you a permanent Gold Coast resident (individuals and collectives) / based on the Gold Coast (organisations)? \***

- Yes
- No (You may not be eligible - see next question)  
See RADF Important Information for Applicants and FAQs for definition of 'resident' and 'Gold Coast based'. If you selected No - you may still be eligible. You must complete the local outcomes and community benefits section below.

**If you are NOT a resident/ based on the Gold Coast, does your**

- Yes
- No (You are NOT eligible - do not proceed further)
- N/A

# 2023-24 RADF APPLICATION FORM | Activate Small Grants

## Form Preview

**project deliver outcomes on the Gold Coast and benefits to the Gold Coast community? \***

Applicants based outside the Gold Coast must show they are delivering outcomes on the Gold Coast and benefits to the Gold Coast community. If you selected No - you cannot apply for this grant.

**Do you have an Australian Business Number (ABN) in your own name? \***

Yes  
 No (You are NOT eligible - do not proceed further)  
Individuals, groups and organisations must have a ABN. If you selected No - you cannot apply for this grant.

**Are you an Australian citizen or permanent resident? (individuals only) \***

Yes  
 No (You are NOT eligible - do not proceed further)  
 N/A  
If you selected No - you cannot apply for this grant.  
Organisations and groups - select N/A.

**Did you receive a 2022-23 RADF Activate Small Grant? \***

Yes (You are NOT eligible - do not proceed further)  
 No  
If you selected Yes - you cannot apply for this grant.

**Do you have a previous RADF grant for a project which has not yet finished and/or is not yet acquitted? \***

Yes (You are NOT eligible - do not proceed further)  
 No  
You must have completed your previous RADF project AND submitted your Outcome Report. If you selected Yes - you cannot apply for this grant.

**Are you a City of Gold Coast Council employee? \***

Yes (You are NOT eligible - do not proceed further)  
 No

**Are you currently funded through Stream Two of the Arts Organisations Triennial Funding Program? \***

Yes (You are NOT eligible - do not proceed further)  
 No  
Stream Two funded organisations may be partners on a project, but cannot be applicants.

**Are you a Council entity or strategic partner organisation? \***

Yes (You are NOT eligible - do not proceed further)  
 No  
Council entities and strategic partner organisations may be partners on a project, but cannot be applicants.

**If you are an employee of a Council entity, strategic partner organisation or a Triennial Funding Program organisation, have you provided a letter of confirmation evidencing your activity is not associated with your role and/or**

Yes  
 No (You are NOT eligible - do not proceed further)  
 N/A  
The letter must be signed by the CEO or Senior Management. If you selected No - you cannot apply for this grant.

### programming of the organisation? \*

**Will your project commence a minimum of 8 weeks from submission of this application? \***

- Yes  
 No (You are NOT eligible - do not proceed further)  
Your project MUST start at least 8 weeks after the date you click the submit button. If you selected No - you cannot apply for this grant.

**Is your funding request for 100% of the total project cost? \***

- Yes (You are NOT eligible - do not proceed further)  
 No  
You must show income (cash or in-kind) from other sources in your budget. If you selected Yes - you cannot apply for this grant.

**Are the activities and costs you are applying for eligible? \***

- Yes  
 No (You are NOT eligible - do not proceed further)  
See the list of activities and costs that RADF will not support in the Guidelines. If you selected No - you cannot apply for this grant.

## Gold Coast outcomes and community benefit

Based on the information provided above, you have confirmed that you are not a Gold Coast resident or based on the Gold Coast.

To be eligible to submit an application your project must:

- have significant outcomes on the Gold Coast AND
- benefit the Gold Coast community.

If you are unable to demonstrate the required outcomes and benefit, your application will be deemed ineligible and will not be assessed.

Refer to the [Important Information for Applicants & FAQs](#) for further information.

### Gold Coast based outcomes \*

- My project will be presented/performed on the Gold Coast  
 My project will have a showing on the Gold Coast  
 The key activities of my project will occur on the Gold Coast  
 Other:

Select all relevant

### Provide further detail on the outcomes your project will have on the Gold Coast? \*

For example: How will your project engage with specific Gold Coast sites and audiences? What activities will occur on the Gold Coast? Where and when will they occur?

### Gold Coast community benefits \*

- Gold Coast residents will be audiences  
 Gold Coast residents will participate in the project  
 My project will employ Gold Coast artists, creatives and/or arts workers

# 2023-24 RADF APPLICATION FORM | Activate Small Grants

## Form Preview

- My project will engage Gold Coast partners  
 Other:

Select all relevant

### Provide further detail on how your project benefits the Gold Coast community? \*

For example: How will the Gold Coast community engage with your project? How does your project align with the City's Culture Strategy 2023? Are there benefits beyond access to arts and culture e.g. social, educational, health and well being etc. How many and who are the Gold Coast based artists, creatives and arts workers employed? Who are your Gold Coast based partners?

## Applicant Information

\* indicates a required field

### Applicant Details

Provide details of the main contact person for the grant. For Organisations / Collectives, this is the person that is authorised on behalf of the entity to sign the contract and the declaration at the end of this application form.

#### Applicant \*

Individual  Organisation

Organisation Name

Title First Name Last Name

If you are applying as a collective - select organisation above and enter the collective's name in the organisation field.

#### Street address \*

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

#### Postal address \*

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

#### Applicant ABN \*

# 2023-24 RADF APPLICATION FORM | Activate Small Grants

## Form Preview

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                                  | <a href="#">More information</a> |
| ACNC Registration                                 |                                  |
| Tax Concessions                                   |                                  |
| Main business location                            |                                  |

The ABN must be in the same name as the applicant.

**If the postcode for the Main Business Location in the ABN table above is not within the Gold Coast, confirm the suburb your business is located in.**

If you/your business is not based on the Gold Coast, you must answer No to the eligibility question in the checklist above and complete the Gold Coast outcomes and community benefits section of the application form.

**Phone number \***

Mobile number is preferred

**Email address \***

Must be an email address.

**Website**

Must be a URL.

**Have you applied to RADF before? \***

Yes  No

**If you have applied to RADF before, when and under what name?**

You must have completed your previous RADF project AND submitted your Outcome Report to be eligible to apply. You cannot receive consecutive year funding.

**Do you (the applicant) identify as: \***

- |  |   |
|--|---|
| <input type="checkbox"/> Aboriginal                    | <input type="checkbox"/> Young person (12-25 years) |
| <input type="checkbox"/> Torres Strait Islander        | <input type="checkbox"/> LGBTQI+                    |
| <input type="checkbox"/> Australian South Sea Islander | <input type="checkbox"/> Emerging artist            |

- Culturally and linguistically diverse
- Established artist
- Person with disability
- None of the above
- Older person (55 years+)

This question is about self-identifying as the applicant. If your project targets one of these groups - you will confirm this in the Project Statistics.

### For Organisations / Collectives

#### Application contact

| Title                | First Name           | Last Name            |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Main contact in the organisation/collective for official correspondence. This person should be authorised to act on behalf of the organisation/collective.

#### Position in organisation/collective

E.G. Director, CEO, Chair

#### Phone number

If different from above.

#### Contact email

Must be an email address.  
If different from above.

### Project Summary

\* indicates a required field

#### Project title \*

Must be no more than 25 words.

#### My project is \*

- A professional development (e.g. mentorship, residency, secondment)
  - Other (all other projects)
- Professional development opportunities grow your skills and practice, and build your career e.g. mentorships, residencies, secondments. Select 'Other' for all other types of projects including the creation, development and presentation of work, touring and new market development, exploration of new and emerging art forms etc. The Project Details page will update depending on your response to this question.

# 2023-24 RADF APPLICATION FORM | Activate Small Grants

## Form Preview

### Project description \*

#### Word count:

Must be no more than 100 words.

This short project description will be used by Council when publicising the list of approved applicants

### Project start date \*

Projects must start a minimum of EIGHT weeks after submission of your application

**CHECK YOUR PROJECT START DATE!** If your project start date is less than 8 weeks from the date you submit this application it will NOT be eligible. An ineligible application will be returned to you without being assessed.

### Project end date \*

Must be a date.

### Total cost of your project \*

What is the total budgeted cost of your project? Whole numbers only (no cents)

### Total RADF funding requested \*

You total grant request (max. \$5,000). RADF will not support 100% of the cost of your project.

### Where will your project take place? \*

Applicants that are not based on the Gold Coast MUST have outcomes on the Gold Coast.

### What is the primary art form for your project? \*

- |  |  |
|--|--|
| <input type="radio"/> Visual Arts (including craft, design, photography) | <input type="radio"/> Community Engagement |
| <input type="radio"/> Theatre  | <input type="radio"/> Multi-Art Form       |
| <input type="radio"/> Circus / Physical Theatre                          | <input type="radio"/> Writing / Literature |
| <input type="radio"/> Music (including opera/ musical theatre)           | <input type="radio"/> Digital / Media      |
| <input type="radio"/> Dance  | <input type="radio"/> Film                 |
| <input type="radio"/> Collections and Cultural Heritage                  | <input type="radio"/> Other:               |

### Does your project specifically target or engage with one or more of the following groups? \*

- |   |   |
|---|---|
| <input type="checkbox"/> Aboriginal people                    | <input type="checkbox"/> Young people (12-25 years) |
| <input type="checkbox"/> Torres Strait Islander people        | <input type="checkbox"/> Children (0 - 11 years)    |
| <input type="checkbox"/> Australian South Sea Islander people | <input type="checkbox"/> LGBTQI+                    |

- Culturally and linguistically diverse people
  - People with disability
  - Older people (55 years+)
  - Emerging artists
  - Established artists
  - None of the above
- Only select if the project will SPECIFICALLY engage with the target group. Do not select if your project broadly engages all groups.

**If your project specifically engages with one of the groups above - outline how.**

## Project Details

\* indicates a required field

### About my project

**Your answers to the questions in this section should consider the Assessment Criteria *Quality, Reach, Impact and Viability*.**

For more information refer to the Assessment Criteria section in the [Guidelines](#).

*Note: In the Project Summary section (page 4) you have indicated this is NOT a professional development based project in response to the question: "My project is". If this is a professional development project, you must change your response to 'professional development opportunity' on the Project Summary page prior to completing the Project Details section of this application form.*

**Describe your project. Include information about what you are intending to do and why, the process and steps involved, your project location/s, key dates, milestones and how they will be achieved. \***

Word count:  
Must be no more than 1000 words.  
What is your artistic motivation or rationale for the project? Is your project enterprising or innovative? Who will it reach/engage? What is the demand for the project? Key dates might include for example: rehearsal, exhibition/performance, workshops, tour dates, studio sessions, launches etc. Make sure your key dates are achievable.

**Who are the artists and other key people and partners involved in your project? What are their roles and experience? Include information about you/your organisation/collective. \***

Word count:  
Must be no more than 800 words.  
For example: Provide a brief outline of your experience and previous work. Demonstrate you have engaged key artists/personnel with relevant experience. Note: you are required to attach biographies/CVs and work samples as support material.



**What outcomes are you looking to achieve from your project? How will you measure their success or evidence they have been achieved? \***

Word count:

Must be no more than 800 words.

For example: How will this project build on your previous work or impact your career, practice and professional development? How does your project meet the objectives of the City of Gold Coast Culture Strategy 2023? Will the project provide quality experiences and impact for audiences, the local community or the local arts sector? Do you have an evaluation or feedback framework for your project?

**Is there anything else you would like to tell us about the project?**

Word count:

Must be no more than 350 words.

## Professional Development Application

**Your answers to the questions in this section should consider the Assessment Criteria *Quality, Impact and Viability*.**

For more information refer to the Assessment Criteria section in the [Guidelines](#).

*Note: In the Project Summary section (page 4) you have indicated this is a professional development based project in response to the question: "My project is". Professional development opportunities are aimed at growing your experience, skills and practice, and assisting you to build your career e.g. **mentorships, residencies, secondments**.*

*If this is **NOT** a professional development application you must change your response to 'Other' on the Project Summary page prior to completing the Project Details section of this application form.*

**My professional development project is a \***

- Mentorship
- Residency
- Secondment
- Other:

If you selected OTHER you MUST contact the RADF Liaison Officer to discuss your project.

**Tell us about you. Provide a brief introduction to your artform experience and previous work. \***

Word count:

Must be no more than 800 words.

Note: you are required to attach biographies/CVs and work samples as support material.

**Describe what you are intending to do. Who are the key people involved? What are their roles and**

Word count:

# 2023-24 RADF APPLICATION FORM | Activate Small Grants

## Form Preview

**experience? Where will your project take place? What are the key dates and milestones? \***

Must be no more than 1000 words.  
Ensure there is enough detail to give a complete picture about how this opportunity directly relates to your professional development. For example: Key dates might include workshops, mentor sessions, residency dates, confirmed itinerary, confirmation of schedule meetings with relevant people etc. Make sure your key dates are achievable. Is your project enterprising or innovative? You are required to attach biographies/CVs of key people as support material.

**How will this project contribute to your professional development? What outcomes are you looking to achieve? How will you show your outcomes have been achieved? \***

**Word count:**  
Must be no more than 800 words.  
For example: How will this project build on your previous work or impact your career and practice? How does your project meet the objectives of the City of Gold Coast Culture Strategy 2023? Do you have an evaluation or feedback framework for your project? Have you detailed the skills you will acquire?

**Is there anything else you would like to tell us about the project?**

**Word count:**  
Must be no more than 350 words.

## Budget

### Project Budget

List ALL of your project income (cash and in-kind), and your RADF funding request in the left hand Income column. Note: RADF will not support 100% of the cost of your project - you must show other income in your budget (cash or in-kind).

*Income might include ticket sales, merchandise, bar sales, grants, sponsorship, donations, fundraising, your own contribution, product sales.*

List ALL of your project costs in the right hand Expenditure column (including in-kind).

*Expenditure might include salaries, wages, fees, allowances, production costs, venue, promotion, documentation, marketing and administration costs.*

**NOTE: Your Total Income and Total Expenditure must balance.**

You will provide a further breakdown of how you will specifically allocate your requested RADF funding in the section below: *RADF Funding Expenditure*.

If you need to add more lines please click the *Add More* button located at the bottom right corner of the budget.

| Income                              | \$  | Expenditure | \$  |
|-------------------------------------|---|-------------|---|
|                                     | Must be a whole dollar amount (no cents). |             | Must be a whole dollar amount (no cents). |
| RADF Funding (this funding request) | \$  |             | \$  |



### Add explanations or additional detail as required

#### Word count:

For example: Include information on whether any of your income is confirmed. Provide more detail on any in-kind income.

## Support Material

\* indicates a required field

The following is **required** support material:

- Biography/CV for all key personnel, including yourself (max. half page per person) and written confirmation of their participation / interest.
- Up to three letters of support from your partners, individuals or organisations relevant to your project.
- Up to five samples of previous work. Samples should be relevant to your project.
- For proposals involving Aboriginal, Torres Straight Islander or culturally and linguistically diverse peoples, people with disability, children and young people, attach evidence that you have followed the required protocols to obtain support and confirmation of involvement from relevant communities and organisations.
- For proposals requesting support towards urban art (mural) projects, you must include a letter of consent for the mural from the property owner.
- Quotes for significant budget items.

For information on other support material to strengthen your application, refer to the [RADF Important Information for Applicants and FAQ's](#). Where applicable to your project this could include:

- written confirmation and evidence of interest from partners (e.g. venues, events, organisations)
- confirmation of significant partnerships
- itinerary of travel or tour arrangements
- evidence of demand for your project
- marketing plan.

## Attachments

You need to allow enough time for each file to upload before trying to attach another file. Files can be up to 25MB each however, we recommend keeping files to a maximum of 5MB each. The larger the file, the longer the upload time.

If you encounter difficulties uploading a document, contact the **RADF Liaison Officer** on 5581 6075 or [radf@goldcoast.qld.gov.au](mailto:radf@goldcoast.qld.gov.au).

Suitable formats to upload include JPEG, MP3, MP4, MPEG Video, PDF, Word files. You can also insert weblinks to your material.

# 2023-24 RADF APPLICATION FORM | Activate Small Grants

## Form Preview

### Biography/CVs and confirmations \*

Attach a file:

This is required support material. Max. 5 pages total.

### Letters of Support \*

Attach a file:

This is required support material. Max. 3 letters of support.

### Work samples \*

Attach a file:

This is required support material. Max. 5 work samples. See also web-links below

### Quotes \*

Attach a file:

This is required support material. Upload quotes for RADF requested expenses.

### Other required support material

Attach a file:

See required support material section above.

### Optional support material

Attach a file:

For example: venue confirmations, key partner confirmations, itineraries, quotes, marketing plan. Max. 5 pages.

### Weblink 1

Include any passwords required

### Weblink 2

Include any passwords required

### Weblink 3

Include any passwords required

## Certification

\* indicates a required field

### I certify that:

- I have read and I / my organisation / my collective will abide by the City of Gold Coast Regional Arts Development Fund [Activate Small Grants Guidelines](#).

# 2023-24 RADF APPLICATION FORM | Activate Small Grants

## Form Preview

- 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.
- I will obtain all approvals, permits and other authorisations necessary to undertake the Project.
- I acknowledge that, if I am successful, information in this application will form part of my funding agreement with the Council of the City of Gold Coast.
- I consent to information provided in this application being used for training, systems testing or process improvement purposes by the City of Gold Coast.
- I give permission for City of Gold Coast to verify funding requested from other funding agencies in support of this project, and to provide information in this application to those funding agencies for this purpose.
- I give permission for City of Gold Coast to forward my application to the most appropriate industry experts.
- If this application is approved, I consent to the media, Queensland's State MPs and City of Gold Coast Councillors being given information about the funded project and I understand I may be contacted directly by them.
- If this application is approved, I consent to information about the funded project and the amount of funding received being published on City of Gold Coast's/Arts Queensland's website and/or the Queensland Government Open Data Portal.

**I agree \***

Yes

**Name \***

First Name

Last Name

For organisations/collectives this person warrants they have the authority to sign on behalf of the organisation/collective

**Position**

E.G. Director, CEO, Chair

**Date \***

Must be a date.

### **BEFORE YOU SUBMIT: CHECK YOUR PROJECT START DATE IN THE PROJECT SUMMARY SECTION OF THIS FORM!**

If your project start date is less than 8 weeks from the date you submit this application it will NOT be eligible and will NOT be assessed.

## Feedback to us

Your feedback is valuable and helps us to improve the program.

**Where did you hear about the RADF Program?**

- City of Gold Coast's Arts & Culture eNewsletter
- City of Gold Coast's Arts & Culture Facebook
- City of Gold Coast's website
- City of Gold Coast's Calling Young Artists Campaign

# 2023-24 RADF APPLICATION FORM | Activate Small Grants

## Form Preview

- Word of mouth
- Radio advertising
- Newspaper advertising
- Direct mail/email to your group
- Arts Queensland
- Street press
- Other:

**How long did it take you to complete this application?**

**Did you experience any difficulties in completing this application? If so, please let us know what they were.**

Word count:

Must be no more than 200 words. Your feedback is valuable and helps us improve the program.

**If you needed assistance with your application, where did you find it?**

- Contacted the RADF Liaison Officer
- Contacted a City of Gold Coast Arts & Culture Officer
- City of Gold Coast website
- Online via the Smartygrants website help section
- Other:

## Communication

You may like to subscribe to our [Arts & Culture](#) mailing list for events, opportunities, announcements, funding programs and issues of interest to the arts, cultural and creative community.

If you consent to receive communications in relation to opportunities from the City of Gold Coast Arts and Culture Team, please indicate your interest area/s.

### Interest area/s

- |   |   |
|---|---|
| <input type="checkbox"/> All interest areas             | <input type="checkbox"/> New Media Arts and/or Film             |
| <input type="checkbox"/> Circus and Physical Theatre    | <input type="checkbox"/> Professional Development Opportunities |
| <input type="checkbox"/> Community Cultural Development | <input type="checkbox"/> Public Art                             |
| <input type="checkbox"/> Dance                          | <input type="checkbox"/> Theatre                                |
| <input type="checkbox"/> Literature                     | <input type="checkbox"/> Urban Art                              |
| <input type="checkbox"/> Music                          | <input type="checkbox"/> Visual Art                             |

## Contact Us

### City of Gold Coast RADF Liaison Officer

Phone: 07 5581 6075

Email: [radf@goldcoast.qld.gov.au](mailto:radf@goldcoast.qld.gov.au)

Web: [www.goldcoast.qld.gov.au](http://www.goldcoast.qld.gov.au)

