

# RADF Activate Music Application Form 2019-20

## Form Preview

### How to complete your application

#### Getting started

To ensure you submit a strong application:

- Read the ACTIVATE MUSIC Program Guidelines
- Read the City of Gold Coast Culture Strategy 2023
- Read RADF - Important Information for Applicants
- Articulate your idea clearly and succinctly
- Answer all questions
- Complete the budget for your project
- Attach all required supporting documents

**Please note: RADF ACTIVATE MUSIC is for music related projects only. If you are unsure or require further information please contact the RADF Liaison Officer on 5581 6075 or [cultural@goldcoast.qld.gov.au](mailto:cultural@goldcoast.qld.gov.au)**

**Important:** Please read the information below to assist you in completing your application online.

#### Before you begin

Welcome to the Regional Arts Development Fund online grant application service, powered by SmartyGrants.

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

For queries about the guidelines, deadlines, or questions in the form, please contact 07 5581 6075 during business hours or email [cultural@goldcoast.qld.gov.au](mailto:cultural@goldcoast.qld.gov.au) and quote your application number.

If you need more help using this form, download the [Help Guide for applicants](#) or check out the [Applicant Frequently Asked Questions](#) (FAQ's).

#### Navigating (moving through) the application form

On the right hand side of every screen, there is a box which links directly to every page of the application. Click the link to jump directly to the page you want

You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application.

#### Saving your draft application

If you wish to leave a partially completed application, press 'save' and log out. When you log back in and click on the 'My Applications' link at the top of the screen, you will find a list of all applications you have started or submitted. You can reopen your draft application and start where you left off.

You can also download any application, whether draft or completed, as a PDF. Click on the 'Download' button at the bottom of the application navigation panel.

#### Submitting your application

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You will find a 'Review' button at the bottom of the Navigation Panel. You need to review your application before you can submit it.

Once you have reviewed your application you can submit it by clicking on 'Submit' at the top of the screen or on the navigation panel. You will not be able to submit your application until all the compulsory questions are completed.

Once you have submitted your application, no further editing or uploading of support materials is possible.

When you submit your application, you will receive an automated confirmation email with a copy of your submitted application attached. This will be sent to the email you used to register.

If you do not receive a confirmation of submission email then your submission has NOT been received.

### **Attachments and supporting documents**

You may need to upload/submit attachments to support your application. This is very simple, but requires you to have the documents saved on your computer, or on a zip drive, or similar.

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 do recommend trying to keep files to a maximum of 5MB – the larger the file, the longer the upload time.

If you are not able to upload a document, please contact us for support (see contact details above).

### **Completing an application in a group/team**

A number of people can work on an application using the same log in details as long as only one person is working at a time. Ensure you save as you go.

### **Spell check**

Most Internet browsers (including Firefox v2.0 and above; Safari; and Google Chrome) have spell checking facilities built in – you can switch this function on or off by adjusting your browser settings.

## Applicant Eligibility

\* indicates a required field

To be eligible applicants must satisfy the eligibility criteria. Please refer to the Guidelines.

If you are unsure if you are eligible, please speak to the RADF Liaison Officer on (07)5581 6075 or email [cultural@goldcoast.qld.gov.au](mailto:cultural@goldcoast.qld.gov.au)

**Do you have an Australian Business Number (ABN)? \***

- ☐ Yes
- ☐ No (you are ineligible)

**Are you over 18 years of age or has the application been co signed by a legal**

- ☐ Yes
- ☐ No (you are ineligible)

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**guardian confirming responsibility for the financial management of the funding? (individuals only) \***

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

- ☐ Yes
- ☐ No (you are ineligible)

**Are you/your organisation permanent residents of the Gold Coast? \***

- ☐ Yes
- ☐ No (you are ineligible)

**Have you/your organisation received an Activate music grant in 2019? \***

- ☐ Yes (you are ineligible)
- ☐ No

**Do you/your organisation have an outstanding funding acquittal with the City of Gold Coast? \***

- ☐ Yes (you are ineligible)
- ☐ No

**If you are an employee of a Council entity and/or strategic partner organisation, have you provided a letter of confirmation from the CEO or Senior Management evidencing your proposed activity is not associated with your role and/or programming of the organisation? \***

- ☐ Yes
- ☐ No (you are ineligible)
- ☐ N/A

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

- ☐ Yes (you are ineligible)
- ☐ No

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

- ☐ Yes (you are ineligible)
- ☐ No

**Is your project music based? \***

- ☐ Yes
- ☐ No (you are ineligible)

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**Does your project commence before 8 June 2020? \***

- ☐ Yes (you are ineligible)  
☐ No

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

- ☐ Yes  
☐ No

**Are the activities you are applying for eligible activities? (see what RADF will not support in the Guidelines) \***

- ☐ Yes  
☐ No (you are ineligible)

## Applicant Details

\* indicates a required field

### Contact Details

**Applicant Type \***

- ☐ Individual ☐ Organisation ☐ Collective  
Must be no more than 1 choice selected

**Your Name \***

Title

First Name

Last Name

**Name of Organisation / Collective**

If applicable

**Legal Status of Organisation / Collective**

If applicable

**Contact person and position in Organisation / Collective - if different to above**

If applicable

**Street Address \***

Address

Suburb State Postcode

Must be an Australian post code

**Postal Address \***

Address

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Suburb State Postcode

Must be an Australian post code

**Daytime Contact  
Number \***

**Email Address \***

**Website**

Must be a URL

**What is your preferred  
contact method? \***

☐ EMAIL

☐ POST

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

☐ Yes

☐ No

**If you have applied  
before, when did you  
apply and under what  
name?**

**Do you identify with one  
or more of the following  
groups? (individual  
applicants only)**

- ☐ Aboriginal
- ☐ Torres Strait Islander
- ☐ Australian South Sea Islander
- ☐ Culturally and linguistically diverse
- ☐ Person with disability
- ☐ Older person (55 years+)
- ☐ Young person (12-25 years)
- ☐ Child (0-11 years)
- ☐ Career stage - emerging
- ☐ Career stage - established
- ☐ People who experience disadvantage
- ☐ Not applicable

## Australian Business Number

### ABN

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

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	

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Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

## Project Details

\* indicates a required field

**Under which area of support are you seeking funding? \***

- ☐ New Content Creation - New Content Creation will support the development and recording of new musical works and related audio visual works that strengthen brand awareness including web content, social media and other marketing and promotional channels. It is expected that projects will incorporate strategic commercial release plans.
- ☐ New Market Development (Touring) - New Market Development will support bands to identify and develop new audiences through regional, national and international touring. Extending networks and connections for Gold Coast acts will enable new markets to be explored and new strategies considered to encourage long term career development.

**Title of Project \***

**Start Date for Project \***

Note: Projects cannot commence before 8 June 2020

**Completion date for Project \***

**How much will the total Project cost? \***

**How much RADF funding is required? \***

Note: RADF will not support 100% of the expenditure for any project.

**Where will the Project take place? \***

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Please consider the four criteria - Quality, Reach, Impact and Viability when addressing the questions below. For more information refer to the Application Assessment Criteria section of the Activate Music Guidelines.

**Provide a clear description of your Project. List the key actions, milestones and/or dates for your project. Include information on artists, personnel and project partners involved. \***

Word count:  
Must be no more than 300 words.

**Tell us about you. Provide a brief introduction to your music career to date including experience and previous work. \***

Word count:  
Must be no more than 300 words.

**List the key outcomes for your Project. How will you measure your success or evidence they have been achieved? \***

Word count:  
Must be no more than 500 words.  
What are the outcomes for your proposal? How will you know they have been achieved?

**Confirm you have read the City of Gold Coast's Culture Strategy 2023? \***

- ☐ Yes  
☐ No

**How does your Project align to the City of Gold Coast's Culture Strategy 2023? \***

Word count:  
Must be no more than 300 words.

## Project Statistics

Note: Successful applicants will be required to collect project data as a part of the acquittal process including audience/participant feedback through surveys and other data collection methods.

**Is your activity directly and specifically targeted at one or more of the following groups? \***

- ☐ Aboriginal and/or Torres Strait Islander people  
☐ Australian South Sea Islander people

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- ☐ People from a culturally and linguistically diverse background
- ☐ People with disability
- ☐ Older people (55 years+)
- ☐ Young people (12 - 25 years)
- ☐ Children (0-11 years)
- ☐ Women
- ☐ Men
- ☐ Career stage - emerging
- ☐ Career stage - established
- ☐ People who experience disadvantage
- ☐ Not applicable

**How many Gold Coast artists are involved in the Project? \***

**How many artists are involved in the Project who are NOT Gold Coast residents? \***

**What is the total number of activities being delivered? \***

e.g. rehearsals, workshops, performances, meetings etc.

**What is the total audience/participation numbers expected? \***

**Total number of paid artists and workers? \***

**Total number of volunteers? \***

## Budget

### Total Project Budget

Please list all of your project or activity Income and Expenditure items in the appropriate columns. **Your Income and Expenditure columns *must* balance.**

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

NOTE: your total RADF funding request will appear as one line in the Income column. You will provide a breakdown of your RADF expenditure in the section below titled *RADF Funding Expenditure*.

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



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

Income	\$	Expenditure	\$
	\$		\$

## RADF Funding Expenditure

Please list the items that you will be allocating RADF funds to and the amount. This list will add up to your total RADF request.

NOTE: there are some items or activities that RADF does not support. See 'What does RADF Not Support' section in the ACTIVATE Music guidelines.

HINT: Provide information on whether any of your income is confirmed.

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

Expenditure	\$
	\$

## Support Material

The following support material is **compulsory**:

- A CV of all key personnel and written confirmation of their participation (no longer than two pages)
- Up to three examples of previous work that demonstrates the quality of the music, event, cultural workers or artists involved in the project
- Up to three letters of support from partners, peers, individuals and industry experts relevant to your Project.
- For proposals involving Aboriginal people; Torres Straight Islanders; people from culturally and linguistically diverse backgrounds; people with disability; children and young people, evidence you have followed required protocols to obtain support and confirmation of involvement from the relevant communities and organisations.

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Where applicable to your Project the following support material will **strengthen your application**:

- Written confirmation of venues and evidence of interest from potential clients (e.g. venues, events, organisations)
- Confirmation of significant partnerships
- Itinerary of travel or tour arrangements
- Evidence of demand for your project
- Quotes for significant budget items

## Attachments

You will need to upload/submit attachments to support your application. This is very simple, but requires you to have the documents saved on your computer, on USB drive, or similar. 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 do recommend trying to keep files to a maximum of 5MB – the larger the file, the longer the upload time.

If you encounter difficulties in uploading a document, please contact the City of Gold coast RADF Liaison Officer on 07 5581 6075 or via [cultural@goldcoast.qld.gov.au](mailto:cultural@goldcoast.qld.gov.au) to discuss options.

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

### Attach Files

Attach a file:

### Weblink 1

Must be a URL.

### Weblink 2

Must be a URL.

### Weblink 3

Must be a URL.

### Weblink 4

Must be a URL.

## Certification

\* indicates a required field

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### I, the undersigned, certify that:

- I have read and I/my organisation will abide by the Gold Coast Regional Arts Development Fund Activate Music 2019-20 Guidelines.
- 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 consent that information provided in this application may be used for training, systems testing or process improvement purposes by City of Gold Coast staff.
- 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 and Queensland's State MPs being given information about the funded project and I understand I may be contacted directly by them.
- 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 to the above \*

☐ Yes

Name In Full

Title

First Name

Last Name

For Organisations or Collectives this person warrants they have the authority to sign on behalf of the organisation

### Feedback to us

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

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

- ☐ City of Gold Coast's eNewsletter
- ☐ Community venue
- ☐ City of Gold Coast's Twitter
- ☐ City of Gold Coast's Facebook
- ☐ City of Gold Coast's website
- ☐ You have it in your diary
- ☐ Word of mouth
- ☐ Radio advert
- ☐ Newspaper article
- ☐ Newspaper advertisement
- ☐ Direct mail/email to your group
- ☐ Arts Queensland
- ☐ Street press
- ☐ Club, pub, cafe, gallery, venue

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

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

Word count:

Must be no more than 300 words

- ☐ Contacted the City of Gold Coast RADF Liaison Officer
- ☐ Contacted a City of Gold Coast Arts and Culture Unit Officer
- ☐ City of Gold Coast website
- ☐ Online via the SmartyGrants website help section