

RADF Germinate Program Application Form 2019-20

Form Preview

The Germinate Program

To ensure you submit a strong application:

- Read the Germinate 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
- Provide the required support material where applicable

NOTE: It is recommended that all applicants make contact with the City of Gold Coast RADF Liaison Officer to determine the suitability of the application and/or if you require assistance with completing the application form prior to submission. Call: 07 5581 6075
Email: cultural@goldcoast.qld.gov.au

How to complete your application

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 us on 07 5581 6075 during business hours or email 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.

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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

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 all applicants must satisfy the eligibility criteria. Please refer to the Guidelines. If you are unsure if you are eligible, please contact the RADF Liaison Officer on (07)5581 6075 or email cultural@goldcoast.qld.gov.au

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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 guardian confirming responsibility for the financial management of the funding? *

- Yes
- No (you are not eligible)

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

- Yes
- No (you are not eligible)

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

- Yes
- No (you are not eligible)

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

- Yes (you are not eligible)
- No

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

- Yes
- No (you are not eligible)
- N/A

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

- Yes (you are not eligible)
- No

Will your project commence a minimum of eight weeks after the date of submission? *

- Yes
- No (you are not eligible)

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

- Yes (you are not eligible)
 No

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

- Yes
 No (you are not eligible)

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 |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

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

Suburb State Postcode

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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 selected YES above when did you apply and under what name?

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 | |
| Entity type | |
| Goods & Services Tax (GST) | |
| DGR Endorsed | |
| ATO Charity Type | More information |
| ACNC Registration | |
| Tax Concessions | |
| Main business location | |

Must be an ABN

Project Details

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* indicates a required field

What is the primary art form for your project? *

- Visual Arts
- Theatre
- Community Engagement
- Multi Art Form
- Circus / Physical Theatre
- Dance
- Writing
- Music (please contact the RADF Liaison Officer)
- Digital / Media
- Film
- Other:

Title of Project/Program *

Start Date for Project/Program *

NOTE: Projects must start a minimum of eight weeks after the submission date of your application.

Completion date for Project/Program *

How much will the total Project/Program 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? *

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 in the Guidelines.

Tell us about you and/or your organisation. Provide a brief introduction to your art form, experience, and previous work.

Word count:
Must be no more than 300 words.

Tell us exactly what your project is. Include information about its

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location, duration, dates, specific logistical details, key milestones and how they will be achieved. *

Word count:
Must be no more than 300 words.

How will this project contribute to your or your organisations professional development? *

Word count:
Must be no more than 300 words.

How does your project contribute to art form development and/or culture on the Gold Coast? Tell us the ways your project can positively affect the people involved, the wider community and culture. *

Word count:
Must be no more than 300 words.

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

Word count:
Must be no more than 300 words.

Budget

Total Project Budget

List ALL of your project or activity Income - cash, sponsorship, in kind and your RADF funding request - in the left hand column.

List ALL of your project or activity Expenditure in the right hand column.

NOTE: the total of each column - Income and Expenditure - must balance.

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

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

| Income | \$ | Expenditure | \$ |
|----------------------|----|-------------|----|
| RADF Germinate Funds | \$ | | \$ |
| | | | |
| | | | |
| | | | |
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RADF Funding Expenditure

Please list the items (left column) that you will be allocating RADF funds to and the amount (right column).

This list will add up to your total RADF request. For example: If you have requested \$5000 from the RADF Germinate Fund, the total of this table will be \$5000. You are only outlining here what you plan to spend the RADF funding on.

NOTE: there are some items or activities that RADF does not support - see 'What RADF Does Not Support' section in the GERMINATE guidelines.

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 | \$ |
|--------------------|-----------|
| | \$ |
| | |
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Budget Notes

Please include any explanations or additional detail as required here:

Word count:

Must be no more than 200 words.

Include information on whether any of your income is confirmed.

Support Material

The following Support Material is compulsory:

- A CV of all key personnel (including yourself) and a written expression of interest or confirmation of their participation (no longer than two pages in total).
- Up to three letters of support from individuals, or organisations relevant to your project.

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- Up to five examples of previous work 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.
- For information on other support material to strengthen your application, refer to the RADF FAQ's.

Attachments

You will need to upload/submit attachments to help 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 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

Weblink 2

Weblink 3

Weblink 4

Certification

* indicates a required field

I, the undersigned, certify that:

- I have read and I/my organisation will abide by the Gold Coast Regional Arts Development Fund Germinate Program 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.

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- 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 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

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 300 words

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

- 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

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