

Welcome

* indicates a required field

Welcome

Welcome to Lockyer Valley Regional Council's Regional Arts Development Fund (RADF). Please be sure to read through the [RADF guidelines](#) prior to completing this application.

Questions and Support

You are required to contact the RADF Liaison Officer about your grant application to ensure the funding criteria is met and maximise your grant potential. Please reach out if you have any questions throughout the process, or when you have completed the application.

You can contact the RADF Liaison officer by phone on 5466 3434, or via email at galleries@lvrc.qld.gov.au.

Incomplete applications and/or applications received after the closing date, will not be considered.

Privacy Notice

Lockyer Valley Regional Council pledges to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs), as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. To view our privacy statement, go to [Lockyer Valley Regional Council's Privacy Policy](#).

Information provided to Arts Queensland

Lockyer Valley Regional Council (Council) is required to provide information contained in this application as part of Council's Acquittal to Arts Queensland Funding Agreement.

Eligibility

To be considered for RADF Funding, applicants must:

- reside or be based in the Lockyer Valley region or, if based outside the local government area, be able to demonstrate how the project will directly benefit residents in the Lockyer Valley.
- be permanent residents or Australian citizens.
- hold appropriate insurance.
- have met all acquittal conditions of previous council grants.

If you are unsure you can meet all the criteria, please contact the RADF Liaison officer.

Please read through the [Guidelines](#) for information on whether your project is suitable for RADF funding. Projects already commenced are not suitable for funding.

Applicant

Are you applying as an individual or organisation/group? *

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Primary contact person *

Title First Name Last Name

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This is the person we will correspond with about this application.

Position held in organisation *

e.g. Chairperson, President, Secretary, Board Member, Fundraising Coordinator etc.

Primary contact person's email address *

This is the address we will use to correspond with you about this grant.

Primary phone number *

Must be an Australian phone number.

Individual/Organisation Address (if applicable) *

Address

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

Individual/Organisation Postal Address

Address

Individual/Organisation website

Must be a URL

Enter your 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

Are you registered for GST?

☐ Yes

☐ No

If you do not have an ABN, please submit a completed ATO Statement by a Supplier form with your application, otherwise 48.5% of any approved funding may be withheld.

Download the form from: <https://www.ato.gov.au/uploadedFiles/Content/MEI/downloads/Statement%20by%20a%20supplier.pdf>

Please upload the completed Statement by Supplier form

Attach a file:

A maximum of 1 file may be attached.

Do you, the applicant (Individual or Organisation), identify as belonging to one or more of the following target groups?

- | | |
|---|---|
| ☐ Aboriginal peoples | ☐ Women |
| ☐ Torres Strait Islander Peoples | ☐ Men |
| ☐ People from a culturally linguistically diverse background | ☐ LGBTIQ+ |
| ☐ People with disabilities | ☐ People who experience disadvantage |
| ☐ Older People (55 years +) | ☐ Career stage - Emerging |
| ☐ Young people (12 to 25 years) | ☐ Career stage - Established |
| ☐ Children (0 to 11 years) | ☐ Not applicable |

At least 1 choice must be select. Please choose the most relevant/dominant theme for the project.

Your Project / Initiative

* indicates a required field

Project / Initiative Title: *

Provide a name for your project/program/initiative. Your title should be short but descriptive

Please provide a brief project/initiative description. *

Word count:

Must be no more than 30 words.

An example: Through this project, we seek to [insert expected outputs, outcomes and impacts]. We will achieve this by [insert activity]

Please provide more information about your project/initiative. *

Be descriptive, but succinct in your project description.

Anticipated start date *

Must be a date and no earlier than 19/2/2025.

If unknown, provide an approximate date.

Anticipated end date *

Funds should be expended within 12 months of being granted, unless written approval of an extension has been granted.

Local and State Government Priorities

Applications must demonstrate how the project will link to the Local and State Government Priorities.

[Queensland's Time to Shine: a 10 year strategy for Arts and Culture 2025-2035](#)

[Arts and Culture Strategy](#)

Please select which State priority/priorities your initiative aligns with. *

- ☐ Activate Places and Spaces
- ☐ Celebrate heritage, identity and sense of place
- ☐ Increase and elevate locally produced arts and cultural activities
- ☐ Develop skills and capacity of local artists and artsworkers
- ☐ Facilitate cross-industry partnerships and collaborations to increase social impact of arts activities
- ☐ Facilitate social outcomes through arts activity including health and wellbeing and social cohesion
- ☐ Maximise opportunities for First Nations creatives

At least 1 choice must be selected.

These priorities are drawn from the Queensland Government's Creative Together - 10 year roadmap for arts, culture and creativity.

Detail how your initiative supports the State category/categories selected. *

Word count:

Must be no more than 100 words.
Explain how this project will do this.

Please select which local priorities your initiative aligns with. *

- ☐ SP1 - Empower and facilitate the creative sector to grow and develop their capacity and capability to be an integral part of our community.
- ☐ SP2 - Connect and encourage our community and visitors to participate in programs and projects that increase opportunities for development of arts and cultural initiatives.
- ☐ SP3 - Understand the importance of acknowledging, involving and engaging First Nations people and Culture.

At least 1 choice must be selected.

Please refer to the RADF Guideline objectives and/or Arts and Culture Strategy

Explain how your initiative/project will achieve the selected local priorities. *

Word count:

Must be no more than 200 words.

Quality - How do you plan to produce or contribute to high quality arts and cultural initiatives for the community? *

Think about your professionalism, accountability, communication etc., as well as your capacity to support and deliver.

Reach - How do you know this project is in demand in our community? *

Think about how this project provides access to, and engagement in, arts and culture for diverse communities, practitioners, participants and audiences.

Impact - How will your project impact the community? *

Think about the opportunities you have created for people and/or the region etc. Are you using local artisans and/or suppliers?

Viability - Detail how viable this project is. *

Think about if you need to seek additional support and funds to ensure the success of this project. What is your capacity for this project?

Project activities

Choose the most appropriate activity *

- | | |
|--|--------------------------------------|
| ☐ Community consultation/strategy development | ☐ Performance |
| ☐ Creative development of new work | ☐ Placemaking |

- ☐ Cultural tourism
- ☐ Events/Festivals
- ☐ Exhibitions
- ☐ Heritage protection/promotion

- ☐ Professional development/workshop
- ☐ Promotion and marketing
- ☐ Publication/recording
- ☐ Other:

At least 1 choice must be selected.

From the above answer, describe the number and type of activities planned. *

Word count:

Briefly list (bullet points) the specific activities that will take place and where they will take place (200 words recommended)

What are the expected outcomes of the project?

Word count:

Describe three things you want the project to achieve in terms of benefits for you, participants and/or others (200 words recommended)

How will you know if these outcomes have been achieved?

Word count:

Describe three changes you will see if the expected outcomes of the project occur (150 words recommended)

Partnerships

Will you be collaborating or partnering with other organisations? *

- ☐ Yes ☐ No ☐ Unsure at this stage

Please list the organisations you will be working with during the project.

Include organisation name and their involvement.

Letters of Support are a valuable source to show that there is support for your project.

This evidence can come from either community members / groups who will benefit from your project and from your project partners. If you have mentioned a partnership above, it is recommended you demonstrate this with a letter of support.

Please note: Do not submit letters of support from the mayor or councillors.

Evidence of support

Attach a file:

Budget

* indicates a required field

It is important that you complete the budget as part of the application process. The best way to develop a budget is to use [this spreadsheet](#) as a guide.

If your budget doesn't balance (end up with a 0), please connect with the RADF Liaison officer for support.

Participation fees

Participants are expected to contribute towards workshop costs (i.e., people attending workshops are expected to pay a workshop/materials fee). This must be included as an income when budgeting.

Will a fee be charged to participants/attendees of your project

☐ Yes

☐ No

Please detail how much the participation fee will be for each participant group.

You must show the amount you are charging per participant to attend. In your budget income table, you must calculate the total amount expected to receive.

Budget (GST exclusive)

Clear and accurate budget information will allow the RADF committee to better understand your project.

You must:

- Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns.
- Ensure you include all costs of your initiative or project (both cash and inkind).
- Include any other grants you have applied for.
- Include the amount you are seeking from RADF as an income.

All amounts should be GST exclusive.

Use the 'Notes' column for any additional information you think we should be aware of.

Your budget **MUST** balance (TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT).

Please **do not add commas** to figures – e.g. type \$1000 not \$1,000 – this will ensure your figures for each table total correctly.

If you are unsure of what is required for the budget, please contact the RADF Liaison officer.

Income Description	Income Type	Income Amount (\$) Ex GST	Income Notes
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RADF 2026/2027

Form Preview

		\$	
		\$	
		\$	
Income should include RADF funding, earned income (ticket sales, etc), contributions from artists/group and sponsorships etc		Use 'Add more' button to add more lines	Please provide details for the assessment panel

Expenditure Description Funded by: Expenditure Amount Expenditure Notes (\$ Ex GST)

		\$	
		\$	
		\$	
Expenditure should include salaries, fees and allowances, promotions and marketing.	If other, please provide details in space below.	Use 'Add more' button to add more lines	Please provide details for the assessment panel

Budget Totals

Please note, your income minus your expenditure should calculate to 0.

Total Income Amount (Ex GST)

\$

This number/amount is calculated.

Total Expenditure Amount (Ex GST)

\$

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.
This has been calculated to help you check if your budget is balancing. This should result in a \$0.00 difference.

RADF grant requested *

\$

Must be a dollar amount.
What is the total financial support you are requesting in this application? Please refer to the RADF Guidelines for information.

Total Initiative/Project Cost *

\$

What is the total budgeted cost (dollars) of your project?

Funding percentage requested

This number/amount is calculated.
RADF may fund up to 65% of the total project.

Use this space to type in any notes or information that will support your budget.

If necessary, please attach a more detailed budget or quotes to support your funding request.

Attach a file:

Have you or your group/organisation previously applied for a RADF Grant?

☐ Yes ☐ No

If you were successful, has that grant been successfully acquitted?

☐ Yes ☐ No

If no, please verify with the RADF Liaison Officer your ability to apply for funding.

Bank Account

Account Name

BSB Number Account Number

Must be a valid Australian bank account format.

Creditor Details Form

In order to process your application faster, should you be successful, you are required to download and complete a [Creditor Details Confirmation Form](#).

Please upload your Creditor Details Form.

Attach a file:

Artists and Cultural Workers

* indicates a required field

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 rate 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.

Artists Name	Artists Role	\$ / hr or week	Total cost

Please attach the following documents from each artist or artsworker receiving RADF funding:

- Resume or CV
- Letter of confirmation (this must confirm the artist is available)

Resumes and/or CVs

Attach a file:

Please provide a CV for each artist and artsworker involved in your initiative.

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Please provide a CV for each artist and artsworker involved in your initiative.

Emails or letters of confirmation

Attach a file:

Emails or letters of confirmation

Attach a file:

Participation

Please estimate expected project participation below as closely as possible.

Definitions

- **Attendees** - People who attend as an audience member.
- **Participants** - People who actively participate in the initiative.
- **Artists / Cultural workers** - People who are employed as artists or arts and cultural workers over the duration of the initiative.
- **Paid Positions** - People employed over the duration engaged in a role other than an artist/cultural worker role.
- **Volunteers** - People who support the delivery of the initiative as a volunteer.

Total number of artists/cultural workers employed

Must be a number.

Number of other people employed in other paid positions

Must be a number.

Number of volunteer workers

Number of participants

Must be a number.
Number of people who will participate in activities (workshops, classes, training etc)

Number of Attendees

Must be a number.

Number of expected partnerships

Must be a number.

Which sectors are you expecting to partner with?

e.g. arts, health, education, etc.

No. of people who will attend
activities as audience members

Must be a number.

Targeted Audience

This question refers to whether the funded activity is specifically and directly targeted at one or more of these groups as attendees or participants (e.g. a workshop for artists with disability, a festival celebrating local Chinese culture). If the activity is broadly aimed at all members of the community, with no component that is more specifically targeted, the response should be Not applicable. (i.e. DO NOT select all groups to indicate general access).

Will your activity directly and specifically target one or more of the following groups? *

- | | |
|--|---|
| ☐ Not Applicable (general community) | ☐ People with a disability |
| ☐ Aboriginal People | ☐ Older people (55 years +) |
| ☐ Torres Strait Islander people | ☐ Young people (12-15 years) |
| ☐ Australian South Sea Islanders | ☐ Women |
| ☐ People from a culturally or linguistically diverse background | ☐ Men |

At least 1 choice must be selected.

Please select Not Applicable if your activity is not specifically targeted.

Certification and Feedback

* indicates a required field

Certification

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

I certify that to the best of my knowledge the statements made within this application are true and correct.

I understand that if the applicant/organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I also understand that an Outcome Report/Funding Acquittal will also be required.

I agree *

☐ Yes

☐ No

Name of authorised person *

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

Must be an Australian phone number.

We may contact you to verify that this application is authorised by the applicant organisation

Contact Email *

Must be an email address.

Date *

Must be a date

Certification

I certify that to the best of my knowledge the statements made within this application are true and correct.

I understand that if my application is approved for this grant, I will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I also understand that an Outcome Report/Funding Acquittal will also be required.

I agree

☐ Yes

☐ No

Name

First Name

Last Name

RADF Liaison Officer

To ensure your application meets the funding criteria and maximise your grant potential, all applicants should speak to the RADF Liaison Officer.

To contact the officer, phone on 5466 3434, or email at galleries@lvrc.qld.gov.au.

**Please note, Lockyer Valley Regional Council will be closed from 1pm on Wednesday 24 December, 2025 until 9am on Monday 5 January, 2026. If you reach out within this time, the Officer will respond when Council reopens.*

Have you spoken to the RADF Liaison Officer about this application? *

☐ Yes

☐ No

Please Contact RADF Liaison Officer

To support your grant application, please contact the RADF Liaison Officer. If you do not contact the officer, they will reach out to you before the end of the funding round.

You are welcome to submit your application after contacting the officer as they can reopen the application if alterations are required.

To contact an officer, phone on 5466 3434, or email at galleries@lvrc.qld.gov.au.

Have you contacted the RADF Liaison Officer?

- ☐ Yes
- ☐ No

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process:

- ☐ Very easy
- ☐ Easy
- ☐ Neutral
- ☐ Difficult
- ☐ Very difficult

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.