

# North Burnett Regional Council Regional Arts Development Fund (RADF) APPLICATION FORM

Welcome to *Creative North Burnett* – North Burnett Regional Council's Arts and Cultural Program.

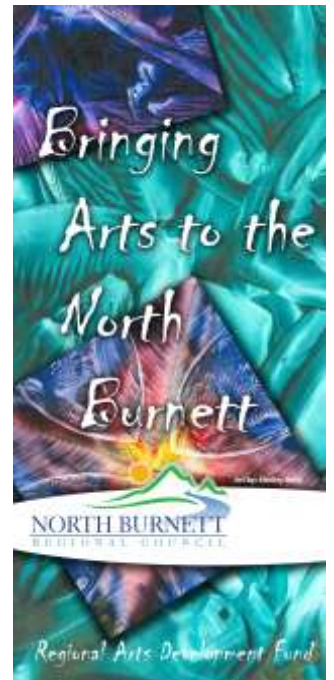
The North Burnett Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and North Burnett Regional Council.

The program, established in 1991, aims to support Professional and Emerging Professional Artists and Arts Workers who choose to live in regional areas.

Over the years, the RADF program has been very popular in our North Burnett communities, and we are delighted that you have chosen to submit an application for funding.

The application asks you to complete all sections of the form, and will provide you with some **TIPS** and **NOTES** along the way. When you complete your Outcome Report after the completion of your successful project, you will be asked to provide evidence and photographic/video footage of your project's success in line with the questions below. So make sure you keep a copy of your submitted Application in your own records.

To help you along your application journey, North Burnett Regional Council's RADF Liaison Officer is available to help you.



<b>RADF Liaison Officer</b>	Suzie Keune and Trisha Hansen
<b>Phone</b>	1300 696 272
<b>Email</b>	<a href="mailto:admin@northburnett.qld.gov.au">admin@northburnett.qld.gov.au</a>
<b>Postal Address</b>	North Burnett Regional Council PO Box 390 GAYNDAH Q 4625

So....lets get started!

SECTION 1: Tell us about YOU			
<b>Applicant Name</b> (name of individual, group or organisation)	<input type="checkbox"/> Individual <input type="checkbox"/> Group <input type="checkbox"/> Organisation Name:		
<b>Contact Person's Name</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms   Other: First Name: _____ Surname: _____		
<b>Street Address</b>	Town: _____ State: _____ Postcode: _____		
<b>Postal Address</b>	Town: _____ State: _____ Postcode: _____		
<b>Telephone</b>	Work: _____	Home: _____	Mobile: _____
<b>Email</b>	_____ @ _____		
<b>Website Address</b>	www. _____		
<b>Do you have an ABN?</b>	<input type="checkbox"/> Yes – Provide your ABN details below <input type="checkbox"/> No - Complete the Auspicing Section 1.2 What is your ABN? ____ _ ____ _ ____ _ ____ _		
<b>In what name is the ABN registered?</b>	_____		
<b>Are you registered for GST?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		

<b>Is the Applicant over the age of 18?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No – Applicants under the age of 18 years will require a Parent/Guardian/Mentor to supervise their RADF Project and Finances
<b>Parent/Guardian/Mentor Details</b> <i>if applicable</i>	Name:  Postal Address:  Contact Phone No:	
<b>Have you or your group/organisation previously applied for a RADF Grant?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes - If Yes - What year was the grant provided? _____ - If Yes - Was the Grant successfully acquitted? <input type="checkbox"/> No <input type="checkbox"/> Yes	

### SECTION 1.2: Auspiced Application

**Please note:**

- All individuals who do not have an ABN, groups/collectives or unincorporated organisations 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.
- Section 11 – Certification by Auspicing Individual/Organisation must be signed and completed in addition to the Application's Certification

<b>Who is your Auspicing arrangement with?</b>	<input type="checkbox"/> an Individual with an ABN <input type="checkbox"/> and incorporated Organisation		
	Name:		
<b>Contact Person's Name</b> for auspicing organization?	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms Other:		
	First Name:	Surname:	
<b>Auspicing Organisation's ABN?</b>	_____		
<b>Is the auspicing organization registered for GST?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Postal Address of auspicing organization?</b>	Town: State: Postcode:		
<b>Telephone</b>	Work:	Home:	Mobile:
<b>Email</b>	_____@_____		

## SECTION 2: Tell us about YOUR PROJECT

<b>Project Name</b> (Max 10 words)	
<b>Brief Project Description</b> (In Approx 20 words, describe the project)	The grant will be used towards the costs of... <hr/> <hr/> <hr/>
<b>Project Start Date</b> <i>TIP: Include any planning/preparation time.</i> <i>NOTE: Your application may not be eligible if your project begins before the grant is approved. Contact Council's Liaison Officer for help.</i>	___ ___ / ___ ___ / ___ ___ ___ ___ d d / m m / y y y y
<b>Project Finish Date</b> <i>TIP: Include any wrap-up and reporting time.</i>	___ ___ / ___ ___ / ___ ___ ___ ___ d d / m m / y y y y
<b>2.1 Creative North Burnett Category</b> What Creative North Burnett Category does your project address?	Does your project address (Select ONE (1) only): <input type="checkbox"/> 1. A Creative Target/Priority Group (Select ONE (1) of the four areas below): <input type="checkbox"/> a. Youth in Arts <input type="checkbox"/> b. Community Diversity and Social Cohesion (Multicultural Groups) <input type="checkbox"/> c. Men in Arts <input type="checkbox"/> d. Community Wellbeing OR <input type="checkbox"/> 2. A Place Making Project OR <input type="checkbox"/> 3. A Story Telling Project OR <input type="checkbox"/> 4. A Galleries/Museums/Heritage Project OR <input type="checkbox"/> 5. Strengthening and Celebrating our Local Communities OR <input type="checkbox"/> 6. Other – please specify: _____
<b>2.2 Artform</b> – What is the main Artform category of your project? Please select ONE (1) only.	<input type="checkbox"/> Museums/Collections/Heritage <input type="checkbox"/> New Media/Multi-arts <input type="checkbox"/> Community Arts & Cultural Development <input type="checkbox"/> Visual Arts, Craft & Design <input type="checkbox"/> Writing <input type="checkbox"/> Music <input type="checkbox"/> Dance <input type="checkbox"/> Theatre
<b>2.3 Location</b> – Where will you undertake your project?	<input type="checkbox"/> Biggenden <input type="checkbox"/> Eidsvold <input type="checkbox"/> Gayndah <input type="checkbox"/> Monto <input type="checkbox"/> Mt Perry <input type="checkbox"/> Mundubbera <input type="checkbox"/> Outside North Burnett: _____ (Town)
<b>2.4 What will your project look like?</b> <i>TIP: Some questions to include:</i> <i>What are the activities of your project?</i> <i>Who will be involved?</i> <i>Where will they be held?</i> <i>When will they be held?</i> <i>How will they be held?</i>	

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

*TIP: Refer to the North Burnett Regional Arts Development Fund Nuts'n'Bolts: Category of Funding Objectives. Identify how your project will help meet the needs of the key Focus and Priority Areas in the Nuts'n'Bolts document. Tell us WHY this project should be funded.*

**2.6 Show evidence of genuine community interest and local support for this project.**

*TIP: Include any information that proves that this project is supported and in demand by the community. Support can include:*

- Letters of support
- Survey results
- Signed petitions
- Pre-bookings for the activity
- Statements of significance
- Documents/prior studies completed

**2.7 Please list project management activities under the following headings:**

Project Stage	Expected Completion Date
<b>Planning the Project</b> <i>TIP: Tell us what you will do to plan and prepare for this project?</i>	
<b>Confirmation of Artists, participants and/or Audiences</b> <i>TIP: Tell us when you will confirm the Artists involved, confirm numbers of participants/audiences etc?</i>	
<b>Project implementation</b> <i>TIP: Tell us what the key dates of your project are eg workshop dates, activity dates etc?</i>	
<b>Reporting and Evaluation</b> <i>TIP: Tell us when you will evaluate your project using your evaluation tools and when you will complete the Outcome Report?</i>	
<b>2.8 How many Volunteers (unpaid workers) will be engaged in this project?</b>	_____ Volunteers

**2.9 How many people in total will be employed (paid) through this project?**

*NOTE: 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 (please attach an extra page if necessary).*

Name	Role/Position in project	Rate of pay (\$/hr or \$/week)	Total Fee Whole \$	Amount to be funded by RADF
<b>Total Fee</b>	\$			
<b>Total funded by RADF</b>		\$		

**SECTION 3: Tell us about YOUR PROJECT'S IMPACT**

- \* RADF invests in a diversity of local arts and cultural projects
- \* RADF engages local communities in arts and cultural activities
- \* RADF supports local employment and strengthening of local arts sector

**What is the range and number of activities by type below:**

Type of Activity	Number
Individual Artist or Arts Worker participating in professional or career development activity/opportunity/training	
Creative development of new work	
Performances held	
Exhibitions and Collections developed/exhibited/curated	
Publications produced	
Skills development workshops	
Events and Festivals	
Placemaking activities (eg public art, murals, arts space development etc)	
Cultural tourism activities	
Community Consultation, Arts policy research and development activities	
Other (please specify):	

**SECTION 4: Tell us about THE NUMBER OF PARTICIPANTS AND AUDIENCES ENGAGED**

**How many participants and audiences will be engaged throughout your project:**

*Note: Participants are considered to be those actively engaged in arts activities (eg. Creative workshop participants) as opposed to Audiences who have more passive engagement (eg. Audiences at an exhibition, performance, event).*

Type	Participant Numbers	Audience Number
From the North Burnett Region		
Outside the North Burnett Region		
<b>TOTAL numbers</b>		

**SECTION 5: Tell us about THE DIVERSITY OF ARTISTS AND PARTICIPANTS/AUDIENCES**

Indicate if you personally identify as and/or if your activities specifically targets any groups listed in the table below.

NOTE: Do not include activities that are generally available to all members of the community but not specifically targeted towards a group. If target communities are engaged, describe how you intend to achieve this.

Target Group	I personally identify as (tick box)	Numbers to be engaged in project	Describe how you will engage this target group as participants or audiences
Women			
Men			
Emerging Artists/Cultural Workers			
Established Artists/Cultural Workers			
Aboriginal Peoples			
Torres Strait Islander Peoples			
Australian South Sea Islander Peoples			
People from culturally and linguistically diverse backgrounds			
Young people aged 12-25 years			
Children aged 0-11 years			
Seniors aged 55 years or over			
People with a disability			
Regional Queenslanders			
Other (please specify)			

**SECTION 6: Tell us about HOW YOU WILL MEASURE THE SUCCESS OF YOUR PROJECT**

Please list below, how you intend to measure the success of your project and any feedback tools/surveys you intend to use. NOTE: The ability to measure the success of your project through feedback from Artists and participants/audiences involved is crucial to evaluating the impact of your project.

Type of Activity (eg surveys, interviews, comment box, stakeholder debrief etc)	Completion by (eg Artists, participants etc)

**SECTION 7: Tell us about HOW YOUR PROJECT WILL WORK IN PARTNERSHIP WITH OTHER ARTISTS/GROUPS**

The Creative North Burnett Program encourages projects which deliver quality, sustainable benefits across a large cross-section of the community. Working in partnership with other Artists and/or organisations/groups can assist with this objective. List any partnerships you intend to form as part of the delivery of this project.

Type of Partnership	List of Partners	Number of Partnerships	\$ value of support
Artist Financial Partnerships:        Other Financial Partnerships:			
Artist In-kind Partnerships:        Other In-kind Partnerships:			



**SECTION 8: Tell us about THE INCOME AND EXPENDITURE OF YOUR PROJECT**

Please complete this budget template to account for all costs of your project. Round all amounts to whole dollars.

Enter all other grants for which you have applied and mark an asterisk against those grants which have already been approved. The amounts requested in the third column (RADF) show how much RADF funding you are seeking for each expenditure item.

**TIP:** Start by listing ALL expenses as though you would pay for them entirely, then show any expenses provided through in-kind support in the income column.

**Note:** If you are GST registered Council will pay the grant plus GST. If you are registered for GST, your expenditure and income should be exclusive of GST. If you are not registered for GST, your expenditure should include the GST to be paid

<b>EXPENDITURE</b>	<b>TOTAL COST</b> of each expenditure item	<b>RADF</b>	<b>INCOME</b> Includes in-kind contributions and the total RADF grant you are seeking	<b>TOTAL COST</b> of each income item
<b>Salaries, Fees &amp; Allowances</b>			<b>Earned Income (eg ticket sales)</b>	
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
<b>Project or Activity costs</b> (Materials/Preparation/Equipment)			<b>Contribution from Artists and Others</b> (Please note if this is in-kind or cash)	
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
<b>Promotion, Documentation and Marketing</b>			<b>Other Grants</b>	
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
<b>Administration</b> (Office costs/Admin overheads)			<b>Sponsorship, fundraising &amp; donations</b> (Please note if this is in-kind or cash)	
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
<b>RADF Grant</b>		\$	<b>RADF Grant</b>	\$
<b>TOTAL EXPENDITURE</b>	\$		<b>TOTAL INCOME</b>	\$

**NOTE:** Your Total Expenditure and Total Income must be equal. The RADF grant should be listed twice – once in the income column and once in the expenditure column.

**SECTION 9: Tell us about WHAT SUPPORT MATERIAL YOU ARE INCLUDING IN YOUR APPLICATION**

Please label all support material with your name and address.  
Tick those support materials which you have attached to this application

**Required:**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | A resume or CV, for each professional or emerging professional artist and artswoker involved in your project / activity.  |
| <input type="checkbox"/> | An Eligibility Checklist for Professional and Emerging Professional Artists for each artist and artswoker involved in your project/activity.  |
| <input type="checkbox"/> | Written confirmation of the names and availability from the key artists, personnel and venue managers involved in the project, where appropriate. Include confirmation of written quotations for services to be provided. |
| <input type="checkbox"/> | Evidence of Community support and interest  |

**Optional:**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Up to three letters from professional artists and/or arts organisations in your area of practice that provide relevant comment in support of your application.  |
| <input type="checkbox"/> | If applicable, written letters of support and confirmation from relevant communities and organisations for projects involving Aboriginal people; Torres Strait Islanders; people from culturally and linguistically diverse backgrounds; people with a disability; children and young people. The letters are essential for applications involving these groups within the community. |
| <input type="checkbox"/> | If applicable, 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"/> | Any other evidence of community support such as completed surveys, petitions, studies etc.  |

## SECTION 10: CERTIFICATION BY APPLICANT

I, the undersigned, certify that:

- I have read and will abide by the *North Burnett RADF Nuts'n'Bolts*, together with any published revisions which are available at [www.northburnett.qld.gov.au](http://www.northburnett.qld.gov.au)
- The statements in this application are true and correct to the best of my knowledge and the supporting material is my own work or the work of the artists named in this application.
- 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.
- Information Privacy and Right to Information
- The information you provide in your grant application will be used by North Burnett Regional Council to process and assess your application and, if successful, to process, pay and administer your grant. North Burnett Regional Council may contact other funding agencies to verify grants requested from other funding agencies in support of your project.
- If your application is successful, North Burnett Regional Council may disclose the following Information to Arts Queensland:
- the information you provide in your grant application;
  - the amount of funding you receive;
  - the information you provide in your outcome report; and
  - text and images relating to your funded activity.
- The Information may be used by North Burnett Regional 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 and any images provided as part of this application and it's subsequent Outcome Report, may be used by North Burnett Regional 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 Parliament, the media and other agencies who may contact you directly. North Burnett Regional Council and Arts Queensland may also publish the Information in their Annual Reports or on their websites.
- North Burnett Regional 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 North Burnett Regional Council or Arts Queensland.

Signature:

If you are under the age of 18 your legal guardian must also sign this application

Name in Full:

Position in Group/Organisation:

(if applicable)

Date:

\_\_\_\_\_ day of \_\_\_\_\_ month, 20\_\_\_\_ .

## SECTION 11: CERTIFICATION BY AUSPICING INDIVIDUAL/ORGANISATION

**Please note:** Both the applicant and the auspicings organisation/individual are considered responsible for ensuring the Acquittal of grants and both could be deemed ineligible to place further applications to Arts Queensland and Council until all grants have been satisfactorily acquitted.

I, the undersigned, certify that:

I/my organisation agree/s to administer the grant that may be offered to the applicant on their behalf

I/my organization agree/s that the information stated in Section 1.2 of this application is true and correct

Signature:	
Name of Auspice Body:	
Name of Contact Person (in full):	
Position in Group (if applicable):	
Date:	_____ day of _____ month, 20_____ .

## 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 the RADF page on the Arts Queensland website [www.arts.qld.gov.au](http://www.arts.qld.gov.au)**

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 may 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/Artworker NAME: \_\_\_\_\_

**Please tick the following artistic merits that apply to the Artist/Artworker:**

I have professional arts and/or cultural qualifications.

I have an Australian Business Number (ABN)

--	--	--	--	--	--	--	--	--	--

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..

I have work held in public collections.

I have won 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.

I am a member of a professional association (or associations) as a professional artist.  
Name/s of association/s:

-  
-

I am an artist whose artistic or cultural knowledge has been recognised as professional by peers or the cultural community.

I am an artist whose artistic or cultural knowledge has developed through oral traditions.

---

## Helpful Nuts'n'Bolts...

Attached is a range of additional Nuts'n'Bolts (resources) which may help you with the development and planning of your project/activity and will also help you with your application. These tools are not required as part of your submitted application, but are provided as a tool only..

1. Fee Negotiation Schedule: Community and Cultural Development Workers;
2. How to complete a RADF Budget Cheat-Sheet;

## Fee Negotiation Schedule: Community Cultural Development Workers

### Introduction

The following information has been taken from the Queensland Community Arts Network (QCAN) website [www.uqp.uq.edu.au](http://www.uqp.uq.edu.au).

This fee schedule has been developed by the Queensland Community Arts Network in consultation with its membership, other industry bodies and funding bodies. It is designed to help community arts and cultural development workers and employers negotiate fees that reflect an industry standard. Because of the diversity of our field of practice, it is impossible to standardise a method of quoting that will suit all situations. Therefore, this schedule acknowledges the need for flexibility and offers options and guidelines that will help you conduct your business professionally.

This document is designed to assist workers who are **not covered** by a specific award. If the work being done is covered by an award, employers and workers should refer to the relevant award for the appropriate minimum rates of pay.

While this schedule is based on hourly rates of pay, some fields of practice and some projects are more focused on outcomes or product, e.g. written work or public artwork. Some workers may choose to quote on finishing the job rather than by the hour. In such cases, it is important that the expectations of both the employer and the worker are outlined in a contract. The Arts Law Centre of Queensland supplies standard contracts that can be modified to meet the needs of most arts and cultural development workers.

It is not envisaged that consultancies such as lecturing or training delivery be covered by this schedule, however workers undertaking these sort of consultancies may find some of the considerations within the schedule useful.

### 1. Decide first which level is appropriate for the position in question

**Level 1.** A worker with limited experience. Will have some experience conducting workshops and a sound knowledge of and proficiency in their field of practice.

**Level 2.** A worker with experience as a project leader. Can show quality results from having collaborated with people outside the field of practice. Would be able to give technical instruction.

**Level 3.** A seasoned worker with a large body of quality work produced in a community context. Possesses a sound theoretical understanding of community cultural development and is able to design projects for specific results. This person can manage projects and provide mentorship training to less experienced workers.

### 2. Some issues to consider when determining the level of a position

Does the position require:

- someone with previous experience
- a worker with a great diversity of skills
- a worker with a high degree of skill in their field of practice
- a worker with knowledge and experience in working with this type of community
- facilitation, mediation or negotiation skills
- supervision skills.
- 

Does the position involve:

- working with physically, emotionally or psychologically challenged people
- community consultation
- working with trainees or volunteers
- an increased degree of risk in the working environment
- negotiating with other parties, e.g. other organisations, other workers, local government, funding bodies etc.

The more of the points required the more likely the position is to be level 3.

### 3. Rates of Pay

(If the work is covered by an industrial award (refer to the relevant award.)

Now use the schedule below to determine a minimum rate of pay. This schedule was originally devised by Bill Kyle, then QCAN Office Manager, and Brian Tucker, CPA and QCAN Treasurer 2004. Brian has continued to update the schedule, drawing on his extensive knowledge of the arts industry. Remember: the rates included in this schedule of industry rates are merely the minimum rates that should apply and are not meant to restrict negotiations for higher rates of pay. Pay rates in any level are not restricted by the minimum rate in the level above.

	Annual Salary Full Time	More than 12 weeks (\$/hr)	Less than 12 weeks (\$/hr)	Less than 30hrs total (\$/hr)	Less than 8hrs total (\$/hr)
<b>Level 3</b>	\$57,000	\$30.50	\$35.00	\$39.60	\$54.85
<b>Level 2</b>	\$45,00	\$24.00	\$27.65	\$31.20	\$43.25
<b>Level 1</b>	\$37,000	\$19.80	\$22.75	\$25.70	\$35.60
<b>Trainee*</b>	\$25,500	\$13.60	\$15.65	\$17.70	\$24.50
			#(>12hr/w + 15%)	# (>12hr/w + 30%)	# (>12hr/w + 80%)

Full-time based on 36 hours per week.

\* This level may not apply if the employee is engaged under an official Training Scheme.

# Loading covers leave loading, compensation for under employment and lack of benefits.

**Note:** When considering the number of hours involved in a project, remember to include the time needed for all aspects of the activity, e.g. planning, preparation, purchasing materials, employing other staff, briefings, de-briefings, administration, report writing, documentation, acquittals etc.

### 4. Vehicle and Travel Payments

Travel to and from the project: Payment for travel time to and from a project can be negotiated separately and will depend on the circumstances involved. The length of the travel time involved, if the employer supplies transport, or if the worker uses their own vehicle etc are all factors to be considered. The agreed amount (if any) should be stipulated in the contract of employment.

Use of own vehicle within the project: Should a worker be required to use their own vehicle for the business of the project, the worker should receive a vehicle allowance.

A guide to the amount payable can be viewed on the ATO website [www.ato.gov.au](http://www.ato.gov.au).

For 2013-14 the allowances set out by the ATO are as follows:

Engine Capacity		Cents per Kilometre
Ordinary Engine	Rotary Engine	
1.6 litre (1,600cc) or less	0.8 litre (800cc) or less	65 cents
1.601 – 2.6 litre (1,602 – 2,600cc)	0.801 – 1.3 litre (801 – 1,300cc)	76 cents
2.601 litre (2,601cc) and over	1.301 litre (1,301 cc) and over	77 cents

### 5. Away-from-home Allowance

Where a worker needs to stay away from home overnight because a project is taking place outside of their city/town of residence, that worker is entitled to a Daily Travel Allowance\* sufficient to cover the costs of reasonable board, lodgings, meals and incidentals. This may take the form of a reimbursement of actual costs incurred or the payment of a set daily allowance to the worker.

The Australian Tax Office (ATO) sets reasonable benefit limits for this type of allowance which vary upon location.

For extended engagements away from home, generally taken to be periods in excess of three weeks, and where the employer may be covering accommodation costs, the Daily Travel Allowance is replaced by a Living Away From Home Allowance which is intended to compensate the Artist for the **extra** costs incurred in living away from the usual place of abode.

The ATO Reasonable Benefits Limits for Australia can be viewed on the ATO webpage [www.ato.gov.au](http://www.ato.gov.au).



## 6. Australian Business Number (ABN)

Under the new Australian tax system effective from 1 July 2000, all workers undertaking contract work as non-PAYE employees should obtain an ABN. If a person undertakes contract work after July 1 2000, and does not provide an ABN, the business contracting that person will be required to withhold 48.5% Pay As You Go tax from any amount payable.

The worker would then need to wait until they submitted their personal tax return for that year to claim back any excess tax paid. If however, you apply for an ABN and the ATO denies you one for some reason (e.g. that they deem you are not conducting a business) you are eligible to receive payment in full without any tax being withheld. Note that you will not be required to have an ABN if you are engaged as a PAYE employee by an employer.

It is important to realise that **grants obtained from funding bodies are** considered to be **contract payments** and will be treated the same as other consultancy work. Thus, if you are intending to apply for a grant, the **applicant** (be it an individual, unincorporated group or incorporated organisation) **must have an ABN** (or have been denied an ABN). If the applicant does not have an ABN the funding body will be compelled to withhold 48.5% of the grant under the PAYG system. What is important is the status of the actual applicant (i.e. the contracting party with the funding body), so **applicants will need to apply for an ABN** even if it is intended that the grant be auspiced by an organisation that has an ABN.

If the worker is deemed by the ATO to be not carrying on a business, or if the worker does not consider the activity to be in the nature of a business, for example, a 'one-off' activity, then the worker should complete a Statement By a Supplier Form attesting to that fact. This may also apply to community groups, for example, where the project is not part of a continuing pattern of activity. It is possible to get an ABN that will exist for the life of the project and, particularly for smaller organisations, this is recommended as it removes the uncertainty which often surrounds the Statement By A Supplier.

More information about ABNs can be found by viewing [www.ato.gov.au](http://www.ato.gov.au).

## 7. GST

A decision on whether to register for GST is separate from the decision to apply for an ABN. If the turnover of your business/consultancy work is over the ATO declared amount, it is compulsory to obtain an ABN and register for GST. If the value of your business/consultancy work is below the threshold it is optional to register for GST. If you are a not-for-profit entity the threshold will be higher. If you do register for GST you are required to collect 10% GST (and if you do not explicitly charge 10% GST, one eleventh of the fees collected will be considered to be the GST amount) on top of all amounts you charge for consultancies/projects etc. However, you are eligible to claim input tax credits back on the GST you pay if they are related to you earning income in your business. If you are not GST registered, you cannot charge GST on any work carried out and you are unable to claim back any GST you pay in carrying out your business but you are able to claim a tax deduction for the GST paid.

Therefore if you are GST registered, you should budget excluding GST costs and then charge 10% on top of your price (this includes grant applications). If you are not GST registered, you should budget including your GST costs but not charge GST on your invoice total.

Note that GST is not payable on any wages paid to workers employed as PAYE employees. The decision on whether to optionally register for GST can be complex. For further discussion of some of the factors to consider, some more detailed information and ATO links regarding ABNs and GST, there is an informative ATO page at [www.ato.gov.au](http://www.ato.gov.au).

## 8. Own Equipment and Material Use

The rates of pay in section 3 relate solely to the labour component of any position. Where a worker uses or supplies their own equipment (including use of their own phone) and/or materials for a job or project, a separate payment should be negotiated to cover this. Alternatively a higher rate of pay per hour may be negotiated to include the use of the workers own equipment and/or materials.

## How to Complete a RADF Budget Cheat-Sheet

It is important that you complete the budget sheet provided as part of the RADF Application Form. The best way to develop a RADF budget is to complete each section in the following order:

1. Project expenditure
2. Project income
3. Breakdown of requested RADF funding

**Example:** the budget for an application for funding towards the costs of running a weekend choral workshop.

EXPENDITURE	TOTAL COST of each expenditure item	RADF	INCOME Includes in-kind contributions and the total RADF grant you are seeking	TOTAL COST of each income item
<b>Salaries, Fees &amp; Allowances</b>			<b>Earned Income (eg ticket sales)</b>	
Fees for Teacher	\$	\$	Workshop Fees	\$
Meals and Incidents	\$	\$		\$
Travel	\$	\$		\$
<b>Project or Activity costs (Materials/Preparation/Equipment)</b>			<b>Contribution from Artists and Others (Please note if this is in-kind or cash)</b>	
Venue Hire	\$	\$	Project Co-ordinator (in-kind)	\$
Hire of Equipment	\$	\$	Insurance (applicant)	\$
	\$	\$	Phone Calls/postage (applicant)	\$
<b>Promotion, Documentation and Marketing</b>			<b>Other Grants</b>	
Advertising in Local Paper	\$	\$		\$
Printing Flyers etc	\$	\$		\$
Photocopying of Music	\$	\$		\$
<b>Administration (Office costs/Admin overheads)</b>			<b>Sponsorship, fundraising &amp; donations (Please note if this is in-kind or cash)</b>	
Co-ordinator of Project	\$	\$	Photocopying (in-kind)	\$
Public Liability Insurance	\$	\$	Printer (donated)	\$
Phone calls/postage	\$	\$		\$
<b>RADF Grant</b>		\$	<b>RADF Grant</b>	\$
<b>TOTAL EXPENDITURE</b>	\$		<b>TOTAL INCOME</b>	\$

**NOTE:** Your Total Expenditure and Total Income must be equal. The RADF grant should be listed twice – once in the income column and once in the expenditure column.

## Project Expenditure

List all the possible expenses associated with the activity even if they are not intended to be covered by the grant. This is important as it identifies the real cost of your activity.

**Remember that not every item included in your expenditure column is eligible for RADF support.**

Evidence of the expenditure costs quoted, such as letters from the artists/artworkers, insurance companies, travel costs, venue hire will strengthen your Application.

If you don't provide relevant support material for the budget, the RADF Committee may ask you to show evidence of these costs before they will approve your application. This may apply to all items, not just the ones for which you are requesting RADF support.

(Please note: for advice regarding the appropriate fees for artists and artworkers you are encouraged to contact Artworkers through their website [www.artworkers.org](http://www.artworkers.org) or refer to the Fee Negotiation Schedule)

Read through the following checklist to ensure you have covered all the likely costs in your budget. This list covers items for a range of activities so only include what is appropriate for your project.

### Salaries, Fees and Allowances

This section of the budget refers to wages and/or fees and expenses paid to all artists/artworkers/ admin personnel etc participating in the activity.

Creative staff might include production/technical staff helping to produce a performance, broadcast, publication or recording.

- |                     |                                 |  |
|---------------------|---------------------------------|--|
| • musical director  | • composer                      | • conductor  |
| • artistic director | • associate director            | • director   |
| • choreographer     | • librettist                    | • designer   |
| • writer            | • translators and editors       | • producers  |
| • stage manager     | • recording engineer, mechanics | • tutors/support workers for artists with disabilities |

Include your own expenses where appropriate:

- marketing and promotion
- associated on-costs
- travel, accommodation, touring costs
- holiday pay, leave loading, workers compensation, superannuation, payroll tax, staff amenities, staff and volunteer insurance

**Please note that an Eligibility Checklist for Professional and Emerging Professional Artists** must be completed for each artist and artworker whose fees are being applied for as part of the RADF grant.

### Production/Program Costs

These items can include:

- costs directly related to the activity (other than salaries, fees and allowances)
- archival documentation, commissions, royalties, conferences, equipment expenses
- exhibitions (including exhibition development, touring and international projects); freight packing and crating; gallery/venue hire (other than regular gallery space)
- installations; materials; seminar/workshop costs; opening/launch costs, etc.
- production costs
- costumes, equipment hire and maintenance, fares and travel, freight, lighting and sound, staging, ticketing costs (ticket printing, ticket agency charges).
- recording costs and/or audio costs
- sound tracks, musical instruments and equipment, amplification, studio hire
- all costs associated with the preparation and generation of sound for a production
- recording and/or pressing costs
- props, costumes, lighting, slides, video, film, special effects.

### Promotion, Documentation & Marketing

These might include:

- Advertising - press and electronic; other printed or promotional material, marketing and audience initiatives; other services used directly in posters, programs, photos or videos.
- Marketing and audience initiatives - excluding expenditure on personnel, production, touring, administration costs.

### Administration Costs

These might include:

- audit and accounting expenses
- office supplies, printing
- legal and licence fees
- bank charges and taxes
- telephone and fax costs
- insurances [pro rata for duration of project] public liability, equipment, workers compensation, volunteers insurance
- consumables
- electricity

Note that items listed above are not necessarily eligible for RADF support but need to be included in the expenditure column where relevant to give an accurate summary of the project costs.

### RADF GRANT (total column 3)

This is the total amount of the RADF grant being applied for.

Check the *North Burnett RADF Nuts'n'Bolts Document* to find out which costs are eligible to include in the RADF grant application or contact Council's RADF Liaison Officer.

### Project Income

List all the **possible** income associated with your activity. Read this checklist to ensure you have covered all the likely sources of income in your budget. The following list covers a range of activities so only include what is **appropriate** for your budget.

### Earned Income

These items might include:

- Publications/merchandise sales
- Ticket sales, admission fees, performance income
- Sale of product
- Membership/subscription fees
- Workshop fees
- Contract/broadcast fees and recordings; any sundry income such as bank interest

**Example:** How to estimate *projected* income from a workshop

Q: How many people can attend? A: 20 maximum

Q: What is the cost? A: \$60 per person

A good rule of thumb is to calculate 50% of the total possible income as you might not be able to fill the class.

20 people at \$60 = \$1200, 50% of \$1200 = **\$600** This is your *projected* income.

**Example:** How to estimate projected income from a performance

Q: What is your average ticket price? A: \$20

Q: What is the maximum capacity of the venue? A: 100 seats

Q: How many shows? A: 10

100 seats x 10 shows = 1000 seats, 1000 seats at \$20 = \$20,000, 50% = **\$10,000** This is your projected income.

### Contribution from Artists and Others (please note if this is in-kind)

#### Example

The project coordinator in the example on above is \$250. This is a volunteer position and no payment is made. You can also estimate an administration fee based on 10% – 15% of the total cost of the activity.

The cost of insurance, phone and postage is covered by the applicant organisation.

### Other Grant Income

This might include:

- grant funding confirmed or received, from any other funding source, for components of this project which are not included in the RADF column of your budget or
- any other grants you have applied for that have not yet been approved (please indicate when notification will be received.)

Note: for more complex projects it is advisable for applicants to apply for extra funding from other sources as RADF cannot fund 100% of an activity or project. There may be items in the project which are not eligible for RADF support but can be eligible in another grant fund.

### Sponsorships, fundraising & donations

These can include:

- corporate and private sponsorships or donations (cash)
- In-kind, non-cash; free advertising, materials
- Reduced fees or costs to support the project

You need to put a monetary figure on any non-cash donation, for example artist time.

### Example

<p>Council – photocopying of music = \$125 Printer discount = \$100</p>
---

### RADF grant

The **TOTAL of column 3** in the budget is the amount of RADF support that you are applying for.

The total amount requested from RADF can be for several different expenses, however only eligible items under the RADF Guidelines can be covered.

All artists and artworkers who will be paid salaries, fees or allowances through the RADF grant must each satisfactorily complete an *Eligibility Checklist for Professional and Emerging Professional Artists*. These Checklists will be attached to the RADF Application Form.

The total of the RADF Grant Breakdown (column 3) will be the same as the RADF amount in the Income column.