

# Touring Queensland Quick Response Fund

## Form Preview

### Privacy and Eligibility

\* indicates a required field

#### Privacy statement

By completing this application you understand and agree to the way in which Arts Queensland and its third party service providers collect and manage your personal information. For further Arts Queensland privacy information go to <https://artsqueensland.smartygrants.com.au/>. For information about [OurCommunity's privacy policy and terms of use](#).

#### Eligibility

**Please read the following to help in completing this form:**

- [Program Guidelines](#)
- [Touring Queensland Quick Response Fund FAQs](#)
- [Terms of Funding](#)
- [Important Information for Applicants](#)
- [Creative Together - A 10-year Roadmap for arts, culture and creativity](#)

For general advice on writing funding applications or to download our Funding Application Writing Toolkit visit [www.arts.qld.gov.au/arts-acumen/apply-for-funding](http://www.arts.qld.gov.au/arts-acumen/apply-for-funding).

The Creative Business Champions Hub provides free, expert, personalised online support to Queensland artists and arts workers. Covering a range of discipline areas, this service can help you develop arts business skills, competencies and networks to support business sustainability and growth. Find out more at: <https://rasn.org.au/cbc/>

To be eligible for Touring Queensland Quick Response funding applicants must satisfy a number of eligibility criteria. If you are unsure if you are eligible for funding you can contact Arts Queensland on 07 3034 4016 and ask to speak to the fund manager.

**Please refer to the Touring Queensland Quick Response Fund (TQF Quick) guidelines for the full list of eligibility criteria.**

**Are you or your organisation based in Queensland? \***

- ☐ Yes ☐ No

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

- ☐ Yes ☐ No

**Are you over 18 years of age or if not has your application been co-signed by your legal guardian? \***

- ☐ Yes ☐ No

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**Have you or your organisation received Arts Queensland funding before? \***

☐ Yes ☐ No

**Under what name? \***

**Have you or your organisation satisfied the reporting requirements of any previous Arts Queensland funding? \***

☐ Yes ☐ No ☐ N/A

**You or your organisation holds current public liability insurance?**

☐ Yes ☐ No

**Have you ever been employed by Arts Queensland? \***

☐ Yes ☐ No

Employees of Arts Statutory Bodies and the Department of Communities, Housing and Digital Economy should consult the 'Important Information for Applicants' document before applying.

**If yes, did your employment cease more than six months before applying? \***

☐ Yes ☐ No

**Will your project begin after 8 March 2021 and before 31 December 2021 and at least 4 weeks from the date of submission of this application? \***

☐ Yes ☐ No

**Have you satisfied the additional eligibility criteria as outlined in the guidelines? \***

☐ Yes ☐ No

[Link to the Guidelines](#)

**Your application is not saved until you click on the Save Button. Please ensure that you regularly save your application.**

## Applicant Details

**\* indicates a required field**

### Applicant contact details

**Are you applying as an \***

If you are applying as a Group/Collective/Artist Run Initiative and have an ABN registered in your Group/Collective/Arts Run Initiative name, select Organisation in the check box below.

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If you do NOT have an ABN registered in your Group/Collective/Artist Run Initiative name, select Individual in the check box below and enter the contact details of the person with a registered ABN.

### Applicant Name \*

☐ Individual

☐ Organisation

Organisation Name

Title

First Name

Last Name

### What is the name of your Group/Collective/Artist Run Initiative

Organisation Name

### Street address \*

Address

  

If your address is not found, click on - Can't find my address - and fill out the address in the space provided.

### Postal address \*

Address

  

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

If your address is not found, click on - Can't find my address - and fill out the address in the space provided.

### Daytime contact number \*

Please enter area code

### Mobile phone number

Must be an Australian phone number.

### Applicant website

Must be a URL

### Primary contact email \*

Must be an email address.

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### For Organisations or Groups/Collectives/Artist Run Initiatives

**Legal status (e.g. Incorp. assoc.) \***

**Contact person for this application \***

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

**Position in the organisation \***

**Office contact number \***

Must be an Australian phone number.  
Please enter area code

**Contact email**

Must be an email address.

### State Electorate and Local Government Area (LGA)

**Select your State Electorate. \***

Search your address on the [Electoral Commission Queensland website](#) to find your electorate.

**Select your Local Government Area (LGA). \***

Search your address on the [Electoral Commission Queensland website](#) to find your Local Government Area (LGA).

### For presenter/venue consortiums

**How many presenters/venues are in your consortium?**

**You must include confirmation from each member that they support this application and commit to their listed activities and budgeted contribution given in this application. Confirmation must be attached at Item 7 in the supporting material.**

**Organisation**

Organisation Name

**Contact name**

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Contact phone	<input type="text"/> Must be an Australian phone number.
Contact email	<input type="text"/> Must be an email address.
Organisation	Organisation Name <input type="text"/>
Contact name	<input type="text"/>
Contact phone	<input type="text"/> Must be an Australian phone number.
Contact email	<input type="text"/> Must be an email address.
Organisation	Organisation Name <input type="text"/>
Contact name	<input type="text"/>
Contact phone	<input type="text"/> Must be an Australian phone number.
Contact email	<input type="text"/> Must be an email address.
Organisation	Organisation Name <input type="text"/>
Contact name	<input type="text"/>
Contact phone	<input type="text"/> Must be an Australian phone number.
Contact email	<input type="text"/> Must be an email address.

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<b>Organisation</b>	Organisation Name <input type="text"/>
<b>Contact name</b>	<input type="text"/>
<b>Contact phone</b>	<input type="text"/> Must be an Australian phone number.
<b>Contact email</b>	<input type="text"/> Must be an email address.
<b>Organisation</b>	Organisation Name <input type="text"/>
<b>Contact name</b>	<input type="text"/>
<b>Contact phone</b>	<input type="text"/> Must be an Australian phone number.
<b>Contact email</b>	<input type="text"/> Must be an email address.
<b>Organisation</b>	Organisation Name <input type="text"/>
<b>Contact name</b>	<input type="text"/>
<b>Contact phone</b>	<input type="text"/> Must be an Australian phone number.
<b>Contact email</b>	<input type="text"/> Must be an email address.
<b>Organisation</b>	Organisation Name <input type="text"/>
<b>Contact name</b>	<input type="text"/>

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Contact phone	<div></div> <div>Must be an Australian phone number.</div>
Contact email	<div></div> <div>Must be an email address.</div>
Organisation	Organisation Name <div></div>
Contact name	<div></div>
Contact phone	<div></div> <div>Must be an Australian phone number.</div>
Contact email	<div></div> <div>Must be an email address.</div>
Organisation	Organisation Name <div></div>
Contact name	<div></div>
Contact phone	<div></div> <div>Must be an Australian phone number.</div>
Contact email	<div></div> <div>Must be an email address.</div>
Organisation	Organisation Name <div></div>
Contact name	<div></div>
Contact phone	<div></div> <div>Must be an Australian phone number.</div>
Contact email	<div></div> <div>Must be an email address.</div>

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**Organisation**

Organisation Name

**Contact name**

**Contact phone**

Must be an Australian phone number.

**Contact email**

Must be an email address.

### Australian Business Number (ABN) details

**ABN must be registered in the same name as the applicant/lead applicant name - funding cannot be provided through auspicing arrangements.**

**Applicant/Lead Applicant  
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.

**GST Registered \***

☐ Yes

☐ No

**Operating entity**

☐ For profit

☐ Not for profit

**Trading name or  
professional name (if  
different)?**

Statistical information



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Information in this section is not used to assess your application. Information you provide will be aggregated and used to review access to Arts Queensland funding programs.

If you are an individual applicant, do you personally identify as belonging to any of the groups below? If you are a group or applying as an organisation, does your group/organisation primarily exist for any of the groups below? (Tick only those that apply)

**Do you or your group/organisation identify with any of the groups below?**

- |  |  |
|--|--|
| <input type="checkbox"/> Aboriginal peoples                    | <input type="checkbox"/> People from culturally and linguistically diverse backgrounds |
| <input type="checkbox"/> Torres Strait Islander peoples        | <input type="checkbox"/> Older people (over 55 years of age)                           |
| <input type="checkbox"/> Australian South Sea Islander peoples | <input type="checkbox"/> Youth (12 - 25 years of age)                                  |
| <input type="checkbox"/> Regional Queenslanders                | <input type="checkbox"/> Children (0-11 years)   |
| <input type="checkbox"/> People with disability                | <input type="checkbox"/> LGBTIQ+   |

**Gender \***

- |                              |  |
|------------------------------|--|
| <input type="radio"/> Male   | <input type="radio"/> Gender diverse         |
| <input type="radio"/> Female | <input type="radio"/> Prefer not to disclose |

**Your application is not saved until you click on the Save Button. Please ensure that you regularly save your application.**

## Project/Program Summary

\* indicates a required field

What is the main art form area of your project / program for assessment purposes? (please select one only)

**Art form \***

- |  |   |
|--|---|
| <input type="radio"/> Classical Music      | <input type="radio"/> Theatre                       |
| <input type="radio"/> Contemporary Music   | <input type="radio"/> Visual arts, craft and design |
| <input type="radio"/> Community Engagement | <input type="radio"/> Writing                       |
| <input type="radio"/> Dance                | <input type="radio"/> Other                         |
- Circus and cabaret applicants should tick Theatre. Cultural heritage applicants should tick Other and enter cultural heritage in the Other art form field.

**Other art form (please specify)**

Project/Program summary

**Title of project/program**

\*

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### Brief project description \*

Word count:

Provide a short description of your project (Maximum 50 words)

### How many people in the touring party? \*

Must be a number.

For extensions of exhibition tours or new community engagement activity include only those employed to delivering the activity in the new locations

### How many days of the tour or other funded activity will be spent in regional Queensland? \*

Must be a number.

### AQ funding request \*

This field will populate once you have completed your budget.

### Project start date \*

Must be a date and between 8/3/2021 and 31/12/2021.

### Project end date \*

### How many Queensland artists/arts workers are involved in the project/program? \*

Only complete the section below if your project **specifically and directly** targets people from one or more of these groups.

### Is your project aimed at specific communities as participants and/or audiences?

- |  |  |
|--|--|
| <input type="checkbox"/> Aboriginal peoples                    | <input type="checkbox"/> People from culturally and linguistically diverse backgrounds |
| <input type="checkbox"/> Torres Strait Islander peoples        | <input type="checkbox"/> Older people (over 55 years of age)                           |
| <input type="checkbox"/> Australian South Sea Islander peoples | <input type="checkbox"/> Youth (12 - 25 years of age)                                  |
| <input type="checkbox"/> Regional Queenslanders                | <input type="checkbox"/> Children (0-11 years)   |
| <input type="checkbox"/> People with disability                | <input type="checkbox"/> LGBTIQ+   |

### COVID Safe plan

All businesses, including arts businesses, should have an up to date Work Health and Safety (WHS) plan in place, including strategies to manage COVID-19. You may also choose to

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operate in line with an approved COVID Safe Industry Plan and your host venues may be operating under their own plans, approved industry plans or approved site specific plans.

### Are you operating under:

- ☐ your own WHS plan which includes strategies to manage COVID-19
- ☐ an approved COVID Safe industry plan
- ☐ a combination of your own WHS plan and the plans of your host venues

### Please attach your certificate of compliance if part of an Industry Plan.

Attach a file:

Multiple documents can be included in one file.

## Locations

\* indicates a required field

### Locations

Select the number of locations where your project will be delivered. If more than 10 locations please contact the TQF Quick Manager on 07 3034 4016.

**Please note: If you enter data for a location and then want to remove the location you MUST delete the data entered for that location.**

Number of Locations \*

### Location 1

Select the first location from the dropdown list. If your location is **not listed select Other** then type in the name of the town. Then select the **activity types** at this location.

For definitions of the activity types, please refer to the [Data Dictionary](#).

Location 1 \*

Other:

Activity types \*

- ☐ Performances
- ☐ Exhibitions
- ☐ Workshops

No. of activities

No. of participants

No. of attendees

Performances

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<b>Exhibitions</b>	<input type="text"/>	<input type="text"/>
--------------------	----------------------	----------------------

<b>Workshops</b>	<input type="text"/>	<input type="text"/>
------------------	----------------------	----------------------

<b>Location 1 - Totals</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

### Location 2

Select the second location from the dropdown list. If your location is **not listed select Other** then type in the name of the town. Then select the **activity types** at this location.

<b>Location 2 *</b>	<b>Activity types *</b>
<input type="text"/>	<input type="checkbox"/> Performances
Other:	<input type="checkbox"/> Exhibitions
<input type="text"/>	<input type="checkbox"/> Workshops

No. of activities	No. of participants	No. of attendees
-------------------	---------------------	------------------

<b>Performances</b>	<input type="text"/>	<input type="text"/>
---------------------	----------------------	----------------------

<b>Exhibitions</b>	<input type="text"/>	<input type="text"/>
--------------------	----------------------	----------------------

<b>Workshops</b>	<input type="text"/>	<input type="text"/>
------------------	----------------------	----------------------

<b>Location 2 - Totals</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

### Location 3

<b>Location 3 *</b>	<b>Activity types *</b>
<input type="text"/>	<input type="checkbox"/> Performances
Other:	<input type="checkbox"/> Exhibitions
<input type="text"/>	<input type="checkbox"/> Workshops

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	No. of activities	No. of participants	No. of attendees
<b>Performances</b>	<input type="text"/>		<input type="text"/>
<b>Exhibitions</b>	<input type="text"/>		<input type="text"/>
<b>Workshops</b>	<input type="text"/>	<input type="text"/>	
<b>Location 3 - Totals</b>	<input type="text"/> This number/amount is calculated.	<input type="text"/> This number/amount is calculated.	<input type="text"/> This number/amount is calculated.

### Location 4

<b>Location 4 *</b> <input type="text"/>	<b>Activity types *</b> <input type="checkbox"/> Performances <input type="checkbox"/> Exhibitions <input type="checkbox"/> Workshops
Other: <input type="text"/>	

	No. of activities	No. of participants	No. of attendees
<b>Performances</b>	<input type="text"/>		<input type="text"/>
<b>Exhibitions</b>	<input type="text"/>		<input type="text"/>
<b>Workshops</b>	<input type="text"/>	<input type="text"/>	
<b>Location 4 - Totals</b>	<input type="text"/> This number/amount is calculated.	<input type="text"/> This number/amount is calculated.	<input type="text"/> This number/amount is calculated.

### Location 5

<b>Location 5 *</b>	<b>Activity types *</b> <input type="checkbox"/> Performances
---------------------	--

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Other:

- ☐ Exhibitions
- ☐ Workshops

	No. of activities	No. of participants	No. of attendees
Performances	<div></div>		<div></div>
Exhibitions	<div></div>		<div></div>
Workshops	<div></div>	<div></div>	
Location 5 - Totals	<div></div> <div>This number/amount is calculated.</div>	<div></div> <div>This number/amount is calculated.</div>	<div></div> <div>This number/amount is calculated.</div>

### Location 6

Location 6 \*

Other:

- Activity types \*
- ☐ Performances
- ☐ Exhibitions
- ☐ Workshops

	No. of activities	No. of participants	No. of attendees
Performances	<div></div>		<div></div>
Exhibitions	<div></div>		<div></div>
Workshops	<div></div>	<div></div>	
Location 6 - Totals	<div></div>	<div></div>	<div></div>

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## Form Preview

This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

### Location 7

Location 7 \*

Other:

Activity types \*

- ☐ Performances  
☐ Exhibitions  
☐ Workshops

No. of activities

No. of participants

No. of attendees

**Performances**

**Exhibitions**

**Workshops**

**Location 7 - Totals**

This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

### Location 8

Location 8 \*

Other:

Activity types \*

- ☐ Performances  
☐ Exhibitions  
☐ Workshops

No. of activities

No. of participants

No. of attendees

**Performances**

**Exhibitions**

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### Workshops

### Location 8 - Totals

This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

### Location 9

Location 9 \*

Other:

Activity types \*

- ☐ Performances
- ☐ Exhibitions
- ☐ Workshops

No. of activities

No. of participants

No. of attendees

### Performances

### Exhibitions

### Workshops

### Location 9 - Totals

This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

### Location 10

Location 10 \*

Other:

Activity types \*

- ☐ Performances
- ☐ Exhibitions
- ☐ Workshops

No. of activities

No. of participants

No. of attendees

### Performances



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### Exhibitions

### Workshops

### Location 10 - Totals

This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

### Overall Totals

Total number of activities  
(performances, workshops,  
exhibitions, etc)?

This number/amount is calculated.

Total number of participants

This number/amount is calculated.

Total Number of attendees

This number/amount is calculated.

## Project / Program Proposal Details

\* indicates a required field

### Project / Program Proposal

Please provide a concise outline of your project/program by completing the sections below to address the assessment criteria and the objectives of the **Touring Queensland Quick Response Fund**. Use a **maximum of 1500 words** in total for the two sections below.

Please Note: If your application is successful the information you provide here will become the Funded Activities for the purposes of the Funding Agreement with Arts Queensland. You will only be permitted to use the Funding to perform Funded Activities, so you must list all relevant activities here.

#### Assessment criteria

Your application will be assessed on how well it meets the following assessment criteria - Demand, Quality, Engagement, Impact and Viability (**see guidelines for descriptions**).

For general advice on responding to assessment criteria, download the [Arts Acumen Selection Criteria Toolkit](#).

#### Proposal details \*

Word count:

#### List the key dates \*

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Word count:

### Communications, Marketing and Promotion

Give details about how you will market or promote your activity or support the marketing and promotion of your activity to:

- meet income, attendance and participation targets, or
- ensure community awareness of the activity.

You can attach marketing support materials or examples at item 9 in the Support Material section.

\*

Word count:

Must be no more than 300 words.

### Budget - Income and Expenses

\* indicates a required field

Please complete the budget using the template below to account for all project costs.

Step 1 - complete the **expenditure** required to do your project

Step 2 - identify all **income** sources (cash and in-kind, confirmed or unconfirmed)

Step 3 - the difference is the **AQ funding request**

Step 4 - indicate how much of the Arts Queensland funding will be used for each expenditure item in the **AQ breakdown column**.

#### Budget tips:

- The budget **must** balance (**total income = total expenditure**)
- Ensure that your budget estimates are as accurate as possible.
- Use whole dollar amounts, do not use commas.
- For income and expenditure definitions please refer to the [data dictionary](#).
- For general advice on developing a budget, download the [Arts Acumen Budget Preparation Toolkit](#).
- **GST:**

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If you **are not GST registered**: amounts should **include GST** as this is part of the cost of the project.

If you **are GST registered**: Arts Queensland will pay the funds plus GST; amounts should therefore be **exclusive of GST**.

**Your application is not saved until you click the save button; please regularly save your application.**

## Expenditure

**Check the guidelines to ensure you are only allocating Arts Queensland funding to eligible costs. Contact Arts Queensland if you are unsure about any item.**

Enter expenditure items below and indicate if they are cash or in-kind.

### A. Salaries, fees and allowances

Wages or fees for people involved in the project e.g. performers, artists, collaborators, workshop leaders, technical crew, cultural consultants. Include superannuation and work-cover costs here. Individuals should include fees paid to themselves.

Salaries, fees and allowances items	Cash / In-kind / Both	Amount (\$)	AQ breakdown amount (\$)
		\$	\$

#### A. Salaries, Fees and allowances total

\$

This number/amount is calculated.

#### A. AQ total amount

\$

This number/amount is calculated.

### B. Activity costs

Activity costs including venue hire, equipment hire, freight, materials, costumes/set, exhibition costs, cleaning or security, travel costs for project staff. Cost of sales for retail or food and /drink or producing recordings or publications. Evaluation costs. Insurance or licences costs related to the project. Educational resources and accessibility costs. Digital delivery costs.

Activity cost items	Cash / In-kind / Both	Amount (\$)	AQ breakdown amount (\$)
		\$	\$

#### B. Activity costs total

#### B. AQ total amount

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\$

This number/amount is calculated.

\$

This number/amount is calculated.

### C. Marketing Promotion and documentation costs

E.g. Advertising; design and printing of posters, flyers, programs, signage; project related website costs; photography and filming; costs associated with fundraising or sponsorship

Marketing Promotion and documentation cost items	Cash / In-kind / Both	Amount (\$)	AQ breakdown amount (\$)
		\$ <input type="text"/>	\$ <input type="text"/>
		<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>

C. Promotion, documentation & marketing total

\$

This number/amount is calculated.

C. AQ breakdown amount (\$)

\$

This number/amount is calculated.

### D. Administration costs

E.g. Postage, photocopying, internet and telephone, office costs associated with the project. Finance or accounting costs associated with the project. Organisations should include travel costs for core staff here.

Administration cost items	Cash / In-kind / Both	Amount (\$)	AQ breakdown amount (\$)
		\$ <input type="text"/>	\$ <input type="text"/>
		<input type="text"/>	<input type="text"/>
		<input type="text"/>	<input type="text"/>

D. Administration total

\$

This number/amount is calculated.

D. AQ breakdown amount (\$)

\$

This number/amount is calculated.

### Total expenditure

Expenditure Total

\$

This number/amount is calculated.

AQ breakdown total

\$

This number/amount is calculated.

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### Income

#### E. Earned income

Money you earn from supplying goods or services e.g. ticket sales, workshops fees, income from selling artistic product, merchandise, or food/drink.

Earned income items	Confirmed funding?	Cash/In-kind	Amount (\$)
			\$

#### E. Earned income total

\$

This number/amount is calculated.

#### F. Income from Queensland Government

Income from other Qld Govt sources not including this application e.g. Community Benefit Fund, or Tourism and Events Queensland.

Income from Qld Government items	Confirmed funding?	Cash/In-kind	Amount (\$)
			\$

#### F. QLD Gov income total

\$

This number/amount is calculated.

#### G. Sponsorships / Fundraising / Foundations

Include donations, fundraising income, cash or in-kind sponsorship/ support from businesses or partners, money from non-government grant programs e.g. Tim Fairfax Family Foundation.

Sponsorships / Fundraising / Foundations items	Confirmed funding?	Cash/In-kind	Amount (\$)
			\$

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**G. Sponsorship / Fundraising / Foundations total**  
 \$   
 This number/amount is calculated.

**H. Other income**

Income from Local Government sources (including RADF), Federal funding (including Australia Council) and any other income.

Other income items	Confirmed funding?	Cash/In-kind	Amount (\$)
			\$

**H. Other income total**  
 \$   
 This number/amount is calculated.

**I. Your contribution**

Cash or in-kind contribution from you or your organisation and from artistic collaborators. Include the value of volunteer time in this section.

Your contribution	Confirmed funding?	Cash/In-kind	Amount (\$)
			\$

**I. Your contribution total**  
 \$   
 This number/amount is calculated.

Budget check

**Total expenditure (A+B+C+D)**  
 \$

**Total income (E+F+G+H+I)**  
 \$

**AQ funding request (expenditure minus income)**  
 \$   
 Expenditure minus income

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This number/amount is calculated.

This number/amount is calculated.  
Income not including AQ requested amount

**AQ breakdown amount**

\$

This amount is from your expenditure budget.

**The above two fields must be equal. If they are not equal please adjust your budget.**

\$

Calculated difference between the above fields.

## Totals

**Total expenditure**

This number/amount is calculated.

**Total income**

This number/amount is calculated.  
Includes AQ funding request

**Final AQ funding request**

This number/amount is calculated.

**AQ funding request as a percentage of total income**

**If after entering budget data a Requires Valid Format message appears, click on the Save Progress Button to recalculate, this should remove the message.**

If applicable, please provide quotes for significant budget items

Attach a file:

A maximum of 5 files may be attached.

## Notes to budget

**Please outline any information that will assist to clarify or justify the costs calculated in your budget. Include the name of the funding program and notification date of any funding you have applied for and included in your budget.**

**Have you applied for Australia Council funding for this project/program? \***

☐ Yes

☐ No

**If no, please outline your reasons for not applying. \***

### Support material

\* indicates a required field

#### Mandatory support material

Please note: Maximum 50MB of support material allowed.

- Letters of support must include an original signature or contact details of the author.
- All support material must be clearly labelled to ensure it is easy for the assessors to locate, open and read.
- Excessive support material will not be read by assessors and as such excluded from assessment.
- For audit purposes, Arts Queensland is required to retain a copy of the support material supplied by applicants.

**IF YOU ARE UPLOADING MULTIPLE FILES IT IS RECOMMENDED THAT YOU SAVE YOUR PROGRESS AFTER ATTACHING 3 FILES.**

**1. Letters of confirmation and support from presenting partners and evidence of interest from potential clients and other stakeholders (e.g. venues, organisations, events, audiences) This demonstrates demand for your activity \***

Attach a file:

A maximum of 3 files may be attached.  
Recommended no more than 5mb per attachment.

**2. Examples that demonstrate the quality of the proposed activity (examples of the work, or previous work by you or your organisation, reviews or testimonials) \***

Attach a file:

A maximum of 3 files may be attached.

**Links to support material for assessors:**

**Link 1**

Must be a URL.

**Link 2**

Must be a URL.

**Link 3**

Must be a URL.

**3. Certificate of public liability insurance that meets the requirements of the activity and its venues (minimum \$10 million) \***



# Touring Queensland Quick Response Fund

## Form Preview

Attach a file:

**4. For Collective/Artist Run Initiative all members of the group must sign a letter to Arts Queensland confirming their involvement and support for the nominated representative. \***

Attach a file:

A minimum of 1 file must be attached.

If relevant to your proposal the following items are mandatory

**5. For applications involving Aboriginal and Torres Strait Islander people please provide evidence you have followed required protocols to obtain support and confirmation of involvement from the relevant people communities and organisations.**

Attach a file:

A maximum of 3 files may be attached.

**6. For applications involving people from culturally and linguistically diverse backgrounds; people with a disability; children or young people, please provide evidence you have followed required protocols to obtain support and confirmation of involvement from the relevant communities and organisations.**

Attach a file:

A maximum of 3 files may be attached.

**7. For applications on behalf of a consortium, all named members must confirm that they support this application and commit to their listed activities and budgeted contribution given in this application.**

Attach a file:

A maximum of 3 files may be attached.

Multiple documents can be included in one file.

**8. All personnel working in schools or kindergartens must have current Blue Cards. Attach evidence of Blue Cards for all relevant personnel or attach a document certifying that all relevant personnel will have Blue Cards before activity commences.**

Attach a file:

A maximum of 3 files may be attached.

**9. Attach any other support material that may strengthen your application such as marketing materials or plans, workshop plans, quotes for significant expenses, additional budget information.**

# Touring Queensland Quick Response Fund

## Form Preview

Attach a file:

A maximum of 3 files may be attached.  
Recommended no more than 2mb per file.

## Certification

\* indicates a required field

### All applicants

I, the undersigned, certify that:

- I have read and I/my organisation will abide by the Touring Queensland Quick Response Fund 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 acknowledge that, if I am successful, information provided in this application will form part of my funding agreement with Arts Queensland and I will be held accountable to deliverables outlined in this application.
- I have read, and my organisation is able to comply with, all of the requirements of the [Terms of Funding](#).
- I understand that if the application for funding is approved my organisation will be required to enter into a funding agreement that will be made up of the Letter of Offer, the Schedules and the Terms of Funding.
- I consent that information provided in this application may be used for training, systems testing or process improvement purposes by Arts Queensland staff.
- I give permission for Arts Queensland 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 Arts Queensland to forward my information to the most appropriate industry experts or Government representative.
- 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 Arts Queensland's website and/or the Queensland Government Open Data Portal.

I agree to the above \*

☐ Yes

☐ No

**For organisations groups/collectives/artist run initiatives/consortiums, the person signing is the person who is authorised on behalf of the organisation to sign the contract and the Statutory Declaration and warrants they have authority to sign on behalf of the organisation group/collective/artist run initiative/consortium.**

# Touring Queensland Quick Response Fund

## Form Preview

**Name \***

Title

First Name

Last Name

**Position**

**Date \***

Must be a date

## Arts Queensland ENews

Would you like to receive Arts Queensland email communications? We will add your First Name, Last Name, Postcode and Email and your responses below to our Vision6 email client in accordance with our Terms and Conditions (<https://www.arts.qld.gov.au/privacy#email>).

\*

- ☐ I wish to receive Arts Queensland eNews
- ☐ I do not wish to receive Arts Queensland eNews

**I want to receive emails about**

- ☐ All Arts Queensland enews
- ☐ Funding opportunities
- ☐ Arts sector news
- ☐ New Performing Arts Theatre updates
- ☐ Ten Year Roadmap

**I am interested in hearing about (select all that apply)**

- ☐ Arts in schools
- ☐ Circus and physical theatre
- ☐ Dance
- ☐ First Nations Arts
- ☐ Film
- ☐ Literature
- ☐ Music
- ☐ Theatre
- ☐ Visual art

\*

- ☐ I consent to Arts Queensland collecting and using my information for communication purposes in accordance with our Terms and Conditions

**Terms and Conditions :** <https://www.arts.qld.gov.au/privacy#email>

## Feedback

You are now coming to the end of your application process and before you **REVIEW** and click the **SUBMIT** button please take a few moments to provide some feedback.

**1. Did you engage with a Creative Business Advisor (CBA) through the**

☐ Yes

☐ No

# Touring Queensland Quick Response Fund

## Form Preview

### **RASN program in the development of this application or the initiative design**

\*

The Creative Business Champions Hub provides free, expert, personalised online support to Queensland artists and arts workers. Covering a range of discipline areas, this service can help you develop arts business skills, competencies and networks to support business sustainability and growth. Find out more at: <https://rasn.org.au/cbc/>

### **2. How did you find out about the fund/grant program?**

- |                                     |   |
|-------------------------------------|---|
| <input type="radio"/> AQ Webpage    | <input type="radio"/> AQ Client Manager |
| <input type="radio"/> AQ Facebook   | <input type="radio"/> Word of mouth     |
| <input type="radio"/> Media Release | <input type="radio"/> Other             |

Other, please list.....

### **3. Did you contact Arts Queensland before or during the application process?**

- |                           |                          |
|---------------------------|--------------------------|
| <input type="radio"/> Yes | <input type="radio"/> No |
|---------------------------|--------------------------|

### **What advice/support were you seeking?**

- |   |  |
|---|--|
| <input type="checkbox"/> Further detail/clarification on eligibility requirements     | <input type="checkbox"/> Advice/support with completing the application form |
| <input type="checkbox"/> Further detail/clarification of detail in Guidelines or FAQs | <input type="checkbox"/> Other   |
| <input type="checkbox"/> Clarification on mandatory support material                  |  |

Other, please list.....

### **4. As part of Arts Queensland's Arts Acumen, there are free (optional) resources available to support you in applying for arts funding and submitting applications. Are you aware of these resources?**

- |                           |                          |
|---------------------------|--------------------------|
| <input type="radio"/> Yes | <input type="radio"/> No |
|---------------------------|--------------------------|

### **Did you make use of these resources to support you in writing your application?**

- |                           |                          |
|---------------------------|--------------------------|
| <input type="radio"/> Yes | <input type="radio"/> No |
|---------------------------|--------------------------|

### **Which resources did you use?**

- |  |   |
|--|---|
| <input type="checkbox"/> Grant writing | <input type="checkbox"/> Evaluation and reporting resources |
|--|---|

# Touring Queensland Quick Response Fund

## Form Preview

- |  |  |
|--|--|
| <input type="checkbox"/> Budget toolkit          | <input type="checkbox"/> Procurement resources |
| <input type="checkbox"/> Budget completion guide | <input type="checkbox"/> Other                 |
| <input type="checkbox"/> Business planning       |  |

**Other, please list.....**

**What were the reasons?**

- |   |  |
|---|--|
| <input type="checkbox"/> The resources did not contain the information I was looking for. | <input type="checkbox"/> Did not require additional support in writing my application and/or have experience in applying for grant funding |
| <input type="checkbox"/> Difficult to understand / apply the information/resources        | <input type="checkbox"/> Other   |

**Other, please list.....**

**Please indicate how you found the online application process:**

- ☐ Very easy    ☐ Easy    ☐ Neither    ☐ Difficult    ☐ Very difficult

**Did you contact Arts Queensland before or during the application process?**

- ☐ Yes    ☐ No

**Please provide us with any improvements and/or additions to the application process/form that you think we need to consider:**

No more than 100 words.

**Do you have any other feedback to Arts Queensland on the program you are applying to?**

**Contact Us**

**[Arts Queensland](#)**

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

# Touring Queensland Quick Response Fund

## Form Preview

Street address: Level 24, 111 George Street, Brisbane QLD 4000

Postal Address: GPO Box 1436 Brisbane QLD 4001.

Email: [investment@arts.qld.gov.au](mailto:investment@arts.qld.gov.au)

**Telephone:** +61 7 3034 4016 **Toll-free Telephone:** 1800 175 531 (outside Brisbane metro)