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
- QASP FAQs
- Important Information for Applicants
- Data Dictionary
- Creative Together 2020-2030

For general advice on funding applications visit our Arts Acumen page or download the Funding Application Toolkit.

To be eligible for Queensland Arts Showcase Program (QASP) 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 QASP Arts Investment Officer or email investment@arts.qld.gov.au.

Please refer to the QASP Program guidelines for the full list of eligibility criteria.

Do you or your organisation/group have an Australian Business Number (ABN)? *
○ Yes   ○ No

Are you being auspiced? *
○ Yes   ○ No

Have you received any Arts Queensland Funding under your own ABN?
○ Yes   ○ No

You cannot be auspiced if you have received Arts Queensland funding under your own ABN.

If you are being auspiced you will need to:

1. Complete the auspice details on page 3.
2. Upload a Letter of Support on page 8, signed by the authorised officer of the auspicing body agreeing to manage successful funding. The letter should also advise what support is being offered to the individual by the auspicing body in relation to upskilling, mentoring, governance and administration of the grant.
3. Once application is completed, applicant must contact Arts Queensland to change the online user to the auspice organisations email. The auspice organisation must submit the application and agree to the certification at the end of the application form.

Are you over 18 years of age? *

◯ Yes   ◯ No

If you are under 18 years of age, you will need to:

1. Upload a Letter of Support on page 9, signed by your legal guardian agreeing to co-sign this application.

Has your application been endorsed by your legal guardian? *

◯ Yes   ◯ No

Are you or your organisation based in Queensland? *

◯ Yes   ◯ No

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

◯ Yes   ◯ No

Under what applicant name? *

In what year/s? *

Under what program/s? *

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

◯ Yes   ◯ No   ◯ N/A

Have you or your organisation received QASP funding this financial year? *

◯ Yes   ◯ No

Please note, if you were successful in QASP Rounds 4 or 5, you are not eligible to apply in QASP Round 6 (you can have up to one successful QASP applications per financial year).

Look up list QASP successful applications.

If you have any outstanding reporting for previously received Arts Queensland funding you are ineligible to apply for further funding.

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

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

○ Yes   ○ No

Link to the Guidelines

Your application is not saved until you click on the Save Progress 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.

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

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.

For Organisations or Groups/Collectives/Artist Run Initiatives

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

Contact person for this application *

Title	First Name	Last Name

Position in the organisation *

Office contact number *

Must be an Australian phone number.
Please enter area code

Contact Mobile Phone Number

Must be an Australian phone number.

Contact email *

Must be an email address.

State Electorate and Local Government Area (LGA)

To find your State Electorate and LGA, search the **Electoral Commission Queensland website** using the street address you have entered in this application.

Then use the Drop-down below to enter your State Electorate and LGA.

Select your State Electorate *

Scroll through the alphabetic listing to select the State Electorate name

Select your Local Government Area (LGA) *

Scroll through the alphabetic listing to select the LGA name

Australian Business Number (ABN) details

ABN must be registered in the same name as the applicant name.

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

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?

☐ Aboriginal peoples

☐ Torres Strait Islander peoples
☐ Australian South Sea Islander peoples
☐ Regional Queenslanders
☐ People with disability

☐ People from culturally and linguistically diverse backgrounds
☐ Older people (over 55 years of age)
☐ Youth (12 – 25 years of age)
☐ Children (0-11 years)
☐ LGBTIQ+

Gender *   ○ Male   ○ Gender diverse
                     ○ Female   ○ Prefer not to disclose

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

Auspice details

* indicates a required field

Auspice organisation details

The auspice organisation name must be the same name as the registered ABN and be a small to medium arts/cultural organisation previously funded by Arts Queensland since 1 January 2019.

Please provide details relating the Auspice Organisation only (i.e Generic email address and phone number if available).

Auspiced applications must be submitted in SmartyGrants by their nominated auspice organisation and email address to be eligible. If an applicant begins an application in SmartyGrants under their email address they must contact Arts Queensland to change the online user to the auspice organisation's email.

Auspice organisation *

Organisation Name

Auspice organisation primary phone number *

Please enter area code. Must be an Australian phone number.

Auspice organisation primary email *

Auspice organisation primary website

Must be a URL.

Auspice organisation 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.

Auspice organisation 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.

Auspice organisation postal address *

Address

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

Auspice project contact details

Please provide the details for the contact person within the auspice organisation.

Auspice contact details *

Title	First Name	Last Name

Auspice contact position *

Auspice contact phone number *

Please enter area code. Must be an Australian phone number.

Auspice contact mobile number

Must be an Australian phone number.

Auspice contact email *

Must be an email address.

Project/Program summary

* indicates a required field

Funding stream

Which funding stream are you applying to? *

○ Arts Accelerate - to support creative development and new works
○ Arts Activate - to support arts and culture initiatives and projects in Queensland

Are you applying for sole or co-funding? *

○ Sole funding up to $30,000   ○ Co-funding up to $60,000

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

Art form *

○ Classical Music
○ Contemporary Music
○ Community Engagement
○ Dance

○ Theatre
○ Visual arts, craft and design
○ Writing
○ Other

Other art form (please specify) *

Is this a festival? *   ○ Yes   ○ No

Festival date *

Project/Program summary

Title of project/program *

Brief project description *

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

AQ funding request * $

Note: The AQ funding request field will populate once you have completed *Section 7 : Budget - Income and Expenses*

Project start date *

Must be a date and no earlier than 1/4/2022.

Project end date *

Must be a date and no earlier than 1/4/2022.

What is the goal of this project? *

Word count:
Must be no more than 50 words.

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?

☐ Aboriginal peoples

☐ People from culturally and linguistically diverse backgrounds

☐ Torres Strait Islander peoples

☐ Older people (over 55 years of age)

☐ Australian South Sea Islander peoples

☐ Youth (12 – 25 years of age)

☐ Regional Queenslanders

☐ Children (0-11 years)

☐ People with disability

☐ LGBTIQ+

Locations

* indicates a required field

Select the number of locations where your project will be delivered. If more than 10 locations please contact the QASP Program 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 *

NOTE: International travel is not eligible for QASP funding.

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 *

Location 1 address
Address

Activity types *
☐ Productions
☐ Performances
☐ Exhibitions
☐ Workshops
☐ Creative Developments
☐ Publications

	No. of activities	No. of participants	No. of attendees
Productions			

Performances

Exhibitions

Workshops

Do not include artists/ artworkers/staff/ volunteers

Creative Developments

Do not include artists/ artworkers/staff/ volunteers

Publications

Readership

Location 1 - Totals

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**.**

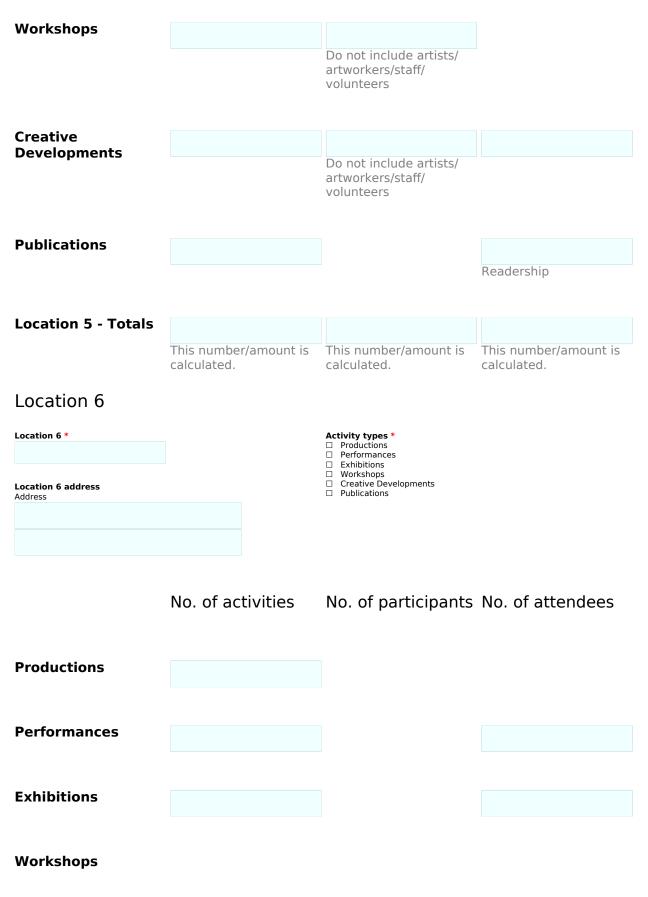**Location 2 ***

Location 2 address
Address

Activity types *
☐ Productions
☐ Performances
☐ Exhibitions
☐ Workshops
☐ Creative Developments
☐ Publications

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

Productions

Performances

Exhibitions

Workshops

Do not include artists/ artworkers/staff/ volunteers

Creative Developments

Do not include artists/ artworkers/staff/ volunteers

Publications

Readership

Location 2 - Totals

This number/amount is calculated.
This number/amount is calculated.
This number/amount is calculated.

Location 3

Location 3 *

Location 3 address
Address

Activity types *
☐ Productions
☐ Performances
☐ Exhibitions
☐ Workshops
☐ Creative Developments
☐ Publications

No. of activities   No. of participants   No. of attendees
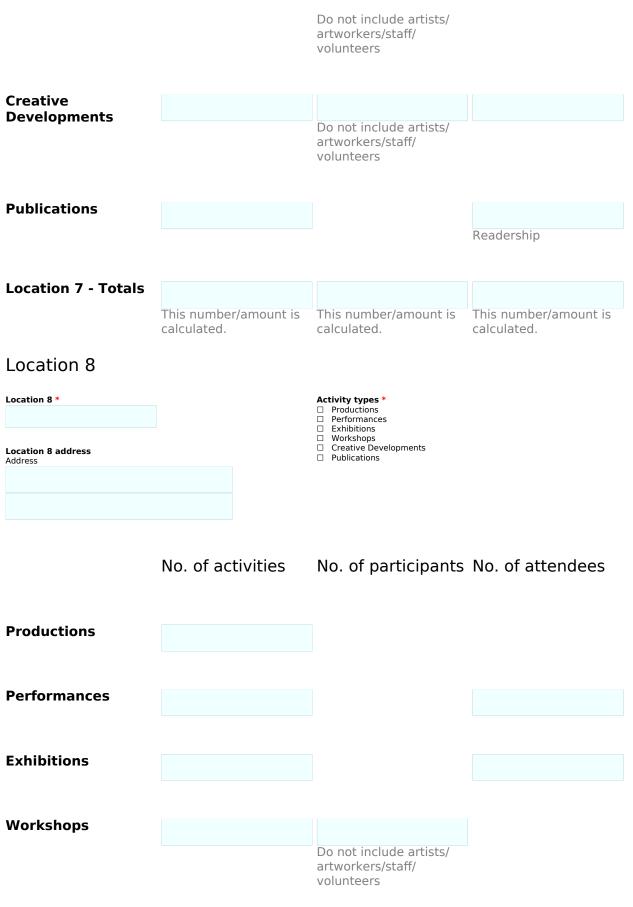
Productions

Performances

Exhibitions

Workshops

Do not include artists/ artworkers/staff/ volunteers

Creative Developments

Do not include artists/ artworkers/staff/ volunteers

Publications

Readership

Location 3 - Totals

This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

Location 4

Location 4 *

Location 4 address
Address

Activity types *
☐ Productions
☐ Performances
☐ Exhibitions
☐ Workshops
☐ Creative Developments
☐ Publications

	No. of activities	No. of participants	No. of attendees
Productions			
Performances			
Exhibitions			

Workshops

Do not include artists/ artworkers/staff/ volunteers

Creative Developments

Do not include artists/ artworkers/staff/ volunteers

Publications

Readership

Location 4 - Totals

This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

Location 5

Location 5 *

Location 5 address
Address

Activity types *
☐ Productions
☐ Performances
☐ Exhibitions
☐ Workshops
☐ Creative Developments
☐ Publications

	No. of activities	No. of participants	No. of attendees
Productions			
Performances			
Exhibitions			

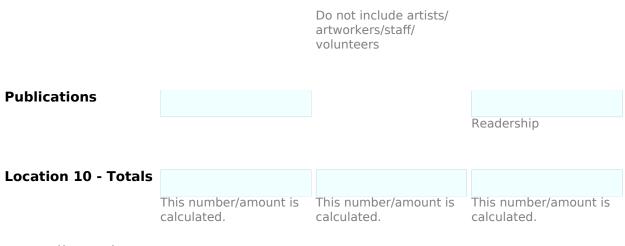**Workshops**

Do not include artists/ artworkers/staff/ volunteers

Creative Developments

Do not include artists/ artworkers/staff/ volunteers

Publications

Readership

Location 5 - Totals

This number/amount is calculated.   This number/amount is calculated.   This number/amount is calculated.

Location 6

Location 6 *

Location 6 address
Address

Activity types *
☐ Productions
☐ Performances
☐ Exhibitions
☐ Workshops
☐ Creative Developments
☐ Publications

	No. of activities	No. of participants	No. of attendees
Productions			
Performances			
Exhibitions			
Workshops			

		Do not include artists/ artworkers/staff/ volunteers
Creative Developments		
	Do not include artists/ artworkers/staff/ volunteers	
Publications		
		Readership
Location 6 - Totals		
	This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Location 7

Location 7 *

Location 7 address
Address

Activity types *
☐ Productions
☐ Performances
☐ Exhibitions
☐ Workshops
☐ Creative Developments
☐ Publications

	No. of activities	No. of participants	No. of attendees
Productions			
Performances			
Exhibitions			
Workshops			

	Do not include artists/ artworkers/staff/ volunteers	
Creative Developments		
	Do not include artists/ artworkers/staff/ volunteers	
Publications		Readership
Location 7 - Totals			
	This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Location 8

Location 8 *

Location 8 address
Address

Activity types *
☐ Productions
☐ Performances
☐ Exhibitions
☐ Workshops
☐ Creative Developments
☐ Publications

	No. of activities	No. of participants	No. of attendees
Productions			
Performances			
Exhibitions			
Workshops		Do not include artists/ artworkers/staff/ volunteers	

Creative Developments

Do not include artists/ artworkers/staff/ volunteers

Publications

Readership

Location 8 - Totals

This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

Location 9

Location 9 *

Location 9 address
Address

Activity types *
- ☐ Productions
- ☐ Performances
- ☐ Exhibitions
- ☐ Workshops
- ☐ Creative Developments
- ☐ Publications

	No. of activities	No. of participants	No. of attendees
Productions			
Performances			
Exhibitions			
Workshops			

Do not include artists/ artworkers/staff/ volunteers

Creative Developments

Do not include artists/ artworkers/staff/ volunteers

Publications

Readership

Location 9 - Totals

This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

Location 10

Location 10 *

Location 10 address
Address

Activity types *
☐ Productions
☐ Performances
☐ Exhibitions
☐ Workshops
☐ Creative Developments
☐ Publications

	No. of activities	No. of participants	No. of attendees
Productions			
Performances			
Exhibitions			
Workshops		Do not include artists/ artworkers/staff/ volunteers	
Creative Developments			

Do not include artists/ artworks/staff/ volunteers

Publications

Readership

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)?	**Total number of participants**	**Total Number of attendees**
This number/amount is calculated.	This number/amount is calculated.	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 QASP funding.

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 - Quality, Engagement, Impact and Viability (**see guidelines for descriptions**).

For general advice on responding to assessment criteria, download the Arts Acumen Selection Criteria Toolkit.

NOTE: 1500 word maximum for the following three sections.

Proposal details *

Word count:
Must be no more than 1000 words.

List the key dates *

Word count:
Must be no more than 150 words.
Projects must be completed within 12 months from approval.

What are the anticipated or expected outcomes for the project/program *

Word count:
Must be no more than 350 words.
Describe three things you want the project to achieve in terms of benefits for participants and/or others.

Budget - Income and Expenses

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 or in-kind). Please note, if you do not identify income sources other than the grant you can apply for up to $30,000 for your project. If you have **confirmed** alternative incomes sources you are eligibile to apply for up to $60,000.

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**.

Expenditure Example:

Item 1: Artist fees $4,000 cash, enter $4,000 in the Amount ($) column, if you are seeking $3,000 of AQ funding towards this cost enter $3,000 in the AQ breakdown amount ($) column.

Item 2: Project/Administration Manager $2,000 cash, enter $2,000 in the Amount ($) column, if you are **not** seeking AQ funding towards this cost enter $0 in the AQ breakdown amount ($) column.

Example of budget expenditure

Budget tips:
- 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.
- Equipment purchases over $500 **must** include a quote.

If errors occur and red flagged on the page click on the **'Save Progress'** *button and they will rectify if completed correctly.*

GST:

- 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 progress button; please regularly save your application.

NOTE: International travel is not eligible for QASP funding.

Expenditure

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. Include superannuation and work-cover costs here. Individuals should include fees paid to themselves.

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

A. Salaries, Fees and allowances total	A. AQ total amount
$	$

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. Any equipment purchases (over $500 must include a quote).

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

		$	$
		$	$
		$	$

B. Activity costs total	**B. AQ total amount**
$	$

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**	**Amount ($)**	**AQ breakdown amount ($)**
		$	$
		$	$
		$	$

C. Promotion, documentation & marketing total	**C. AQ breakdown amount ($)**
$	$

D. Administration costs

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

Administration cost items	**Cash / In-kind**	**Amount ($)**	**AQ breakdown amount ($)**
		$	$
		$	$
		$	$

D. Administration total	**D. AQ breakdown amount ($)**
$	$

Total expenditure

Expenditure Total	**AQ breakdown total**

$		$	

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

$

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

$

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 ($)
			$
			$

			$

G. Sponsorship / Fundraising / Foundations total

$

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

H. Other income total

$

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

$

Budget check

Total Expenditure (A+B+C+D)	Income (E+F+G+H+I)	AQ funding request (expenditure minus income)
$	$	$
		Expenditure minus income

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.

If you get a calculation error please click on the Save Progress button to save your application.

Totals

The budget must balance (**Total income = Total expenditure**)

Total Expenditure

$

Total Income

$

Includes AQ funding request

Final AQ funding request

$

AQ funding request as a percentage of total income

If this field displays an error after you have completed your budget, click the Save Progress Button to recalculate.

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.

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. A brief CV for all key artists and arts workers (no longer than one A4 page per person) and written confirmation of their participation. *
Attach a file:

A maximum of 3 files may be attached.
The purpose of this is to enable the assessors to determine the quality and suitability of personnel involved. Recommended no more than 5mb per attachment.

2. Examples of previous work that demonstrate the quality of the event, artwork, cultural workers or artists involved in the project /program (maximum 3 files). *
Attach a file:

A maximum of 3 files may be attached.
Please be mindful assessors will be assessing multiple applications this is limited to three of your best examples

Links to additional support material for assessors:

Link 1

Must be a URL.

Link 2

Must be a URL.

Link 3

Must be a URL.

3. Letters of support *
Attach a file:

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

4. Marketing plan *
Attach a file:

A maximum of 1 file may be attached.

5. Evaluation plan *
Attach a file:

6. Applicants that have chosen to have their grant auspiced must provide a letter from the auspice organisation confirming their acceptance of the auspice arrangement and their support for the applicant and/or project. *
Attach a file:

7. 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 maximum of 1 file may be attached.

Mandatory support material if applicable to your project

8. For applications where the activity is occurring in a regional area, letters of support from Council (outlining Councils contribution) would be highly regarded. For definitions please see Arts Investment-Important Information for applicants.
Attach a file:

A maximum of 3 files may be attached.
Link to Arts Investment-Important Information for applicants

9. 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.

10. 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.

11. Applications involving staff of Arts portfolio statutory bodies or the Department of Communities, Housing and Digital Economy must include a

covering letter stating the relevant employee's role and employment details, that the application does not relate to carrying out duties of their role and how any potential conflict of interest will be addressed.
Attach a file:

A maximum of 1 file may be attached.

12. Applications that are supported by tertiary educational institutions must provide a statement from an authorising officer of the institution that confirms the activity is outside of core business and does not receive direct financial support from the tertiary institution.
Attach a file:

A maximum of 1 file may be attached.

13. Applications that have significant involvement from an Arts Queensland shareholder company, Cultural Precinct Arts Statutory Bodies or Major Performing Arts Organisations must provide a letter from an authorised officer confirming that the activity is separate from activities already funded through Arts Queensland.
Attach a file:

A maximum of 1 file may be attached.

14. Confirmation of venues and evidence of interest from potential clients (e.g. venues, organisations, events) This demonstrates demand for your project/ program
Attach a file:

A maximum of 3 files may be attached.

15. Confirmation of significant partnerships
Attach a file:

A maximum of 3 files may be attached.

16. Itinerary of travel or tour arrangements
Attach a file:

A maximum of 3 files may be attached.

17. Quotes for significant budget items over $500.
Attach a file:

A maximum of 3 files may be attached.

Certification

* indicates a required field

The auspice organisation must submit the application and agree to the certification below.

Once application is completed, applicant must contact Arts Queensland to change the online user to the auspice organisations.

All applicants

I, the undersigned, certify that:

- I have read and I/my organisation will abide by the Queensland Arts Showcase Program.
- I have read, and I/my organisation is able to comply with, all of the requirements of the following;

a) The Guidelines pertaining to the grant fund as specified in the application

b) The application and any schedules or attachment

c) The terms and Conditions as found at; https://www.publications.qld.gov.au/dataset/qasp

- 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/ my organisation is successful, and I/my organisation will be held accountable to deliverables outlined in this application, and information provided in this application will form part of the funding agreement with Arts Queensland, along with;

a) The Guidelines pertaining to the grant fund as specified in the application

b) The application and any schedules or attachment

c) The terms and Conditions as found at; https://www.publications.qld.gov.au/dataset/qasp

- I/my organisation will keep and maintain, for a period of 5 years, the necessary records to substantiate the application outlined in this form and any progress and outcome reporting
- I/my organisation consent that information provided in this application may be used for training, systems testing or process improvement purposes by Arts Queensland staff.
- I/my organisation 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/my organisation give permission for Arts Queensland to forward my information to the most appropriate industry experts or Government representative.
- If this application is approved, I/my organisation 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/my organisation 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, 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.

Name *

Title	First Name	Last Name

Position

Date *

Must be a date

Legal Guardian

If you are under 18 years of age, your legal guardian must complete the section below for your application to be considered eligible.

Legal guardian's name in full.

Title	First Name	Last Name

As legal guardian, I agree to co-sign this application on behalf of this applicant. *   ○ Yes   ○ No

Please upload a copy of your signed letter agreeing to co-sign this application on behalf of this applicant. *

Attach a file:

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

○ Yes   ○ No

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?
- ☐ AQ Webpage
- ☐ AQ Facebook
- ☐ Media Release
- ☐ AQ Client Manager
- ☐ Word of mouth
- ☐ Other

Other, please list……..

3. Did you contact AQ before or during the preparation of your application?   ○ Yes   ○ No

What advice/support were you seeking? ☐ Further detail/ clarification on eligibility requirements   ☐ Advice/support with completing the application form

☐ Further detail/ clarification of detail in Guidelines or FAQs

☐ Other

☐ 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?   ○ Yes   ○ No

Did you make use of these resources to support you in writing your application?   ○ Yes   ○ No

What resources did you use?   ☐ Grant writing   ☐ Evaluation and reporting resources

☐ Budget toolkit   ☐ Procurement resources

☐ Budget completion guide   ☐ Other

☐ Business planning

Other, please list…..

What were the reasons?   ☐ The resources did not contain the information I was looking for.   ☐ Did not require additional support in writing my application and/or have experience in applying for grant funding

☐ Difficult to understand / apply the information/resources ☐ Other

Other, please list…..

Contact Us

Arts Queensland

www.arts.qld.gov.au

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

Postal Address: GPO Box 1436 Brisbane QLD 4001.

Email: investment@arts.qld.gov.au

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