

Touring Queensland Fund Application Form Round 3

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](#).

Information

Please read the following to help in completing this form:

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

You can find the above documents on the Arts Queensland funding website at: <https://www.qld.gov.au/recreation/arts/funding/organisations/touring/>.

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.

Applications must be received by Arts Queensland by 12pm midday on Wednesday 13 October 2021.

Eligibility

To be eligible for the Touring Queensland Fund (TQF) applicants must satisfy a number of eligibility criteria. **If you answer No to any of the following questions you MAY be ineligible for TQF funding.** 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 TQF Arts Investment Officer.

Please refer to the Touring Queensland Fund guidelines for the full list of eligibility criteria.

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

Touring Queensland Fund Application Form Round 3

Form Preview

Have you ever been employed by Arts Queensland? *

☐ Yes ☐ No

Current and former 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

Are you or your organisation based in Queensland? *

☐ Yes ☐ No

Is your activity commencing after 9 December 2021? *

☐ Yes ☐ No

Do you or your organisation hold current public liability insurance?

☐ Yes ☐ No

Are you requesting less than 100% of the budget? *

☐ Yes ☐ No

If you are not requesting 100% answer YES

Can you demonstrate the touring product is from Queensland? *

☐ Yes ☐ No

If you are a Brisbane City Council based applicant, does your tour include at least two regional Queensland communities in the tour proposal? Regional Queensland refers to communities outside the Brisbane City Council boundary. *

☐ Yes ☐ No ☐ N/A

Select NA if you are a regionally based applicant or you are applying for an artist in residence only

If you are a regionally-based applicant, does your tour include at least two Queensland communities other than your own, with at least one of those locations in regional Queensland? Regional Queensland refers to communities outside the Brisbane City Council boundary. *

☐ Yes ☐ No ☐ N/A

Select NA if you are a Brisbane City Council based applicant or you are applying for an artist in residence only

If applying for a residency only, will the residency take place outside the Brisbane City Council boundary? *

☐ Yes ☐ No ☐ N/A

Have you satisfied all 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 Button. Please ensure that you regularly save your application.

Touring Queensland Fund Application Form Round 3

Form Preview

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

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

Organisation Name

Street Address

Address

Postal Address

Address

Daytime contact number *

Please enter area code

Mobile phone number

Touring Queensland Fund Application Form Round 3

Form Preview

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
<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. To scroll quickly you can start typing the State Electorate name. *

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

Select your Local Government Area (LGA). To scroll quickly you can start typing the LGA name. *

Search your address using 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 17 in the supporting material.

Touring Queensland Fund Application Form Round 3

Form Preview

Organisation	Organisation Name <input type="text"/>
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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"/> Must be an Australian phone number.
---------------------	---

Contact phone	<input type="text"/> Must be an email address.
----------------------	---

Contact email	<input type="text"/>
----------------------	----------------------

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"/>
---------------------	----------------------

Touring Queensland Fund Application Form Round 3

Form Preview

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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Contact name	<div></div>
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Contact email	<div></div> <div>Must be an email address.</div>

Touring Queensland Fund Application Form Round 3

Form Preview

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

Touring Queensland Fund Application Form Round 3

Form Preview

Contact phone

Must be an Australian phone number.

Contact email

Must be an email address.

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 name - funding cannot be provided through auspicing arrangements.

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

Touring Queensland Fund Application Form Round 3

Form Preview

Operating entity

☐ For profit

☐ Not for profit

Trading name or professional name (if different)?

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

☐ Yes

☐ No

If yes, under what name?

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

☐ Yes

☐ No

☐ N/A

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

☐ 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+

Gender *

☐ Male

☐ Gender diverse

☐ Female

☐ Prefer not to disclose

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

Activity proposal summary

* indicates a required field

Touring Queensland Fund Application Form Round 3

Form Preview

Funding stream

Please select the stream(s) of funding that you are applying to *

- ☐ Performing Arts Touring - single tours
- ☐ Performing Arts Touring - multi-tour program
- ☐ Exhibition Touring
- ☐ Arts and Education

Please refer to [Touring Queensland Fund Guidelines](#) for details about the different funding streams.

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
- ☐ Multi-arts
- ☐ Other

Cultural heritage exhibitions should select Other and enter cultural heritage in the space provided. Circus should select Theatre.

Other art form (please specify)

Program summary

Proposed title of activity *

Touring artist/companies/residency artist (this may be different to the applicant).

Artist/Organisation name or names. If applying for a multi-tour program as a presenter or consortium please list all artist/companies in the proposed program.

Brief description of activities *

Word count:

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

AQ funding request *

\$

This field will populate once you have completed your budget.

Touring Queensland Fund Application Form Round 3

Form Preview

Start date *

Must be a date and no earlier than 9/12/2021.

Finish date *

Number of locations *

Number of new locations for you or your organisation *

Please list the number of locations you plan to visit for the first time on this tour

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

Education summary

Select activity *

- ☐ Performances
- ☐ Workshops/Masterclasses
- ☐ Artist in residence

Brief education activity summary *

Word count:

Provide a short description of education activity not covered in your tour description (Maximum 50 words). Artist in residency activity description should be included in this box

Number of schools engaged *

Number of new schools for you or your organisation *

Must be a number.

Please enter the number of schools you plan to engage with for the first time as part of your activity.

Select the school types that your education activity will engage with *

- ☐ Primary schools
- ☐ Secondary schools
- ☐ Special schools
- ☐ Kindergartens

Core-funded organisations

Do you receive core AQ funding through the Organisations Fund?

☐ Yes

☐ No

Touring Queensland Fund Application Form Round 3

Form Preview

Are you an Arts Queensland shareholder company or Arts Statutory Body?

☐ Yes

☐ No

If you answer yes to either of the two questions directly above: Outline how the activity you are applying for differs from what you are currently funded to deliver through your core funding support

Tour Itinerary - Download the Tour Itinerary File

Download the [Tour Itinerary](#) File and complete the table by providing details of your touring or residency plans. Once you have completed your Tour Itinerary you can **upload it on Page 6 of the application - Support Material**.

Statistical information about your activity

Are you a regionally based applicant?

☐ Yes

☐ No

Using your touring itinerary please calculate the totals below. Count **only** the totals for **regional Queensland** locations. Regional Queensland refers to communities outside the Brisbane City Council boundary.

1a. What is the total number of exhibitions or performances on this tour?

1b. How many exhibitions or performances will be in schools or kindergartens?

2a. What is the total number of audience/attendees expected?

2b. How many of these will be from schools or kindergartens?

3a. What is the total number of other engagement activities (workshops, other community engagement activities)?

3b. How many of these will be delivered to schools or kindergartens?

4a. What is the total number of participants expected?

4b. How many of these will be from schools or kindergartens?

Using your touring itinerary please calculate the totals below. Count **only** the totals for **Brisbane City Council** locations. If your activity will not be delivered in Brisbane City Council locations please enter zero.

Touring Queensland Fund Application Form Round 3

Form Preview

1a. What is the total number of exhibitions or performances on this tour?

1b. How many exhibitions or performances will be in schools or kindergartens?

2a. What is the total number of audience/attendees expected?

2b. How many of these will be from schools or kindergartens?

3a. What is the total number of other engagement activities (workshops, other community engagement activities)?

3b. How many of these will be delivered to schools or kindergartens?

4a. What is the total number of participants expected?

4b. How many of these will be from schools or kindergartens?

5. How many people are in your touring party?

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

6. How many days in your tour will be spent in regional Queensland?

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 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.

Touring Queensland Fund Application Form Round 3

Form Preview

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:

Activity proposal details

* indicates a required field

Please provide a concise outline of your activity by completing the sections below to address the assessment criteria and the objectives of the **Touring Queensland Fund**.

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

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

Proposal details *

Word count:

Must be no more than 800 words.

List the key dates *

Please provide an overview of key dates. Please include the first and last days of travel and/or exhibition installation.

What are your back-up plans should your activity be affected by changes to social distancing or travel restrictions? Include any flexibility in programming or delivery methods and how your budget will accommodate this?

Touring Queensland Fund Application Form Round 3

Form Preview

Word count:

Must be no more than 300 words.

Outcomes for the activities - What are the outcomes of this touring or residency proposal? How will you know they have been achieved? Include information on how the work contributes to the Touring Queensland Fund objectives as well as any social outcomes for the work. *

Word count:

Must be no more than 500 words.

If you are also applying to the Arts and Education stream, educational outcomes should be included in the questions below.

How does your project align with the Australian Curriculum/Early Childhood Framework and meet the needs of schools and students? What educational resources will you provide and how will these be produced? What educational outcomes will your project achieve for participating schools/kindergartens and how will you know if they have been achieved?

Word count:

Must be no more than 500 words.

How will your proposed tour or residency improve access to quality arts experiences for disadvantaged schools (small schools, remote schools, low ICSEA schools)? Please include details of access subsidies or discounts (eg number of schools, level of subsidy).

Word count:

Must be no more than 300 words.

Note: If you are successful the details of the subsidy and number of schools affected may form part of your agreement with AQ.

Budget - Income and Expenses

Touring Queensland Fund Application Form Round 3

Form Preview

* 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 form will calculate the difference. This will be the amount of your **AQ funding request**.

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

Budget tips:

- The AQ funding request must equal the AQ breakdown total.
- 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:

- 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

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

Please see Touring Queensland Fund guidelines for expenses that AQ funding can be allocated to.

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 travel allowances, superannuation and work-cover costs here. Artist loan fees for touring artwork. Individuals should include fees paid to themselves.

A1. Touring component

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

Touring Queensland Fund Application Form Round 3

Form Preview

A1. Touring component

\$

This number/amount is calculated.

A1. AQ total amount

\$

This number/amount is calculated.

A2. Remount, rehearsal or exhibition preparation

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

A2. Remount, rehearsal or exhibition

\$

This number/amount is calculated.

A2. AQ total amount

\$

This number/amount is calculated.

Total Salaries, fees and allowances (A1 + A2)

\$

This number/amount is calculated.

\$

This number/amount is calculated.

B. Activity costs

Activity costs including venue hire, equipment hire, freight, materials, costumes/set, crating, catering, exhibition costs, cleaning or security, travel costs and accommodation costs. Merchandise costs or producing recordings or publications. Evaluation costs. Insurance or licences 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

\$

This number/amount is calculated.

B. AQ total amount

\$

This number/amount is calculated.

C. Marketing Promotion and documentation costs

Touring Queensland Fund Application Form Round 3

Form Preview

For example advertising; design and printing of posters, flyers, programs and 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 (\$)

		\$	\$

C. Promotion, documentation & marketing
total

\$

This number/amount is
calculated.

C. AQ breakdown amount (\$)

\$

This number/amount is
calculated.

D. Administration costs

For example tour co-ordination fees, 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 Cash / In-kind / Both Amount (\$)
items

AQ breakdown
amount (\$)

		\$	\$

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.

Income

E. Earned income

Touring Queensland Fund Application Form Round 3

Form Preview

Money you earn from supplying goods or services e.g. ticket sales, presenters fees, workshops fees, income from selling merchandise.

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 Queensland Government sources **not including this application** e.g. Community Benefit Fund, or Tourism and Events Queensland, other Arts Queensland funding programs.

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 (\$)
			\$

Touring Queensland Fund Application Form Round 3

Form Preview

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

You will need to save or refresh after adjusting any budget items to see changes in this budget check section.

Total Expenditure (A+B+C+D)

\$

This number/amount is calculated.

Income (E+F+G+H+I)

\$

This number/amount is calculated.

AQ funding request (expenditure minus income)

\$

Expenditure minus income

AQ breakdown amount

Touring Queensland Fund Application Form Round 3

Form Preview

Income not including AQ
requested amount

\$

This amount is from your
expenditure budget.

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

\$

Calculated difference between the
above fields.

Totals

You will need to save or refresh after adjusting any budget items to see changes in this budget section.

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.
but cannot more than \$200,000

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

This number/amount is
calculated.

Notes to budget

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

**Please include details of any standard or published pricing schedule for education
activities e.g per student charge, minimum charge for performance or workshops,
standard residency charges.**

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

☐ Yes

☐ No

Touring Queensland Fund Application Form Round 3

Form Preview

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. Tour Itinerary from Page 3 (Excel or CSV format only) *

Attach a file:

A maximum of 1 file may be attached.

Multi-tour applications should use the multi-tour application itinerary

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

Attach a file:

A maximum of 3 files may be attached.

Recommended no more than 5mb per file. Multiple documents can be included in the same file.

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

Attach a file:

A maximum of 1 file may be attached.

4. Support material to demonstrate quality

All applicants must upload to either 4a or 4b. If applicable, support material can be uploaded to both 4a and 4b.

4a. Performance/exhibition and touring history including audience and reviews of the work.

Touring Queensland Fund Application Form Round 3

Form Preview

Attach a file:

A maximum of 3 files may be attached.
Recommended no more than 5mb per file. Multiple documents can be included in the same file.

4b. Examples of previous work that demonstrate the quality of the event, artwork, cultural workers or artists involved in the project /program (maximum 3 files) or provide links to examples below. *

Attach a file:

A maximum of 3 files may be attached.
Please be mindful assessors will be assessing multiple applications. Please submit only your three best examples.

5. Communications strategy and materials (Relevant communication strategy and/or marketing plans plus examples of marketing materials. e.g. promotional images, flyers, posters, social media) *

Attach a file:

A maximum of 3 files may be attached.
Recommended no more than 5mb per file. Multiple documents can be included in the same file. Attach Communication strategy and/or marketing plans plus examples of marketing materials if relevant eg promotional images, flyers, posters, social media

6. Evaluation Strategy *

Attach a file:

A maximum of 1 file may be attached.

7. A brief CV for all key personnel (no longer than one brief paragraph per person) and written confirmation of their participation and their state of residence. The purpose of this is to enable the assessors to determine the quality and suitability of personnel involved. *

Attach a file:

A maximum of 3 files may be attached.

9. Links to support material for assessors:

Link 1

Must be a URL.

Link 2

Must be a URL.

Link 3

Must be a URL.

Mandatory support material if applicable to your activity

10. For Arts and Education stream applications, please include examples of workshop plans and/or education resources.

Attach a file:

Touring Queensland Fund Application Form Round 3

Form Preview

A maximum of 3 files may be attached.

Recommended no more than 2mb per file. Multiple documents can be included in the same file.

11. 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.

12. 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.

13. For applications involving people from culturally and linguistically diverse backgrounds; Australian South Sea Islander peoples; 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.

14. 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.

15. 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.

16. 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.

Touring Queensland Fund Application Form Round 3

Form Preview

Attach a file:

A maximum of 1 file may be attached.

17. Confirmation of participation in a consortium application.

Attach a file:

A maximum of 3 files may be attached.

Recommended no more than 2mb per file. Multiple documents can be included in the same file.

18. 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.

Recommended no more than 2mb per file. Multiple documents can be included in the same file.

If applicable to your activity, please provide the following support material

19. Letters from individuals, or organisations in your area of practice that provide relevant comment in support of your application.

Attach a file:

A maximum of 3 files may be attached.

Recommended no more than 2mb per file. Multiple documents can be included in the same file.

20. Confirmation of significant partnerships, including participation in a consortium application.

Attach a file:

A maximum of 3 files may be attached.

Recommended no more than 2mb per file. Multiple documents can be included in the same file.

21. Additional budget or budget support material.

Attach a file:

A maximum of 3 files may be attached.

Recommended no more than 2mb per file. Multiple documents can be included in the same file.

22. Additional detailed touring itinerary. Tours including interstate and international touring dates and locations should include venues, projected audience/participant numbers at each location, and confirmation status for each presenter.

Attach a file:

Touring Queensland Fund Application Form Round 3

Form Preview

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 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 *

☐ Yes

☐ No

For organisations/schools/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/school/group/collective/artist run initiative/consortium.

Name *

Title

First Name

Last Name

Position

Touring Queensland Fund Application Form Round 3

Form Preview

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

- ☐ 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. 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.....

Touring Queensland Fund Application Form Round 3

Form Preview

Did you contact Arts Queensland before or during the application process? ☐ Yes ☐ 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.....

3. 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

Which resources did you use?

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

Touring Queensland Fund Application Form Round 3

Form Preview

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

Other, please list.....

Contact Us

Arts Queensland

www.arts.qld.gov.au

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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)