

Queensland Arts Project Fund Application Form - Round 1

Form Preview

Privacy, eligibility and help

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, [click here](#).

Help

Please read the following to help in completing this form:

- [Program Guidelines](#)
- [Program FAQs](#)

If you need any help with completing or submitting your application, or if you are unsure about your eligibility for funding please call Arts Queensland on 07 3034 4016 or 1800 175 531.

Please note: Save your work as you go by regularly clicking the SAVE button.

Eligibility and compulsory support material guide

To be eligible for the Queensland Arts Project Fund, applicants must satisfy all of the eligibility criteria in the guidelines, including providing all compulsory support material.

If you are in any doubt about whether you are eligible or what support material your project requires, please contact Arts Queensland. Making an application takes a lot of effort and we want to help you avoid unnecessary disappointment.

To help you understand what compulsory support material you need to be eligible, tick all the boxes that apply to you or your project.

Answers here are not assessed, they are just to help you understand what compulsory support material is required.

Are you working with any of the following groups as artists, collaborators or participants

- Children or young people
- People who are d/Deaf or people with disability
- Aboriginal or Torres Strait Islander peoples
- People from culturally and linguistically diverse backgrounds

Select all that apply.

Do any of the following things apply to your application?

- The application is being auspiced
- You will be giving a performance for the public
- You will be delivering an exhibition or an installation

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- You will be releasing a song, album or any type of publication
- You will be delivering workshops
- You are doing a creative development without any public activity

Are you an employee of any the following organisations?

Aboriginal Centre for Performing Arts, Brisbane Festival, Department of Education, QAGOMA, QMF, Queensland Museum, QPAC, Queensland Theatre, State Library of Queensland.

- Yes No

Are you a school, college, TAFE or university applying for project funding?

- Yes No

Compulsory support material for all applications

- CVs for key artists and arts workers (max 5 pages).
- Up to three examples of your work (if using video footage, no more than 3 minutes per video).
- Letters from financial, in-kind, presenting or community partners confirming involvement and reasons for supporting the project. If they are making a cash or in-kind contribution, the letter should include the value of that contribution and it should match what you record in your budget.
- Evaluation plan: how you are going to measure the success of your project.

Recommended support material if working with children or young people

- A Child Safety policy or framework if working with children or young people

Compulsory support material - working with diverse communities

You must provide evidence of appropriate consultation with, and support from, communities or groups you are working with or telling the stories of.

Please review the Queensland Arts Project Fund FAQs for practical examples and contact Arts Queensland if you are unsure whether this relates to your project.

Compulsory support material - auspiced applications

If you are an auspice body, you must provide evidence the application content, budget, and the auspice services have been approved by the artist/organisation on whose behalf the application has been submitted.

For example a signed letter, or an email or a video recording from the applicant that confirms their approval and references key details, such as a short description of the project, budget totals and any auspice fees.

Compulsory support material - marketing plan

Your proposal involves either attracting audiences, attendees, participants, viewers, and/or readers (i.e. has public outcomes)

You need to include a marketing plan outlining how you are going to reach your audience/participants. The level of detail in the plan should be appropriate to the size and scale of your project and the number of people you are hoping to engage as attendees and/or participants.

For example, a project that requires a significant amount of income from ticket sales and needs audiences of over 1000 people to break even would require a more detailed marketing plan than one which is doing a free performance for 50 people in a local pub.

Compulsory support material - employees

You will need to supply a letter from an authorised officer of your employer stating:

- Your role and employment details,
- The application does not relate to carrying out duties of your role
- The project is not funded by the organisation
- How potential conflicts of interest will be addressed.

Compulsory support material - schools and universities

If you are an education institution, you must provide a letter from an authorised officer in your organisation stating that the funded activity is outside core business.

Recommended support material - all applications

We also recommend you include:

- Supporting budget information showing any important calculations such as valuing in-kind support, breaking down artists fees or providing evidence of income estimation.
- Quotes for single project costs over \$10,000.

Important information about the application form

This form uses skip logic which means that your answers to some questions will show other questions that are relevant to you and hide ones which are not.

If you print out a pdf of the application form you will see all questions, but you will not see all the same questions in your online form, depending on your choices.

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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/Artist 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.

Auspice bodies should use the name of the person or organisation they are applying on behalf of as the 'Applicant Name'. All of the following questions should be answered using the applicant's details, unless otherwise indicated.

To be eligible, The Auspice Organisation **MUST** be the user and submit the application on behalf of the applicant.

If the Applicant is the User and submits the application, you **will be ineligible**.

Applicant name *

Individual Organisation
Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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What is the name of your Group/Collective/Artist Run Initiative? *

Organisation Name

This is the name of your collective and not the individual names of the artists.

Street address *

Address

<input type="text"/>
<input type="text"/>

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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
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position in the organisation *

Office contact number *

Must be an Australian phone number.

Contact email *

Must be an email address.

Auspice details

Auspice body name *

Organisation Name

Auspice body street address *

Address

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Auspice body postal address *

Address

Auspice body primary phone number *

Auspice body primary website *

Must be a URL.

Auspice project contact *

Title First Name Last Name

Auspice contact position *

Auspice contact phone number *

Must be an Australian phone number.

Auspice contact primary email *

Must be an email address.

Auspice contact mobile phone number

Must be an Australian phone number.

Auspice body legal status (e.g. Incorp. assoc.) *

Applicant State Electorate and Local Government Area (LGA)

Use the [Electoral Commission Queensland website](#) to find your State Electorate and LGA.

Please enter the Applicant's street address provided above in the search field.

Use the drop-down below to select your State Electorate and LGA.

Select your State Electorate *

Select your Local Government Area (LGA) *

Australian Business Number (ABN) details

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The name of the applicant must be the same as either the ABN entity name in the 'Information from the Australian Business Register', or a Trading name registered to the ABN, enter the trading name in the field provided.

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.

Trading name or professional name (if different)?

GST Registered *

Yes No

Operating entity

For profit Not for profit

Auspice ABN

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	

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ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

Trading name or professional name (if different)?

GST registered *

Yes

No

Operating entity

For profit

Not for profit

Have you or your organisation received Arts Queensland funding before, either directly or through an application auspiced on your behalf? *

Yes

No

Auspicing bodies should answer this question as if they are the applicant.

If yes, under what name? *

Have you or your organisation completed all the reporting and contractual requirements of any previous Arts Queensland funding? *

Yes

No

N/A - project underway and reporting not due

You must complete all overdue progress or outcome reporting before you submit your application, otherwise you will be ineligible for funding. If you are experiencing difficulty completing your outcome reporting, please contact Arts Queensland.

Your application is not saved until you click on the 'Save' button. Make sure you regularly save your application.

Project/Program summary

* indicates a required field

Are you applying to *

- Queensland Arts Project Fund
- Regional Community Arts Program
- Cultural Tourism Fund

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Are you applying: *

- Single year projects (up to \$70,000)
- Two-year projects (up to \$150,000)
- Individuals stream (up to \$20,000)

If an individual requests \$20,000 or under but selects the Single Year projects (i.e the General Stream), they will be assessed under the Individuals stream.

Are you applying for up to \$10,000 additional access support costs? *

- Yes
- No

Important - Two-year projects

You must speak to Arts Queensland before applying for Two-year project funding. If you do not, you will be ineligible and your application will not be assessed.

Project/Program summary

Project name *

Project summary - activity *

Word count:

Sum up your project in a sentence or two (max. 50 words) . Be factual and think about the key things you will deliver.

Project start date *

This date must be no earlier than 2 March 2026.

Project end date *

Must be a date later than the date in the Project start date field.

What is the main art form area of your project?

Art form *

- Classical Music
- Contemporary Music
- Community Outreach and Engagement
- Dance
- Theatre
- Visual arts, craft and design
- Fashion and textiles
- Writing
- Multi-arts
- Comedy
- Circus and Physical Theatre
- Festival

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Fashion and textiles projects eligibility

Only Aboriginal or Torres Strait Islander applicants are eligible to apply for fashion and textiles projects.

Certification *

- I am applying as an Aboriginal or Torres Strait Islander individual
- The organisation applying is Aboriginal or Torres Strait Islander owned or led
- I am not/my organisation is not Aboriginal or Torres Strait Islander

For the purposes of this Fund, an Aboriginal and Torres Strait Islander organisation is at least 50% owned and led by Aboriginal and Torres Strait Islander peoples, who have formal authority to make decisions in the operations and governance of the organisation.

If you selected 'Multi-arts' or 'Community outreach and engagement', please let us know the principle artform involved, if there is one *

Funding Request

Project amount requested *

\$

This number/amount is calculated.

This field will populate once you have completed your budget.

Access boost amount requested

This number/amount is calculated.

This field will populate once you have completed your budget.

Total amount requested *

\$

This field will populate once you have completed your budget.

Project details

* indicates a required field

I wish to provide: *

- Written proposal
- Audio/Video submission
- Written proposal and Audio/Video submission

The following questions will help you address the guideline criteria:

- *The strength and clarity of the creative idea or concept for the project*
- *The potential for the project to build markets and reputation for Queensland arts and cultures*

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- *The project has clear benefits and relevance for Queensland audiences and communities*
- *Additional access funding: funding requested is clearly aligned to project impacts, and the targeted artists, participants and audiences*

Please Note: If your application is successful the information you provide here will be the 'Funded Activities' to which you are bound in your funding agreement with Arts Queensland.

Describe your project including who it is for, what it will achieve, and your reasons for why and how you are doing it. *

Word count:

Must be no more than 600 words.

Upload a marketing, engagement, or audience development strategy, appropriate to the type and scale of your project.

Attach a file:

This is a compulsory piece of support material unless your project is for creative development only, with no public presentation or publication.

TIP: If you are requesting additional access funding to support access for d/Deaf people or people with disability as audiences, attendees or participants, your marketing/engagement/audience development plan should describe how you intend to target these communities.

Describe:

- Your project including who it is for, what it will achieve, and your reasons for why and how you are doing it.
- Your marketing, engagement, or audience development strategy, appropriate to the type and scale of your project.

Upload your video/audio using Arts Queensland's online file sharing system, Digital Pigeon, using the following link [upload file](#) or attach a file below. If attaching a file below, the maximum file attachment size is 2MB.

Or upload video or audio response

Attach a file:

Upload limit 2mb per file

Once you have uploaded and sent your video/audio to Arts Queensland our Grants Officers will add it to your application.

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Please note: Depending on the file size and your internet connection, some files may take longer than others to finish uploading.

Guide to support material

- Do not attach documents or share links to sites that are password protected.
- Do not share links that require a subscription to access or are behind a paywall.
- Any videos should be no more than 3 minutes in length.
- To ensure peers don't need specific software to view files, the preferred file types are .doc .docx .xls .xlsx .pdf .png .jpeg .mp4
- Think about your reader: limit the size and length of documents to what is necessary to address the criteria.
- Maximum 2MB per file. Maximum 50MB of support material allowed.

If you are uploading multiple files it is recommended that you save your progress after attaching three (3) files.

Compulsory support material - examples of work

You must either upload at least one example or provide one link to an example of your work. You can provide both uploads and links.

If you do not provide any examples you will technically be able to submit the application form, but you will not be eligible to progress to assessment as you have not provided the compulsory support material required.

Upload or provide a link to up to three examples of current or previous work that demonstrates the quality of the proposed activity.

Attach a file:

Link 1

Must be a URL.

Description of Link 1 content

Link 2

Must be a URL.

Description of Link 2 content

Link 3

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Must be a URL.

Description of Link 3 content

Compulsory support material - evaluation plan

Project Evaluation Plan *

Attach a file:

A maximum of 1 file may be attached.

It is important that you include all the compulsory support material relevant to your application and the fund that you are applying to. If you do not include the Compulsory Support Material, your application will be deemed ineligible.

If you are in any doubt, contact Arts Queensland.

Any other support material relevant to your project

Please add here up to two pieces of additional support material that will help demonstrate the quality or impact of your project.

For example, if you are working with schools you might add curriculum links or examples of educational resources as part of your project.

For applications from individuals we recommend letters of support from individuals and organisations who can speak to your skills and experience and/or the value of your proposed project. Please upload multiple letters as one file.

Other support material - Upload 1

Attach a file:

Description of support material - Upload 1

Other support material - Upload 2

Attach a file:

Description of support material - Upload 2

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Who is involved

* indicates a required field

The questions and compulsory support material in this section will help you address the following criteria in the guidelines:

- *The skills and experience of the artists and arts workers involved in the project*
- *You have collaborators and partners involved in the project that will help you to deliver great outcomes*

I wish to provide: *

- Written proposal
- Audio/Video submission
- Written proposal and Audio/Video submission

Who is involved in delivery?

Tell us about the artists and artswokers, and any collaborators or partners who will be involved in the project - what are their roles, capabilities and contributions?

*

Word count:

Must be no more than 500 words.

Who is involved in delivery?

- Tell us about the artists and artswokers, and any collaborator or partners who will be involved in the project - what are their roles, capabilities and contributions?

Upload your video/audio using Arts Queensland's online file sharing system, Digital Pigeon, using the following link [upload file](#) or attach a file below. If attaching a file below the maximum file attachment size is 2MB.

Upload video or audio response

Attach a file:

Upload limit 2mb per file

Once you have uploaded and sent your video/audio to Arts Queensland we will add it to your application.

Please note: Depending on the file size and your internet connection, some files may take longer than others to finish uploading.

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Compulsory support material – CVs and partner confirmations

Brief CVs/biographies from key professionals working in the project. *

Attach a file:

A maximum of 1 file may be attached.
Maximum 5 pages in total.

Letters from financial, in-kind, presenting or community partners confirming involvement and reasons for supporting the project. Note: Letters must include an original signature and contact details of the author.

Attach a file:

A maximum of 3 files may be attached.
No more than 2MB per file. If you have partners or collaborators named in your application you must include letters from them here or you will not be eligible to be assessed.

It is important that you include all the compulsory support material relevant to your application and the fund that you are applying to. If you do not include the compulsory support material, your application will be deemed ineligible.

Employment Outcomes

This will help demonstrate the following criteria:

- *The project creates employment and career development opportunities for Queensland artists, creatives and arts workers*

How many Queensland artists/arts workers will be employed by the project? *

Must be a number.

Tip: Count only those Queensland artists/arts workers who are employed for the project. Do not count existing or core staff helping deliver the project.

Queensland based First Nations artists or arts workers employed by the project.

Must be a number.

This is a subset of the total number of Queensland artists/arts workers.

Number of Queensland based artists/arts workers with disability employed by the project

Must be a number.

This is a subset of the total number of Queensland artists/arts workers.

Project plan

This section will help you address the following criteria in the guidelines:

- *The project has a strong and achievable delivery plan*

Timeline and activity plan

How to complete the Project Plan table

- Enter all your key project activities on separate lines with their start date and end date and the location the activity will take place in.
- Please include non-public components of your activity such as research, marketing activities, travel, gathering feedback, etc.
- All performance, workshop and exhibition locations should be recorded on separate lines, with accompanying information about the number of activities, attendees and participants in each location.
- Choose your location from the dropdown list of common locations. The list is in alphabetical order. If you don't see your location choose 'Other' and enter the location name.
- If using the list or entering a name and the location is a town without any suburbs, give the town name, otherwise, give the suburb name.
- Don't forget to add the postcode in the postcode column.
- You can also select "digital" for online public activities or "No location" for admin tasks etc and leave the Postcode column blank.
- Public outcomes mean the public can view the work, attend or participate in an activity. "The public" here means people other than the artists and arts workers involved in the project, so a workshop for a school would be a public outcome, even though the general public would not be able to attend.
- Performances and exhibitions can be delivered in person or digitally.
- Attendees are audiences for a live performance or event, or those viewing an artwork/ exhibition in person, or those watching or listening to a one-off or live-streamed online performance. Don't count viewers of online performances that are available at any time.
- Participants are people who actively participate in your activities e.g., attend a class to make something, sing in a choir, engage in a training workshop. Don't count artists and arts workers, volunteers or your own staff.

Click on the Maximise button (to the right) to view the table below in full view.

Activity description	Start date	End date	Location (name of suburb town)	Postcode	Will this activity have a public outcome of your activity for the public been confirmed	Has the date and location of your activity for the public been confirmed	Project number of performances	Project number of exhibitions	Project number of workshops	Project number of participants
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	Must be a date.	Must be a date.		Must be a number.			Must be a number.	Must be a number.	Must be a number.	Must be a number.	Must be a number.
			Other:								
			Other:								
			Other:								
			Other:								
			Other:								

If your activity involves Touring, what is the size and home location(s) of your touring party/parties?

Location	Size
	Must be a number.

Number of people in touring party

The touring party is the number of people who are involved in delivering activity at the tour locations and travel between them.

Must be a number.

Compulsory support material - Touring Queensland Fund

Letter/s of confirmation and/or in principle commitment from tour venues, communities and/or schools.

Attach a file:

Budget - income and expenses

This section addresses the criteria:

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- *The project budget is viable and realistic, including contingency and appropriate fees for the professionals involved*

How to complete the budget

Please complete your project budget following the steps below.

Use whole dollar amounts, do not use commas.

Step 1 - Complete the Item Description and the Amount columns in the Expenditure section for your project costs.

Step 2 - Enter the income you will receive for your project in the Income section, with different income sources on different lines, completing information in **all** the columns for each item line.

Step 3 - If you have any in-kind, enter the items in the In-kind section, completing the information in **all** the columns for each item line. The form will add this total to both your income and expenditure totals.

The form will calculate the difference between income and expenditure. This is the **AQ funding request**.

Step 4 - Return to the Expenditure section and indicate how much of the AQ funding request will be used for each expenditure item in the **AQ contribution amount column**. You can only allocate AQ funding to eligible costs. Please check the [Fund guidelines](#) for eligible and ineligible costs.

Step 5 - Check the budget total sections to make sure:

- You have allocated the exact amount of the AQ funding request in the AQ contribution amount column. These two totals must be equal.
- You have not requested more than the allowed amount or percentage of funding.

Budget tips:

- Budget information should be realistic and we recommend you provide current quotes for significant expenditure items in the supporting materials at the end of this section.
- Your application will be ineligible if the Arts Queensland funding request is 100% of the project's costs.

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

Additional instructions for Two-year project budget

If you selected that you are applying for two-year project funding you will see an additional set of budget tables for Year 2 .

You should enter Income, Expenditure and In-kind for the first 12 months of your project in the first set of tables.

For budget relating to the second year of your project, enter this into Income Year 2, Expenditure Year 2, and In-kind Year 2.

All additional access costs for both years should go in the Additional Access Costs table. You can only apply for \$10,000 in additional access costs across the two years.

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The total amount of confirmed income must be AT LEAST 30% of your total project expenditure.

Expenditure

Expenditure instructions

Enter the expenses or costs required to do your project items on separate lines.

DO NOT enter in-kind expenses here, enter these in the In-kind section of the budget.

You should give sufficient information in the Item Description so that the assessors can see how the Amount has been calculated:

- example: hire at \$50 dollars a week for 6 weeks, or 100 items at \$200 each
- example: how many people involved in the project, the nature of their work/role and the length of their engagement.

Click on the + button to add more budget lines.

You should include contingency costs as a separate line, however you cannot allocate AQ contribution to contingency.

The amount in the **AQ contribution amount** column must be less than or equal to the corresponding figure in the **Amount** column, otherwise you are asking AQ to contribute more than the item costs.

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**.

Click on the Maximise button (to the right) to view the table below in full view.

Expenditure

Item description	Amount (\$)	AQ contribution amount (\$)
	Must be a dollar amount.	Must be a dollar amount.
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

Additional access costs

Item description	Amount (\$)	AQ contribution amount (\$)
------------------	-------------	-----------------------------

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	Must be a dollar amount.	Must be a dollar amount.

Expenditure year 1 subtotal

Project (\$) Yr 1

\$

This number/amount is calculated.

Access support (\$)

\$

This number/amount is calculated.

Total Expenditure (\$) Yr 1

\$

This number/amount is calculated.

Project - AQ contribution (\$) Yr 1

\$

This number/amount is calculated.

Access support - AQ contribution (\$)

\$

This number/amount is calculated.

Total AQ contribution amount (\$) Yr 1

\$

This number/amount is calculated.

Expenditure year 2

Item	Amount (\$)	AQ contribution amount (\$)
Please enter item description		
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

Total expenditure year 2

Expenditure (\$) Yr 2

\$

This number/amount is calculated.

AQ contribution (\$) Yr 2

\$

This number/amount is calculated.

Total expenditure

Total Project (\$)

\$

This number/amount is calculated.

Access support (\$)

\$

This number/amount is calculated.

Total expenditure (\$)

\$

This number/amount is calculated.

Project - AQ contribution (\$)

\$

This number/amount is calculated.

Access support - AQ contribution (\$)

\$

This number/amount is calculated.

Total AQ contribution amount (\$)

\$

This number/amount is calculated.

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Income

Income instructions

Identify all the cash **income** sources (confirmed or unconfirmed) you will receive in order to do your project, including any cash money you will be contributing yourself and record them on separate lines.

DO NOT enter in-kind income here, enter these in the in-kind section of the budget.

You should give sufficient information that the assessors can see how earned income predictions have been calculated and the details of grants, sponsorships, and other financial partnerships.

Tell us whether the income is confirmed (i.e. a contracted fee or approved grant) or unconfirmed (sales not yet made or grant applications you don't know the outcome of)

Click on the + button to add more budget lines.

Click on the Maximise button (to the right) to view the table below in full view.

Income

Item description	Confirmed funding?	Amount (\$)
		Must be a dollar amount.
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

Income year 2

Item	Confirmed funding?	Amount (\$)
		Must be a dollar amount.
		\$
		\$
		\$
		\$
		\$

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		\$
		\$
		\$

Income Years 1 and 2

Amount year 1 (\$)

\$

This number/amount is calculated.

Amount year 2 (\$)

\$

This number/amount is calculated.

Total Income

Total amount (\$)

\$

This number/amount is calculated.

In-kind

In-kind instructions

In-kind income refers to the dollar value of any goods and services you receive but do not pay for. For example free or discounted equipment, materials, venue hire, professional services (e.g., legal, financial) and the labour of volunteers.

Record in this section the value of discount you were given or the value of the item or service you were given for free. Both your income and your expenditure totals below will automatically be increased by the amount of in-kind support you record here.

Item	Amount (\$)
	Must be a dollar amount.
	\$
	\$
	\$

In-kind year 2

Item	Amount (\$)
	Must be a dollar amount.
	\$
	\$
	\$

In-kind Years 1 and 2

In-kind total year 1 (\$)

\$

This number/amount is calculated.

In-kind total year 2 (\$)

\$

This number/amount is calculated.

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Total In-kind

Total In-kind amount (\$)

\$

This number/amount is calculated.

Budget Totals

Total expenditure amount (includes in-kind)

\$

This number/amount is calculated.

Total income (includes in-kind)

\$

This number/amount is calculated.

AQ funding request (expenditure minus income)

\$

This number/amount is calculated.
Please check this doesn't exceed the maximum amount for the fund or you will be ineligible.

AQ contribution amount check

\$

This number/amount is calculated.

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

\$

If the number above is not zero, please adjust the 'AQ breakdown amount' figures in the Expenditure section

Projected percentage of Income non-QLD Gov

This number/amount is calculated.

Must not be more than 50% of the total project costs for TQF and cannot be 100% for QAPF and FNCF.

Budget Totals troubleshooting tips

- If you have an error message, click the 'Save' button. If there is still an error message, read the following troubleshooting tips.
- If your *Projected total income* is zero then you are asking for 100% of your projects costs from Arts Queensland and you will not be eligible to be assessed. Please adjust your Income and/or In-kind sections.
- If the number in the *AQ funding request* box is zero or a negative number, it means you already have enough income to cover all your costs and don't need AQ funding.
- If the number in *The above two fields must be equal and the number below must be a zero* box is $> \$1$ then you have not fully allocated the funding you are requesting. Go back to the AQ contribution amount column in the Expenditure section and **increase** the amount of your items by the amount in *The above two fields must be equal and the number below must be a zero* box.
- If the number in *The above two fields must be equal and the number below must be a zero* box is a negative number you have allocated more AQ funding than you have asked for. Go back to the AQ contribution amount column in the Expenditure section

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and **decrease** the amount of your items by the amount in *The above two fields must be equal and the number below must be a zero box.*

Notes to budget

Please outline any information that will assist to clarify or justify the costs calculated in your budget. If you have applied for another AQ funding program or funding from any other source and these funds are included in your budget as unconfirmed, then include the name of the funding program and notification date.

Recommended support material

Quotes for significant budget items.

Attach a file:

Upload limit 2mb per file

Evidence of income (eg booking agreements or contracts showing fees to be paid to you for project activity, confirmation of in-kind or cash sponsorship and contributions, or approved grant funding from non-Arts Queensland sources).

Attach a file:

Upload limit 2mb per file

Any other information to support income, expense or in-kind estimations.

Attach a file:

A maximum of 3 files may be attached.

Upload limit 2mb per file

Please Note

- Applications will be checked to ensure there is no duplication of costs with funding from other Arts Queensland programs and with Federal funding programs, or with procurement contracts.
- Peer assessors will recommend the final amount of funding, which may be less than the amount requested in the application.

Risk management

* indicates a required field

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The questions and compulsory support material in this section will help you demonstrate the following criteria component in the guidelines:

- *understanding potential risks and their management.*

I wish to provide: *

- Written proposal
- Audio/Video submission
- Written proposal and Audio/Video submission

Risk management

Your answer here should cover:

- What and where are the potential risks (financial and practical) in the planned activity?
- What could you do to help prevent or reduce them?
- How will you manage them if they do happen? (i.e. what is your 'Plan B')
- If you have unconfirmed income in your budget, how will you change or reduce the project if you don't achieve some or all of that income?

*

Word count:

Must be no more than 500 words.

Risk management

Your answer here should cover:

- What and where are the potential risks (financial and practical) in the planned activity?
- What could you do to help prevent or reduce them?
- How will you manage them if they do happen? (i.e. what is your 'Plan B')
- If you have unconfirmed income in your budget, how will change or reduce the project if you don't achieve some or all of that income?

Upload your video/audio using Arts Queensland's online file sharing system, Digital Pigeon, using the following link [upload file](#) or attach a file below. If attaching a file below the maximum file attachment size is 2MB.

Upload video or audio response

Attach a file:

Upload limit 2MB per file

Once you have uploaded and sent your video/audio to Arts Queensland our Grants Officers will add it to your application.

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Please note: Depending on the file size and your internet connection, some files may take longer than others to finish uploading.

Please upload any other information to demonstrate the appropriate management of any risks associated with delivering your project.

We recommend uploading your Child Safety Policy or framework if your project involves working with children or young people.

Attach a file:

Upload limit 2mb per file

Insurance upload

If you are successful for funding, you will be required to have insurance in place relevant to your project. If you don't have insurance at the time of application, or your insurance will expire before the completion of your project, Arts Queensland may ask you to provide evidence of insurance as a condition of receiving funding.

In the majority of cases, AQ will require a minimum of \$20 million in public liability insurance.

Copy of Certificate of Insurance

Attach a file:

Applications to the Two-Year Project grant stream

* indicates a required field

Have you spoken to Arts Queensland about your project?

To be eligible for assessment you must have spoken to Arts Queensland about your project.

History of Success

Describe your track record in delivering projects of a similar size and scale with positive audience and critical response *

Word count:

Must be no more than 300 words.

Upload examples of positive responses to previous work *

Attach a file:

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A maximum of 3 files may be attached.
Multiple documents can be uploaded as a single file.

Upload letters of support from past project partners demonstrating community or sector benefit *

Attach a file:

A maximum of 3 files may be attached.
Multiple documents can be uploaded as a single file.

Upload completed outcome reports, case studies or evaluations of previous projects showing success against objectives, and datasets or metrics showing how outcomes were measured. *

Attach a file:

A maximum of 5 files may be attached.
Multiple documents can be uploaded as a single file. Please use one file for multiple document related to the same project if possible. Outcome reports can be from any funding body or agency.

Financial support material

To be eligible to apply to this stream you must provide evidence of confirmed cash co-investment to at least 30% of the project costs.

If this is made up of multiple sources then you must attach evidence for each component.

List the sources of your co-investment and the amounts *

Upload evidence of co-investment. *

Attach a file:

Upload audited or certified financial statements or project budgets that show sound management of past grants/funds. *

Attach a file:

You must provide at evidence for at least one past project

Other compulsory support material

* indicates a required field

The following support material is compulsory for certain applicants.

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Consultation, consent and permissions

Evidence of consultation with, and support from, communities or groups you are working with or whose stories you are telling.

Attach a file:

A maximum of 3 files may be attached.
No more than 2MB per file.

Appropriate consent and permissions if your work will involve other people's Intellectual Property (IP) or Indigenous Cultural and Intellectual Property (ICIP).

Attach a file:

A maximum of 3 files may be attached.

Applications involving staff of Arts Bodies or the Department of Education

If you work for:

- Department of Education
- Aboriginal Centre for Performing Arts
- Brisbane Festival
- QAGOMA
- QMF
- Queensland Museum
- QPAC
- Queensland Theatre
- State Library of Queensland

you will need to supply a letter from an authorised officer stating:

- your role and employment details,
- that the application does not relate to carrying out duties of your role,
- that the project is not funded by the organisation,
- how potential conflicts of interest will be addressed.

Upload file

Attach a file:

Upload limit 2mb per file

Applications that are supported by educational institutions

Must provide a letter from an authorised officer of the institution that confirms the activity is outside of core business and detail any financial or in-kind support the project will receive from the institution

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Upload file

Attach a file:

Upload limit 2mb per file

Applications that have significant involvement from an Arts Queensland shareholder company, 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.

Upload file

Attach a file:

Upload limit 2MB per file

For Groups/Collective/Artist Run Initiatives

All members of the group must sign a letter to Arts Queensland confirming their involvement and support for the nominated representative.

Upload file *

Attach a file:

Upload limit 2MB per file

Auspiced applications

Auspice bodies must provide evidence that the artist/organisation on whose behalf the application has been submitted is aware of and has approved:

- the application content
- application budget
- any fees for auspice services

File upload *

Attach a file:

Upload limit 2MB per file

Statistical information

* indicates a required field

Statistical information

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Information in this section is not used to assess your application. Information you provide will be used by Arts Queensland to evaluate access to its 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"/> Culturally and linguistically diverse people |
| <input type="checkbox"/> Torres Strait Islander peoples | <input type="checkbox"/> Older people (55+ years) |
| <input type="checkbox"/> Australian South Sea Islander peoples | <input type="checkbox"/> Young people (12 - 25 years) |
| <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 |

Certification

* indicates a required field

Check your application

For your application to be eligible, you must include all Compulsory Support Material.

Refer to the Compulsory Support Material guide on page one of this application, or contact Arts Queensland

Have you attached all the compulsory support material needed for your project? *

- Yes No

I am over 18 years of age *

- Yes No Not now, but I will be 18 on or shortly after the Notification date

All applicants

I, the undersigned, certify that:

- I have read and I/my organisation will abide by the General Guidelines and the fund specific [guidelines](#).
- I have read and I/my organisation is able to comply with all of the requirements of the application and any schedules or attachments.
- The statements in this application are true and correct to the best of my knowledge, information and belief.

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- 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, 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, Letter of Offer/Funding Agreement and any schedules or attachments or variations.

- 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, for the purposes of assessing my application.
- If this application is approved, I/my organisation consent to 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, and provided to the media.

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.

For auspiced applications, the certification must be completed by an authorised person from the auspicing body, and not the applicant.

The person submitting this application **MUST** be a contact from the Auspice Organisation and submit the application on behalf of the applicant.

If the Applicant is the User and submits the application, you **will be ineligible**.

Name *

Title

First Name

Last Name

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Position

Date *

Must be a date

You must be 18 years old to be able to enter into a funding agreement. You have selected that you are under 18 and will not be 18 at the time of contracting. Therefore you will be ineligible to receive funding and so are not able to submit this form.

Please change your answer if you have completed the question incorrectly.

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 mailing list in accordance with our Terms and Conditions (<https://www.arts.qld.gov.au/about-us/email-notification-terms-conditions>).

*

- 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

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
- Fashion

*

- 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.

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Please indicate how you found the online application process:

- Very easy Easy Neither easy nor difficult Difficult Very Difficult

How did you find out about the fund/grant program?

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

If other, please list.....

How helpful did you find the industry briefing?

- Very helpful A little helpful Not helpful

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

- Yes No

Did you contact the Regional Arts Services Network for support before or during the application process?

- Yes No

Did a Regional Arts Officer meet with you to provide feedback or support in the development of your application?

- Yes No

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

Word count:

Must be 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

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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)