

# QASP Application Form - February 2021 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](#).

#### Eligibility

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

- [Program Guidelines](#)
- [QASP FAQs](#)
- [Important Information for Applicants](#)
- [Data Dictionary](#)
- Arts and Cultural Investment Framework found on the [AQ website funding page](#)

For general advice on funding applications visit our [Arts Acumen](#) page or download the Funding Application Toolkit.

To be eligible for Queensland Arts Showcase Program (QASP) applicants must satisfy a number of eligibility criteria. If you are unsure if you are eligible for funding you can contact Arts Queensland on 07 3034 4016 and ask to speak to the QASP Arts Investment Officer or email [investment@arts.qld.gov.au](mailto:investment@arts.qld.gov.au).

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

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

- Yes  No

**Are you being auspiced? \***

- Yes  No

**If you are being auspiced you will need to:**

1. Complete the auspice details on page 3.
2. Upload a Letter of Support on page 8, signed by the authorised officer of the auspicing body agreeing to manage successful funding. The letter should also advise what support is being offered to the individual by the auspicing body in relation to upskilling, mentoring, governance and administration of the grant.

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**Are you over 18 years of age? \***

- Yes  No  N/A

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

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

**Has your application been endorsed by your legal guardian? \***

- Yes  No

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

- Yes  No

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

- Yes  No

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

- Yes  No

Please note, you can have up to **two successful** QASP applications per financial year.

**Under what applicant name? \***

**In what year/s? \***

**Under what program/s? \***

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

- Yes  No  N/A

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

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

- Yes  No

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

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

- Yes  No

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

- Yes  No

Link to the [Guidelines](#)

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

## Applicant details

\* indicates a required field

### Applicant contact details

**Are you applying as an \***

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

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

**Applicant Name \***

- Individual  Organisation

Organisation Name

Title First Name Last Name

<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

**Street address \***

Address

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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.  
Please enter area code

**Contact Mobile Phone Number**

Must be an Australian phone number.

**Contact email \***

Must be an email address.

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

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

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

**Select your State Electorate \***

Scroll through the alphabetic listing to select the State Electorate name

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

Scroll through the alphabetic listing to select the LGA name

## Australian Business Number (ABN) details

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

**Applicant ABN \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

**GST Registered \***

Yes

No

**Operating entity**

For profit

Not for profit

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

## Statistical information

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

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

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

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

**Gender \***

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

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

## Auspice details

\* indicates a required field

### Auspice organisation details

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

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

**Auspice organisation \***

Organisation Name

**Auspice organisation primary phone number \***

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

**Auspice organisation primary email \***

**Auspice organisation primary website**

Must be a URL.

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### Auspice organisation ABN \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Auspice organisation street address \*

Address

  

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

### Auspice organisation postal address \*

Address

  

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

## Auspice project contact details

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

### Auspice contact details \*

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

### Auspice contact position \*

### Auspice contact phone number \*

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

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**Auspice contact mobile number**

Must be an Australian phone number.

**Auspice contact email \***

Must be an email address.

## Project/Program summary

\* indicates a required field

Funding stream

**Which funding stream are you applying to? \***

**Are you applying for sole or co-funding? \***  Sole funding up to \$30,000  Co-funding up to \$60,000

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

**Art form \***

- |  |   |
|--|---|
| <input type="radio"/> Classical Music      | <input type="radio"/> Theatre                       |
| <input type="radio"/> Contemporary Music   | <input type="radio"/> Visual arts, craft and design |
| <input type="radio"/> Community Engagement | <input type="radio"/> Writing                       |
| <input type="radio"/> Dance                | <input type="radio"/> Other                         |

**Other art form (please specify) \***

**Is this a festival? \***

- Yes  No

**Festival date \***

Project/Program summary

**Title of project/program \***

**Brief project description \***

**Word count:**

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



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**AQ funding request \***

This field will populate once you have completed your budget.

**Project start date \***

Must be a date and no earlier than 3/5/2021.

**Project end date \***

Must be a date and no later than 3/5/2022.

**What is the goal of this project? \***

Word count:

Must be no more than 50 words.

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

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

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

- |  |  |
|--|--|
| <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                |  |

## Locations

\* indicates a required field

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

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

**Number of Locations \***

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### Location 1

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

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

**Location 1 \***

**Activity types \***

- Productions
- Performances
- Exhibitions
- Workshops
- Creative Developments
- Publications

**Location 1 address**

Address

  


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

**Productions**

**Performances**



**Exhibitions**



**Workshops**



**Creative Developments**




**Publications**



Readership

**Location 1 - Totals**




This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

### Location 2

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## Form Preview

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

Location 2 \*

Location 2 address

Address



Activity types \*

- Productions
- Performances
- Exhibitions
- Workshops
- Creative Developments
- Publications

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

**Productions**

**Performances**



**Exhibitions**



**Workshops**



**Creative Developments**




**Publications**



Readership

**Location 2 - Totals**

This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

### Location 3

Location 3 \*

Location 3 address

Address

Activity types \*

- Productions
- Performances
- Exhibitions
- Workshops
- Creative Developments
- Publications

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## Form Preview


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

**Productions**

--

**Performances**

--

--

**Exhibitions**

--

--

**Workshops**

--

--

**Creative Developments**

--

--

--

**Publications**

--

--

Readership

**Location 3 - Totals**

--

This number/amount is calculated.

--

This number/amount is calculated.

--

This number/amount is calculated.

Location 4

**Location 4 \***

--

**Location 4 address**  
Address


**Activity types \***

- Productions
- Performances
- Exhibitions
- Workshops
- Creative Developments
- Publications

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

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## Form Preview

<b>Productions</b>	<input type="text"/>		
<b>Performances</b>	<input type="text"/>		<input type="text"/>
<b>Exhibitions</b>	<input type="text"/>		<input type="text"/>
<b>Workshops</b>	<input type="text"/>	<input type="text"/>	
<b>Creative Developments</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Publications</b>	<input type="text"/>		<input type="text"/> Readership
<b>Location 4 - Totals</b>	<input type="text"/> This number/amount is calculated.	<input type="text"/> This number/amount is calculated.	<input type="text"/> This number/amount is calculated.

### Location 5

**Location 5 \***

**Location 5 address**  
Address

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

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

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

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**Exhibitions**

**Workshops**

**Creative Developments**

**Publications**    
Readership

**Location 5 - Totals**     
This number/amount is calculated. This number/amount is calculated. This number/amount is calculated.

### Location 6

**Location 6 \***

**Location 6 address**  
Address

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

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

**Productions**

**Performances**

**Exhibitions**

**Workshops**

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**Creative Developments**

**Publications**    
Readership

**Location 6 - Totals**     
This number/amount is calculated. This number/amount is calculated. This number/amount is calculated.

### Location 7

**Location 7 \***

**Location 7 address**  
Address

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

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

**Productions**

**Performances**

**Exhibitions**

**Workshops**

**Creative Developments**

**Publications**

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## Form Preview

Readership

### Location 7 - Totals

This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

### Location 8

#### Location 8 \*

#### Location 8 address

Address

  


#### Activity types \*

- Productions
- Performances
- Exhibitions
- Workshops
- Creative Developments
- Publications

No. of activities

No. of participants

No. of attendees

#### Productions

#### Performances



#### Exhibitions



#### Workshops



#### Creative Developments




#### Publications



Readership

### Location 8 - Totals

This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.



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## Form Preview

### Location 9

Location 9 \*

Location 9 address

Address

  


Activity types \*

- Productions
- Performances
- Exhibitions
- Workshops
- Creative Developments
- Publications

	No. of activities	No. of participants	No. of attendees
<b>Productions</b>	<input type="text"/>		
<b>Performances</b>	<input type="text"/>		<input type="text"/>
<b>Exhibitions</b>	<input type="text"/>		<input type="text"/>
<b>Workshops</b>	<input type="text"/>	<input type="text"/>	
<b>Creative Developments</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Publications</b>	<input type="text"/>		<input type="text"/> Readership
<b>Location 9 - Totals</b>	<input type="text"/> This number/amount is calculated.	<input type="text"/> This number/amount is calculated.	<input type="text"/> This number/amount is calculated.

### Location 10

Location 10 \*

Location 10 address

Address

Activity types \*

- Productions
- Performances
- Exhibitions
- Workshops
- Creative Developments
- Publications

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## Form Preview


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

**Productions**

**Performances**



**Exhibitions**



**Workshops**



**Creative Developments**




**Publications**



Readership

**Location 10 - Totals**

This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

**Overall Totals**

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

This number/amount is calculated.

**Total number of participants**

This number/amount is calculated.

**Total Number of attendees**

This number/amount is calculated.

## Project / Program proposal details

\* indicates a required field

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### Project / Program Proposal

Please provide a concise outline of your project/program by completing the sections below to address the assessment criteria and the objectives of QASP funding.

You will only be permitted to use the Funding to perform Funded Activities, so you must list all relevant activities here.

#### Assessment criteria

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

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

#### Proposal details \*

Word count:

Must be no more than 1000 words.

#### List the key dates \*

Word count:

Projects must be completed within 12 months from approval. Must be no more than 200 words

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

Word count:

Describe three things you want the project to achieve in terms of benefits for participants and/or others. Must be no more than 300 words

### Budget - Income and Expenses

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

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

Step 2 - identify all **income** sources (cash or in-kind). Please note, if you do not identify income sources other than the grant you can apply for up to \$30,000 for your project. If you have **confirmed** alternative incomes sources you are eligible to apply for up to \$60,000.

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

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

### Expenditure Example:

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

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

### Example of budget expenditure

--	--	--	--

### Budget tips:

- Ensure that your budget estimates are as accurate as possible.
- Use whole dollar amounts, do not use commas.
- For income and expenditure definitions please refer to the [data dictionary](#).
- For general advice on developing a budget, download the [Arts Acumen Budget Preparation Toolkit](#).
- Equipment purchases over \$500 **must** include a quote.

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

GST:

- If you **are not GST registered**: amounts should **include GST** as this is part of the cost of the project.
- If you **are GST registered**: Arts Queensland will pay the funds plus GST; amounts should therefore be **exclusive of GST**.

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

## Expenditure

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

### A. Salaries, fees and allowances

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

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

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		\$	\$

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

\$

**A. AQ total amount**

\$

## B. Activity costs

Activity costs including venue hire, equipment hire, freight, materials, costumes/set, exhibition costs, cleaning or security, travel costs for project staff. Cost of sales for retail or food and /drink or producing recordings or publications. Evaluation costs. Insurance or licences costs related to the project. Any equipment purchases (over \$500 must include a quote).

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

		\$	\$

**B. Activity costs total**

\$

**B. AQ total amount**

\$

## C. Marketing Promotion and documentation costs

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

Marketing Promotion and documentation cost items	Cash / In-kind	Amount (\$)	AQ breakdown amount (\$)
--	----------------	-------------	--------------------------

		\$	\$

**C. Promotion, documentation & marketing total**

\$

**C. AQ breakdown amount (\$)**

\$

## D. Administration costs

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

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

**D. Administration total**

\$

**D. AQ breakdown amount (\$)**

\$

Total expenditure

**Expenditure Total**

\$

**AQ breakdown total**

\$

Income

### E. Earned income

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

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

**E. Earned income total**

\$

### F. Income from Queensland Government

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

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

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F. QLD Gov income total

\$

### G. Sponsorships / Fundraising / Foundations

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

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

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

G. Sponsorship / Fundraising / Foundations total

\$

### H. Other income

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

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

Other income items	Confirmed funding?	Cash / In-kind	Amount (\$)
Income from Local Government sources (including RADF), Federal funding (including Australia Council) and any other income			
			\$

H. Other income total

\$

### I. Your contribution

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

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

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			\$

**I. Your contribution total**

\$

### Budget check

**Total Expenditure (A+B+C+D)**

\$

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

\$

Income not including AQ requested amount

**AQ funding request (expenditure minus income)**

\$

Expenditure minus income

**AQ breakdown amount**

\$

This amount is from your expenditure budget.

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

\$

Calculated difference between the above fields.

### Totals

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

**Total Expenditure**

\$

**Total Income**

\$

Includes AQ funding request

**Final AQ funding request**

\$

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

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

### Notes to budget

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



## Support material

\* indicates a required field

### Mandatory support material

Please note: Maximum 50MB of support material allowed.

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

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

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

Attach a file:

A maximum of 3 files may be attached.

The purpose of this is to enable the assessors to determine the quality and suitability of personnel involved. Recommended no more than 5mb per attachment.

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

Attach a file:

A maximum of 3 files may be attached.

Please be mindful assessors will be assessing multiple applications this is limited to three of your best examples

### Links to additional support material for assessors:

**Link 1**

Must be a URL.

**Link 2**

Must be a URL.

# QASP Application Form - February 2021 Round 3

## Form Preview

### Link 3

Must be a URL.

### 3. Letters of support \*

Attach a file:

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

### 4. Marketing plan \*

Attach a file:

A maximum of 1 file may be attached.

### 5. Evaluation plan \*

Attach a file:

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

Attach a file:

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

Attach a file:

A maximum of 1 file may be attached.

Mandatory support material if applicable to your project

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

Attach a file:

A maximum of 3 files may be attached.

Link to [Arts Investment-Important Information for applicants](#)

### 9. For applications involving Aboriginal and Torres Strait Islander people please provide evidence you have followed required protocols to obtain support

**and confirmation of involvement from the relevant people communities and organisations.**

Attach a file:

A maximum of 3 files may be attached.

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

Attach a file:

A maximum of 3 files may be attached.

**11. Applications involving staff of Arts portfolio statutory bodies or the Department of Communities, Housing and Digital Economy must include a covering letter stating the relevant employee's role and employment details, that the application does not relate to carrying out duties of their role and how any potential conflict of interest will be addressed.**

Attach a file:

A maximum of 1 file may be attached.

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

Attach a file:

A maximum of 1 file may be attached.

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

Attach a file:

A maximum of 1 file may be attached.

If applicable, please provide the following support material

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

Attach a file:

A maximum of 3 files may be attached.

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### 15. Confirmation of significant partnerships

Attach a file:

A maximum of 3 files may be attached.

### 16. Itinerary of travel or tour arrangements

Attach a file:

A maximum of 3 files may be attached.

### 17. Quotes for significant budget items over \$700.

Attach a file:

A maximum of 3 files may be attached.

## Certification

\* indicates a required field

### All applicants

I, the undersigned, certify that:

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

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

b) The application and any schedules or attachment

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

- The statements in this application are true and correct to the best of my knowledge, information and belief.
- The supporting material is my own work or the work of the artists named in this application.
- I acknowledge that, if I am/ my organisation is successful, and I/my organisation will be held accountable to deliverables outlined in this application, and information provided in this application will form part of the funding agreement with Arts Queensland, along with;

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

b) The application and any schedules or attachment

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

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

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- I/my organisation give permission for Arts Queensland to verify funding requested from other funding agencies in support of this project and to provide information in this application to those funding agencies for this purpose.
- I/my organisation give permission for Arts Queensland to forward my information to the most appropriate industry experts or Government representative.
- If this application is approved, I/my organisation consent to the media and Queensland's State MPs being given information about the funded project and I understand I may be contacted directly by them.
- I/my organisation consent to information about the funded project and the amount of funding received being published on Arts Queensland's website and/or the Queensland Government Open Data Portal.

**I agree to the above \***

Yes

No

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

**Name \***

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

**Position**

**Date \***

Must be a date

### Legal Guardian

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

**Legal guardian's name in full.**

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

**As legal guardian, I agree to co-sign this application on behalf of this applicant. \***

Yes

No

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

Attach a file:

# QASP Application Form - February 2021 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

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

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

\*

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

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

## Feedback

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

**1. 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.....**

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**2. Did you contact AQ before or during the preparation of your application?**  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

**What 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
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## Form Preview

Difficult to understand / apply the information/resources  Other

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

Contact Us

**[Arts Queensland](#)**

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

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Postal Address: GPO Box 1436 Brisbane QLD 4001.

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

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