

Touring Queensland Fund (TQF) Application Form (QTTS) Round 3

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 Touring Queensland 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 delivering workshops
- ☐ Your tour will take place in schools

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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 touring 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) at least one to be of the work you will be touring.
- Letters from financial, in-kind, presenting and/or community partners confirming their commitment to support the tour. 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.

Compulsory support material - marketing or audience development plan

- A marketing/audience development plan for engaging and connecting with communities to grow audiences for the touring work

You need to include a marketing or audience development 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 tour and the level of marketing support you will receive from presenting partners.

Please see the TQF FAQs for practical examples.

Compulsory support material - presenter confirmations

You must provide evidence of commitment to presenting the work from at least 75% of participating venues or presenters.

Commitment can be dependent on funding being secured.

Evidence can include email correspondence as well as booking forms or contracts etc.

Compulsory support material if working with children or young people

- A Child Safety policy or framework

Compulsory support material for in-school touring

- You must provide evidence that planned levels of activity are likely to be achieved. This can be provided through either:
 - demonstrated interest in the proposed activity from at least 75% of participating schools (evidence could include expressions of interest forms, email correspondence, booking forms or contracts), or
 - previous in-schools touring history showing comparable levels of bookings.
- Evidence of how activities will support curriculum: This could include educational resources for students or teachers, tailored to the target audience.

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 Touring Queensland 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 - 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

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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.

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

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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

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

Postal address *

Address

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

Daytime contact number *

--

Please enter area code

Mobile phone number

--

Must be an Australian phone number.

Applicant website

--

Must be a URL

Primary contact email *

--

Must be an email address.

For Organisations or Groups/Collectives/Artist Run Initiatives

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

--

Contact person for this application *

Title

First Name

Last Name

--	--	--

Position in the organisation *

--

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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

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.) *

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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

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.

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

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

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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.

ABN
Entity Name
ABN Status
Entity Type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type
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.

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Project/Program summary

* indicates a required field

Are you applying to * ☐ Touring Queensland Fund

Are you applying for up to \$10,000 additional access support costs? *
☐ Yes ☐ No

Are you applying for *
☐ Single tour of any length
☐ Program of tours up to 12 months

Are you applying for in-schools touring activities? *
☐ Yes ☐ No

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 07 September 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 | ☐ Visual arts, craft and design |
| ☐ Contemporary Music | ☐ Writing |
| ☐ Community Outreach and Engagement | ☐ Multi-arts |
| ☐ Dance | ☐ Comedy |
| ☐ Theatre | ☐ Circus and Physical Theatre |

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

Funding Request

The fields below will populate once you have completed your budget on page 7.

Project amount requested *

\$

This number/amount is calculated.

Additional access support amount requested

This number/amount is calculated.

Total amount requested *

\$

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 tour*
- *The potential for the tour to build markets and reputation for the artists involved and/or artform*
- *The tour has clear benefits and relevance for Queensland audiences and communities*
- *Additional access costs: 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 tour including the touring work or activity, who it is for, what it will achieve, and your reasons for why and how you are doing it.

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Word count:

Must be no more than 600 words.

Access Support Costs

Please explain how the access support costs you are applying for align to the tour and how they will be used to assist individuals with disability or who are d/Deaf to participate in the project as artists, performers, arts workers, collaborators etc; or for audiences or participants with disability or who are d/Deaf to access and engage with your activities.

Eligible costs must relate to the tour, not an applicant's general operations, and not be already funded under NDIS.

Access Support costs video or audio upload

Please explain how the access support costs you are applying for align to the tour and how they will be used to assist individuals with disability or who are d/Deaf to participate in the tour as artists, performers, arts workers, collaborators etc; or for audiences or participants with disability or who are d/Deaf to access and engage with your activities.

Eligible costs must relate to the tour, not an applicant's general operations, and not be already funded under NDIS.

Include here a description of how your marketing/engagement/ audience development plan will target relevant communities or individuals with disability to achieve your goals.

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.

Attach a file:

Marketing Upload

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

Attach a file:

If you are requesting additional support for access funding 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 this cohort.

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Describe:

- Describe your tour including the touring work or activity, 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 tour.

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.

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 the work you will be touring, the other uploads/links can be other relevant examples 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 work to demonstrate the quality of the proposed activity. *

Attach a file:

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Link 1

Must be a URL.

Description of Link 1 content

Link 2

Must be a URL.

Description of Link 2 content

Link 3

Must be a URL.

Description of Link 3 content

Compulsory Support Material - evaluation plan

Upload tour evaluation plan *

Attach a file:

Compulsory support material - in-schools touring

If your tour will be delivered all or in part in schools, the following uploads are compulsory.

Your Child Safety policy or framework.

Attach a file:

Evidence of how activities will support curriculum

Attach a file:

This could include educational resources for students or teachers, tailored to the target audience

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 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

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*
- *The collaborators and partners involved in the project 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 artswomen, and any collaborators or partners who will be involved in the project – what are their roles, capabilities and contributions?

*

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Word count:

Must be no more than 500 words.

Who is involved in delivery?

- Tell us about the artists and artswriters, 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.

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. 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. 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.

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Employment Outcomes

This will help demonstrate the following criteria:

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

How many Queensland artists/arts workers will be contracted/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 Aboriginal and Torres Strait Islander artists or arts workers contracted/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 contracted/employed by the project

Must be a number.

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

If relevant to your project you can also include further employment subsets.

Number of regional Queensland artists or artsworkers employed/ contracted by the project

Must be a number.

Number of young people (12-25 years) contracted/employed by the project

Must be a number.

Project plan

* indicates a required field

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

- *The tour has a strong and achievable delivery plan*
- *The tour planning maximises value of being in communities*

Upload your project plan

Your project plan can be in Word, Excel or PDF but should include key steps or stages in your project and their date ranges (e.g. planning; community consultation; marketing periods; rehearsal/remount and production periods; tour itinerary; evaluation).

*

Attach a file:

A maximum of 2 files may be attached.

Planned Activities

The table below collects information about types of public activities on your tour, and the projected participants or attendees for the activities.

This information is used to help set activity and attendance KPIs in your funding agreement, and you will report against it in your outcome report.

Arts Queensland will also collate information in this table across all its funding programs to build a picture of activity and participation in arts and culture across the state.

Please refer to the [AQ Data Dictionary](#) to confirm definitions and calculations.

How to complete the Activity Record

DO record

- all public facing activity you are planning
- public activities for this fund are: performances, exhibitions, workshops (for schools, the public or the sector),
- other public programs (e.g artist talks).

DON'T record

- any non public activities such as marketing, planning, freighting, rehearsals etc
- community consultations.

To complete the table:

- Each activity should be entered on a separate line, including its location, postcode and the date it will take place. For example:
 - Three performances as part of a season in Gladstone would appear as three lines with the same location but different dates.
 - Two workshops in Emerald on the same day would appear as two lines with the same location and dates.
 - For exhibitions, just enter the first day the exhibition will be open to the public.
- Enter the projected number of participants or attendees for each activity in the "Projected" columns.
- You cannot have attendees and participants for the same activity:
 - Exhibitions = attendees
 - Performances = attendees

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- Workshops (all types) = participants
- Other Public Programs = attendees

To add more lines, click the "+" button the bottom of the table.

Click on the maximise button to view the table in full screen.

Please contact Arts Queensland if you need assistance to complete this table.

ACTIVITY RECORD

Post code	AQ Location	Activity type	Activity description	Date of activity	Projected attendees numbers	Projected participant numbers
Must be a number.				Must be a date.	Must be a number.	Must be a number.
	Other: 					
	Other: 					
	Other: 					

Key Outputs

Add up the number of these activities that appear in the activity record table above.

Projected number of performances

Must be a number.

Projected number of exhibitions

Must be a number.

Projected number of workshops

Must be a number.

Projected number of attendees

All tours with performances or exhibitions should have attendees.

This number/amount is calculated.

Projected number of participants

All tours with workshops should have participants.

This number/amount is calculated.

These outputs are not auto-totalled. Only enter outputs that are relevant to your tour.

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Number of activities for schools

Must be a number.

Participation subsets

If relevant to your touring activity you can also include further participant subsets.

Projected participants with disability

Must be a number.

Projected number of participants First Nations

Must be a number.

Projected number of participants from schools

Must be a number.

Projected number of attendees from schools

Must be a number.

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 will travel between them.

*

Must be a number.

Number of days on tour

Count days on tour, including travel and rest days. Don't include breaks in the tour where you aren't paying touring party wages, per diems etc. If you have a touring program, add up the days in each tour.

*

Must be a number.

Compulsory support material - Touring Queensland Fund

In-schools touring Evidence that planned levels of activity are likely to be achieved. This can be provided through either:

- demonstrated interest the proposed activity from at least 75% of participating schools (evidence could include expressions of interest forms, email correspondence, booking forms or contracts), or
- previous in-schools touring history showing comparable levels of bookings.

All other types of touring

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Evidence of commitment to presenting the work from at least 75% of participating venues or presenters.

- Commitment can be dependent on funding being secured.
- Evidence can include email correspondence as well as booking forms or contracts etc

*

Attach a file:

A maximum of 5 files may be attached.
you can include multiple letter/contracts etc in one file.

Budget - income and expenses

* indicates a required field

This section addresses the criteria:

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

How to complete the budget

To ensure the budget calculates correctly, Arts Queensland recommends you complete your budget in the numbered order below.

Use whole dollar amounts, do not use commas.

Step 1 - Complete the **Item Description** and the **Amount (\$)** columns only in the **Expenditure** section. Do not enter any values in the AQ Contribution Amount (\$) column at this stage. If you are requesting additional funding for costs, do the same for the **Additional access costs** section.

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. Don't enter the amount you are requesting from Arts Queensland as an income line.

Step 3 - If you have any in-kind, Complete the **Item Description** and the **Amount (\$)** columns only in the **In-kind** section. 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 additional access cost section if relevant) 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.

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- 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.
- Use Notes to Budget to provide additional information to support your budget.
- Your application will be ineligible if the Arts Queensland funding request is more than 50% of the project's costs.

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

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.
	\$	\$
	\$	\$
	\$	\$

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	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

Additional access costs

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

Expenditure subtotal

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.

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 include the amount you are requesting from Arts Queensland.**

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.

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Income

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

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.

Will your project receive in-kind support from Arts Queensland venues, including JWAC and Bulmba-ja? If so, include the location and value here.

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

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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

AQ funding request as a % of total income

This number/amount is calculated.
Must not be more than 50% of the total project costs.

Projected percentage of Income non-QLD Gov

This number/amount is calculated.

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.

*

This additional information will assist assessors to understand how your budget supports delivery of your project. If you have no notes, write "Not Applicable".

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 tour or activity 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 tour or activity 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 and you have not already uploaded it in the In-schools touring compulsory support material section.

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 will 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:

Other compulsory support material

*** indicates a required field**

The following support material is compulsory for certain applicants.

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).

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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.

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 a National Performing Arts Partnership Framework organisation

Must provide a letter from an authorised officer confirming that the activity is separate from activities already funded through Arts Queensland.

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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

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?

- | | |
|--|---|
| ☐ Aboriginal peoples | ☐ Culturally and linguistically diverse people |
| ☐ Torres Strait Islander peoples | ☐ Older people (55+ years) |
| ☐ Australian South Sea Islander peoples | ☐ Young people (12 - 25 years) |
| ☐ Regional Queenslanders | ☐ Children (0-11 years) |

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☐ People with disability

☐ LGBTIQA+

Gender *

☐ Male

☐ Female

☐ Gender diverse

☐ 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 soon after the Notification date.

Privacy notice and collection approval

Privacy consent

The Department of Education is collecting your personal information as part of the administration and management of the grant programs of the Arts Queensland division of the Department of Education.

This information may include the name of key members of your organisation's management team, their contact details, and details about your organisation (if applicable), and information relating to your grant application or funding outcome.

Your information will be handled in accordance with the [Department of Education's Privacy Policy](#) and will not be used or disclosed for any purpose other than those set out below without your consent unless authorised or required by law.

The Department of Education's Privacy Policy:

- includes contact details for the Department of Education;
- contains information about how an individual may access the personal information about the individual that is held by the Department of Education and seek the correction of the information; and
- contains information about how an individual may complain about a breach of the Queensland Privacy Principles (QPPs), or any QPP code that binds the Department of Education, and how the Department of Education will deal with the complaint.

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The Department of Education is unlikely to disclose the personal information to entities outside of Australia

Contacts for Ministerial correspondence

Organisation leader (e.g. CEO, Artistic Director, Executive Director) *

Title	First Name	Last Name

Position *

Mobile number *

Must be an Australian phone number.

Email *

Must be an email address.

Head of governing body (e.g. Chair, President)

Title	First Name	Last Name

Position

Mobile number

Must be an Australian phone number.

Email

Must be an email address.

I confirm that I have permission from the named individuals to share their personal information *

☐ Yes

- I/my organisation consent to information provided in this application being used for the purposes of assessing the application, including for the purposes of contacting me/my organisation in connection with the application.
- I/my organisation consent to information provided in this application being 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 verify supporting information provided in the application from by third parties (such as letters of support, confirmation

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of involvement in the project, confirmation of in-kind funding etc) using the contact information provided by the third party in the supporting material.

- I/my organisation give permission for Arts Queensland to forward the information in this application 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 information about the funded project and the contact details for individuals provided in the application, being used by Arts Queensland, and shared with the relevant Queensland Government Ministers and officers, local Members of Parliament and their offices for the following purposes:
 - To inform them of grant recipients within their portfolio responsibilities or electorates.
 - To support public announcements, media releases, or promotional materials relating to the grant program or funded projects.
 - To facilitate transparency and accountability in the use of public funds.
 - To contact and engage with me/my organisation about the funded project, or to share relevant and related government information, including new funding opportunities, or to extend invitations to attend local events or consultations.
- 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 understand that if I/my organisation do not agree to share this information, Arts Queensland will not be able to process my application and I will not be eligible for funding through this grant program.

I agree to the above *

☐ Yes

☐ No

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 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; and

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.
- The statements in this application are true and correct to the best of my knowledge, information and belief.

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- I understand that Arts Queensland may use information received through its grant application and management systems and publicly available information to verify the statements in this application.
- I understand that if Arts Queensland finds that the statements in this application are not true and correct, this application may not be eligible to receive funding.

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

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

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Form Preview

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 | ☐ Literature |
| ☐ Circus and physical theatre | ☐ Music |
| ☐ Dance | ☐ Theatre |
| ☐ First Nations Arts | ☐ Visual art |
| ☐ Film | ☐ 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.

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.....

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

- ☐ Yes ☐ No

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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

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)