

Arts Infrastructure Fund – Application form

Form Preview

Eligibility

* indicates a required field

To be eligible for the Arts Infrastructure Fund (AIF) applicants must satisfy a number of eligibility criteria. If you answer No to any of the eligibility questions you MAY not be eligible for this fund.

If you are unsure if you are eligible for funding you can contact the Arts Queensland (AQ) Investment team on 07 3034 4016 or email investment@arts.qld.gov.au to discuss AIF.

Please refer to the Arts Infrastructure Fund Guidelines for the full list of eligibility and assessment criteria.

Online submission through SmartyGrants is AQ's preferred method for receiving application forms and outcome reports for our funding programs. If circumstances prevent you from providing your application online please contact the Investment Team at least five days before the fund closing date.

Make sure you click the 'save' button regularly while working on your application.

Help to fill out this form

A [Frequently Asked Questions \(FAQ\)](#) document has been developed to assist you to prepare your application.

For general advice on writing funding applications visit www.arts.qld.gov.au/arts-acumen to download our Funding Application Writing Toolkit.

When designing your project, you should also consider any data you could provide to demonstrate you will achieve what you are proposing. These Key Performance Outcomes (KPOs) will need to be captured in both your Funding Agreement with AQ and in the Outcome Report which is required to be submitted within 50 business days of completing an AIF project.

Financial information is needed for when we get audited

Applicants will need to certify that any AQ funding has been used for the purposes for which it was originally provided. From time to time, AQ randomly conducts a simple financial audit on outcome reports. For audit purposes you will need to keep project documents including financial information for three years from the date you provided your outcome report.

We care about your privacy

We treat all personal information in accordance with the Information Privacy Act 2009. For full details please refer AQ's Privacy Statement <http://artsengage.initiatives.qld.gov.au/privacy>.

Did you receive funding from Arts Queensland between 1 January 2015 and 16 March 2018? *

Yes No

Has your organisation satisfied all reporting requirements for prior Arts Queensland funding? *

Yes No

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Are you the building owner, or holder of a 5 year lease (minimum) on the property which this application relates to? *

Yes

No

Does your infrastructure project commence on or after 21 May 2018? *

Yes

No

Applicant details

* indicates a required field

Application contact details

Name of organisation *

Organisation Name

Street address of applicant *

Address

Must be an Australian postcode.

Postal address of applicant *

Address

Must be an Australian postcode.

(If same as street address, tick 'as above')

Contact person for this application *

Title

First Name

Last Name

Position in the organisation *

Daytime contact number (include area code) *

Must be an Australian phone number.

Mobile phone number

Must be an Australian phone number.

Email *

Must be an email address.

State Electorate and Local Government Area (LGA)

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

Search your address on the Electoral Commission Queensland website to find your electorate.

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

Search your location using the Queensland place names search website to find your Local Government Area (LGA).

Australian Business Number (ABN) details

ABN must be registered in the same name as the applicant name – Funding is not able to be provided through auspice arrangements

Applicant ABN *

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

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

GST registered (Y/N) *

Yes

No

In what name is the ABN registered? *

Trading name or professional name (if different)?

<http://abr.business.gov.au/>

Project proposal

* indicates a required field

Project summary

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If you are successful these details will form the basis of the *Funded Activities* in your Agreement with Arts Queensland. You will only be permitted to use funds from the AIF to deliver the *Funded Activities*, so you must list all relevant activities here.

Name of project *

Street address where the infrastructure upgrade will take place *

Address

Suburb State Postcode

Project start date *

Must be a date and no earlier than 21/5/2018.

Project finish date *

Must be a date.

Total project cost *

\$

Must be a dollar amount.

What is the total budgeted cost of your project?

Funding requested *

\$

Must be a dollar amount and no more than 50000.

Brief description of your project and its purpose. *

Word count:

(Provide a short 200 word description of what you want to do and why.)

Describe all the activities you will use AIF funds for within your project: *

Word count:

Beneficiary targets

Please identify which of these groups will benefit from the project.

Groups

- Aboriginal peoples
- Torres Strait Islander peoples
- Australian South Sea Islander peoples
- Regional Queenslanders
- People with disability
- People from culturally and linguistically diverse backgrounds
- Older people (over 55 years of age)
- Youth (12 – 25 years of age)
- Children (0-11 years)

Assessment criteria

* indicates a required field

Your application will be assessed on how well it meets each assessment criterion, based on the evidence you provide (see AIF guidelines for further detail)

1. Project need

Please demonstrate how your planned project and activities address the needs of artists, arts and cultural workers and your community by addressing: • How does the project support the AIF objectives? • How will the project improve the quality and capacity of the infrastructure? • How will the project enhance the experience of artists and arts and cultural workers? • How will the project address demand from artists, arts and cultural workers and communities for access to creative spaces and places? • Does the project align with your organisation's strategic plan? Has there been a Board resolution supporting the project? *

Word count:

Must be no more than 500 words.

2. Ability to deliver the project

Please provide a detailed scope of the proposed works, including key project milestones and all relevant cost estimates. Further details about these items should be included in the support material. *

Word count:

Must be no more than 300 words.

Demonstrate project management capability by identifying who will manage this project and detailing their relevant experience. *

Word count:

Must be no more than 300 words.

3. Management and funding of ongoing costs

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Please demonstrate your organisation’s commitment to, and arrangements for, the ongoing funding of maintenance, running costs and future life cycle replacement of the proposed minor infrastructure works and upgrades. *

Word count:
Must be no more than 300 words.

4. Leverage of other funding sources

Please list your confirmed funding sources to match your request to the AIF? *

Word count:
Must be no more than 300 words.

Financial information

Budget

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

- **Ensure that your budget estimates are as accurate as possible.**
- Indicate how much of the Arts Queensland grant will be used for each relevant item in the AQ grant breakdown column.
- Use whole dollar amounts, do not use commas or other symbols - \$, . etc

Please note: 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, we will pay the funds plus GST. Amounts should be exclusive of GST if you are registered for GST.

For general advice on developing a budget, download the Arts Acumen Budget Preparation Toolkit at www.arts.qld.gov.au/arts-acumen/resources/funding-application-writing.

The budget **MUST** balance (**TOTAL INCOME = TOTAL EXPENDITURE**).

**YOUR APPLICATION IS NOT SAVED UNTIL YOU CLICK ON THE SAVE BUTTON.
PLEASE ENSURE THAT YOU REGULARLY SAVE YOUR APPLICATION.**

Income

A. Your own contribution	Confirmed funding?	Amount (\$)

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A. Own Contribution Total

\$

This number/amount is calculated.

B. Other income	Confirmed funding?	Amount (\$)

B. Other Income Total

\$

This number/amount is calculated.

Total income

C. AQ Requested Amount	Income (A+B)	Total Income (A+B+C)	Percentage of requested amount
\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
This is the amount requested on page 3	This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Expenditure

Enter your expenditure items below.

D. Expense Item	Amount (\$)	AQ amount (\$)

Budget Totals

TOTAL INCOME MUST EQUAL TOTAL EXPENDITURE

TOTAL AQ AMOUNT is the amount of funding you are requesting from AQ.

Total Income

Total Expenditure

Total AQ Amount Requested

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This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

Support materials

* indicates a required field

All material must be clearly labelled to ensure it is easy for the assessors to locate, open and read. Excessive support material may not be read by assessors.

Mandatory support material

You are required to provide the following support materials with this application:

Scope of works including delivery schedule and key milestones. *

Attach a file:

A qualified quantity surveyor's estimate OR three recent written quotes from suppliers, registered builders or licensed contractors to cover the cost of your full scope of works or equipment purchases. *

Attach a file:

Written authorisation from the owner of the building/site OR proof of ownership of building/site. *

Attach a file:

Additional support material

You may provide additional evidence to support your application including:

A brief CV for the project manager (no longer than one A4 page per person) and confirmation of their participation.

Attach a file:

Confirmation of financial partnerships and any funding which would be leveraged as a result of a successful application to AIF.

Attach a file:

Any other supporting material to assist your application

Attach a file:

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Certification

* indicates a required field

Once you have completed the application, you are required to certify that the information you have provided is true and correct and is a full and accurate account of the proposed project.

The information you provide in your application will inform Arts Queensland's role in fostering arts and cultural development in Queensland.

Arts Queensland also uses your information to estimate the size of the arts and cultural industry and identify opportunities for professional artists.

I, the undersigned, certify that:

- I have read and I/my organisation will abide by the Arts Queensland Arts Infrastructure Fund Guidelines.
- The statements in this application are true and correct to the best of my knowledge, information and belief. The supporting material is my own work or the work of the artists named in this application.
- I acknowledge that, if I am successful, information provided in this application will form part of my funding agreement with Arts Queensland and I will be held accountable to deliverables outlined in this application.
- I have read, and my organisation is able to comply with, all of the requirements of the Terms of Funding available at www.qld.gov.au/recreation/arts/funding.
- I understand that if the application for funding is approved my organisation will be required to enter into a funding agreement that will be made up of the Letter of Offer, the Schedules and the Terms of Funding.
- I consent that information provided in this application may be used for training, systems testing or process improvement purposes by Arts Queensland staff.
- I give permission for Arts Queensland to verify funding requested from other funding agencies in support of this project and to provide information in this application to those funding agencies for this purpose.
- I give permission for Arts Queensland to forward my information to the most appropriate industry experts or Government representative.
- If this application is approved, I consent to the media and Queensland's State MPs being given information about the funded project and I understand I may be contacted directly by them.
- I consent to information about the funded project and the amount of funding received being published on Arts Queensland's website and/or the Queensland Government Open Data Portal.

I Agree *

Yes

No

The person signing warrants they have authority to sign on behalf of the organisation.

Name in full: *

Position in organisation:

*

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Date *

Must be a date.

Contact us

[Arts Queensland](#)

www.arts.qld.gov.au

Street address: Level 16, 111 George Street, Brisbane QLD 4000

Postal Address: GPO Box 1436 Brisbane QLD 4001.

Email: reception@arts.qld.gov.au

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