Public Art Initiatives Application Checklist

#### Purpose of this document

The purpose of this document is to quickly determine eligibility status of applicants and their respective projects before embarking on a full funding application within the department’s online application portal. It also guides the collection of vital information, ensuring completeness and standardisation that will assist the online application process.

#### Applicant eligibility

|  |  |
| --- | --- |
| **Applicant name & ABN** | [Enter Council name] (ABN xx xxx xxx xxx) |
| * 1. Is the applicant an eligible Local Government organisation as noted in Section 2.1.1 of the applicant guidelines?
 | Yes [ ]  No[ ]  |

If you answered **no**, your organisation is **not** eligible to apply for the fund.

#### Project eligibility

|  |  |
| --- | --- |
| **Project Name** | [Enter Project name] |
| * 1. Is the Project a new Public Art project or Public Art Infrastructure project, or a new stage or independent component of an existing infrastructure project that supports public art?
	2. If the Project is for Public Art Instructure, is there also an initial Temporary Art program of at least 12 months to showcase the infrastructure's purpose and capabilities?
	3. Will the Project meet **all** the fund objectives (per Section 1.2 of the applicant guidelines)?
	4. Will the Project achieve outcome 1 of the requirements noted in Section 1.3 of the applicant guidelines?
	5. Will the Project achieve at least one other outcome noted in Section 1.3 of the applicant guidelines?
	6. Does the Project have a minimum value of $50,000 (excluding GST)?
	7. Is the Project able to be completed by the Initiative’s program end date of 31 March 2027?
	8. Will the Project be undertaken in the same Local Government area as the applicant?
	9. Has the Project secured sufficient funding from other sources to cover the Estimated Total Cost, where the Estimated Total Cost, including contingency, is more than the Eligible Local Government’s Allocation as outlined in Table 1 of the Applicant Guidelines?
	10. Will the Project be located on land which is or will be owned or substantially operated and maintained by the Applicant, or is evidence of landowner consent, and a commitment to the long-term management of the Project, available?
	11. Have all necessary approvals and permissions needed to proceed been obtained, or will they be obtained in a timely manner to support required timeframes?
	12. Will a significant part, if not all, of the Project be created in Australia?
	13. Have Projects been selected using an open, fair and transparent process, and with evidence of community consultation where possible?
	14. Will contingency funds of up to 20 per cent be included in the estimated total cost?
	15. Will disability access for the Project be considered where possible?
	16. Will the project support local employment for First Nations peoples and procurement through Indigenous-owned and led businesses?
 | Yes [ ]  No[ ] Yes [ ]  No[ ] Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ] Yes [ ]  No[ ] Yes [ ]  No[ ] Yes [ ]  No[ ] Yes [ ]  No[ ] Yes [ ]  No[ ] Yes [ ]  No[ ] Yes [ ]  No[ ] Yes [ ]  No[ ]   |

If you answered **no** to any of the above questions, your Project is **not** eligible for funding.

#### Ineligible Projects

|  |  |
| --- | --- |
| * 1. Has the Project already commenced construction or been completed at the time of Applicant Guideline’s release?
	2. Does the funding sought exceed the Eligible Local Government’s Allocation?
	3. Is the cost of a single Project less than $50,000?
	4. Does the Project involve the development of private or commercial “for-profit” ventures? (except where any expected private benefit comprises a minor component of the Project and the expected public benefit is proportionate to the funding sought)
	5. Does the Project involve the repair, or routine or ongoing maintenance of existing Public Art projects or Public Art related infrastructure?
	6. Has more than 50 per cent of Project funding been approved through another funding program in Queensland, or by the Australian Government?
	7. Is the Project requesting funding for an ongoing Public Art program?
	8. Will the Project require ongoing funding from the Australian or Queensland Governments?
	9. Does the Project have a lifespan of less than 10 years? (except the first Temporary Public Art project delivered on Public Art Infrastructure as part of the Initiative, to showcase the capacity of the infrastructure)
	10. Will the Project be delivered on high-risk land without the inclusion of a risk mitigation strategy?
 | Yes [ ]  No[ ] Yes [ ]  No[ ] Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ]  Yes [ ]  No[ ] Yes [ ]  No[ ]  Yes [ ]  No[ ]  |

If you answered **yes** to any of the above questions, your Project is **not** eligible for funding.

#### Supporting documents

Ensure you have the following documentation on hand to support your application through the Department’s SmartyGrants portal:

|  |  |
| --- | --- |
| **Included?** | **Requirement** |
| [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | * 1. Project proposal (from Department’s website) for each Project that includes:
		1. Details and type of Public Art project sought.
		2. The location of the proposed Project, including address and coordinates, where possible. Where the land is not owned by Council, evidence of partnership arrangements is required.
		3. Estimated Total Project Cost, including funding sought plus any additional contributions from the Applicant or other sources (if applicable).
		4. Estimated Project Completion Date.
		5. Description and / or evidence as to how the Project aligns with each of the Initiative’s objectives.
		6. Description and / or evidence as to how the Project will achieve outcome one, and at least one other of the Initiative outcomes.
		7. Details of Project artist and shortlisting process, including artist name, brief description of the proposed artwork and reasons why the artwork was successful.
	2. Concept design of selected Public Art project.
	3. Cashflow forecast and expenditure detail templates (from Department’s website).
	4. Project partnership agreements (if applicable).
	5. Risk assessment, including evidence of consideration of disaster mitigation and resilience measures in Project design (where applicable).
	6. Other documentation and information which may be reasonably required.
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Applications and all required supporting documentation must be received by the identified closing date.