

# Regional Arts Development Fund (RADF) Grant Guidelines

## 1. Purpose

The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through Arts Queensland and local Councils across the state. RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities across Queensland.

RADF is a flexible fund, enabling local Councils to tailor RADF programs to suit the needs of their communities. This means that RADF may look different place to place as to best respond to the ways of working and aspirations of local communities. For information on other Arts Queensland programs and opportunities, please visit [www.arts.qld.gov.au](http://www.arts.qld.gov.au).

## 2. Intent/Objectives

- Provide public value for Queensland communities
- Build local cultural capacity, cultural innovation, and community pride
- Deliver Queensland Government's objectives for the community

## 3. RADF Assessment Criteria

All projects and activities receiving RADF funding are required to report on their contribution towards the RADF Assessment Criteria:

### IMPACT

- Invests in a diversity of local arts and cultural projects
- Engages local communities in arts and cultural activities
- Supports local employment and strengthening of local arts sector

### QUALITY

- Supports quality arts and cultural initiatives based on local priorities
- Local community's value RADF

### REACH

- Supports engagement with new and diverse artists, audiences, and communities
- Contributes to diversity and inclusive communities; growing strong regions; and providing training, education, and employment

### VIABILITY

- Builds strong partnerships between arts and non-arts sectors
- Leverages additional investment
- Investment is used effectively and appropriately

## 5. What IS Supported by the RADF Program

- Development and delivery of diverse, exciting, and accessible arts and cultural activities, projects, and initiatives for, by and with local communities
- Value adding arts and culture into existing non-arts projects or events that could support growing new audiences or markets
- Strategic arts and culture initiatives in local communities (example: increasing amenity, community pride and livability of local areas through infrastructure, public art, place-making projects)
- Regional initiatives or programs to deliver cross-regional arts and cultural-led outcomes
- Professional, career and capacity development opportunities for local artists and arts workers
- Engagement of key target groups such as young people or CALO communities or programs targeting geographic locations; and
- Recruitment of specialist expertise to support, develop and/or produce arts and cultural-driven outcomes.

## 6. What is NOT Supported by the RADF Program

The following are not eligible for funding through the RADF Program:

- Applicants who have failed to acquit previous RADF grants.
- Activities that commence before Council approval is given.
- School arts activities EXCEPT where those activities form part of broader community cultural development processes or are part of professional arts development.
- Framing or freight – only a small proportion of these costs can be covered as part of presentation costs for significant exhibitions. As a guide only, 10% of the total framing and freight costs.
- Catering costs, openings, launches, and parties are not eligible for RADF grants, even if they are part of an exhibition or community project.
- Entertainment - funding is not available to pay for entertainment for events e.g. musicians.
- Competitions (including Eisteddfods) - they are prolific and could monopolise funds. The competitive environment does not necessarily nurture emerging artists, as there is generally only one winner.
- Can not purchase capital items, e.g. equipment, buildings, or vehicles. EXCEPTION: Capital items can be funded only when they are included as part of a project application and when the RADF committee considers the purchase integral to that project, and where the item will remain for community use.

- Publishing costs – requests for grant to publish books should be directed to organization that provide print-on-demand services. A small portion of printing costs are eligible as part of the presentation costs for significant projects. As a guide up 10% of the total publishing costs will be considered.
- Recurrent funding for arts organisations - operational expenses are ineligible under RADF including wages for permanent staff and office expenses. However, local arts and cultural organisations that have regular community activities may apply for funding annually for different projects which have a project management component.
- Summer/Winter schools – not supported more than two places a year.
- Accredited study, training, or university courses - RADF does not fund the primary training of artists, only their professional development once they are practicing.
- Requests to cover more than 65% of the total funding project/activity; or
- Workshops with arts and cultural service organisations that are part of the organisation's 'core business' - Arts Queensland has already funded these organisations to deliver core services. Please call local cultural service organisations to find out what services they can offer that are not 'core business'.

## 7. Eligibility Criteria

The following categories of individuals, groups and organisations can apply for a RADF grant:

- Individual professional artists, emerging professional artists, arts workers, cultural workers, or project coordinators who:
  - a) are permanent residents or Australian citizens; and
  - b) have an Australian Business Number (ABN) or will be under auspice of an incorporated organisation or individual with an ABN
- Incorporated arts and cultural groups or organisations
- Unincorporated groups or organisations, under auspice of an incorporated body
- Projects can be for the same organisation, but for different projects, per group or individual.

\*Note: Any above listed individual, group or organisation based in the Whitsunday Regional Council area may apply. Those based outside the Region must demonstrate how the project will directly benefit arts and culture within the Whitsunday Region.

## 8. Australian Business Number (ABN)

It is not mandatory for RADF applicants to possess an ABN. However, if they do not have an ABN the application must be under auspice of an incorporated organisation or an individual with an ABN (known as the auspice body) who manages the grant on behalf of the applicant.

The auspice body is responsible for providing a financial report on completion of the project. It is not responsible for the artistic direction or quality of the project.

\*Note: Applicants that do not have an ABN that are finding it difficult to find someone to auspice their application, should contact Council's RADF Liaison Officer.

## 9. Emerging Professional Artists

Each professional or emerging professional artist receiving financial benefit from an RADF grant must complete the Eligibility Checklist for Professional and Emerging Professional Artists. This checklist has been developed to determine the professional or emerging professional status of all artists receiving RADF grant funding. Artists receiving RADF grant funding must meet at least three (3) of the 12 criteria on the checklist. This checklist forms part of the RADF application form.

## 10. Funding Categories

There are four categories of funding available for individuals, groups and organisations. They are:

1. Individual Professional Development
2. Regional Projects & Activities
3. Concept Development
4. Building Community Cultural Capacity

### 1. Individual Professional/Career Development

Objective:

Open to individuals to access financial support to participate in activities that build on their chosen arts practice to:

Proposals could include:

- attend professional development seminars or activities
- master classes
- mentorships with recognised arts and cultural peers
- artists in residence programs; and
- placements with recognised arts and cultural organisations.

Considerations:

Assessments would prioritise support for intrastate and interstate activities. Assistance is available for up to 65% of the total costs. Arts Queensland's Individuals Fund supports professional and career development activities, including international activities.

### 2. Regional Projects & Activities

Objective:

Open to individuals, groups and organisations for projects and activities that focus on communities' locally distinct arts, culture, and heritage both for members of that community and for visitors.

Proposals could include:

- product development by professional artists, either as individuals or in partnership with individual community members or community groups
- the development of marketing strategies for a professional artistic product
- community story documentations, which may be through various forms and mediums, including plays, artwork, digital exhibitions, education programs, oral histories, and publications; and
- heritage and Indigenous stories that can demonstrate strong community participation and ownership.

Considerations:

RADF will support projects and activities that encourage innovative and energising arts and cultural projects where artists, communities and Councils work together in their community, or in partnership with another community, to achieve enhanced outcomes.

### **3. Concept Development**

Objective:

To develop arts and cultural research ideas and project proposals to the implementation stage and identify funding sources outside of RADF to implement project proposals.

Consideration:

RADF grants will support individuals and groups who wish to engage in professional research and the development of ideas and project proposals to the implementation stage. No specific artform product is required; however, the project should demonstrate how it will contribute to future arts and cultural development within the region.

Potential funding sources for the implementation of the project do not need to be identified prior to making the application.

Council can apply for this funding stream to develop Council-initiated projects.

### **4. Building Community Cultural Capacity**

Objective:

For community groups to engage a professional artist or arts-worker to work with them on developing their arts practice or to run arts development workshops or community projects.

Consideration:

RADF grants will support travel, accommodation and fees associated with employing professional artists or arts workers to work on community projects or workshops in the local community.

## **11. Application Assessment**

After completing the RADF Application Form and attaching all relevant support material, lodge the application with Council's RADF Liaison Officer via email to: [info@whitsundayrc.qld.gov.au](mailto:info@whitsundayrc.qld.gov.au) by the advertised closing date.

Applications are assessed on merit and by the same RADF criteria, first by individual RADF Committee Members and then as a group to compare the strengths of each application. Application processing time is approximately six (6) weeks. Notification of the outcome will be received by email.

#### Points to Consider

- Ensure the application is for an activity from which the local community will benefit
- Write down ideas around what, who, why, when, and how
- Reflect on ways the activity develops the applicant professionally
- Make an appointment to see Council's RADF Liaison Officer to talk through ideas and get feedback on any areas that need improvement
- Application forms and information sheets are available at all Council's Customer Service Centre's and online at <https://www.whitsundayrc.qld.gov.au/community-and-environment/our-community/grants-and-community-assistance>.

## 12. Successful Applications

Successful applicants will receive:

- A Letter of Offer specifying allocation of funding and special conditions that may apply to the application
- All relevant forms required to be completed and returned for the release of funds\*; and
- All relevant information to acknowledge the State Government and Council who are providing the grant. The RADF Committee may ask for special conditions of funding to be included in the contract. These special conditions must be met through the funded activity.

\*Note: Funds will not be released until all relevant documents are signed and returned to Council's RADF Liaison Officer.

General Conditions (relating to the receipt of RADF funding)

- Wherever possible, all funded activities must begin within the financial year of receiving funding.
- Grants can be withdrawn if an activity is unduly delayed. To reapply, applications are required to be submitted in the following year.
- Acknowledgement of the support received through the RADF program is required to be in all publicity regarding the activity and as part of the outcomes presented to the community.

Alterations to Applications (after funding has been allocated)

In the event circumstances change and the activity cannot be carried out exactly as described in the application, the following must be completed:

- Notify the RADF Committee through Council's RADF Liaison Officer in writing or by email
- Receive approval of any changes before beginning the activity
- Request to complete a new application form; and
- return the funds and re-submit the application in the next round.

\*Note: If the application is changed without approval, Council may request the funds be returned

### 13. Unsuccessful Applicants

Unsuccessful applicants will receive an email notification that includes feedback from the RADF Committee. For further information contact Council's RADF Liaison Officer via telephone or email.

### 14. Acknowledgement, Reporting and Acquittal Processes for RADF

All RADF funded activities are required to complete an Outcome Report, which is provided by Whitsunday Regional Council. The Outcome Report includes information about the success of the project/activity, budget and support material which are required to be submitted to Council within eight (8) weeks of the completion of the project/activity.

\*Note: Receipts are to be supplied to account for the expenditure of money received from RADF.

Failing to acquit the grant makes the applicant ineligible to apply for future funding through RADF and Arts Queensland. In some circumstances, repayment of the grant may be required.

All RADF funded projects/activities must acknowledge the Queensland Government and the Whitsunday Regional Council in all media, promotional material, publications including social media and products by inclusion of the RADF acknowledgment text and logos - as provided by Whitsunday Regional Council.

### 15. Acknowledgement Text for RADF

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Whitsunday Regional Council to support local arts and culture in regional Queensland.

Queensland Government crest is at <http://www.arts.qld.gov.au/funding/logos.html>

A RADF "lockup" logo that includes both the State Government and Whitsunday Regional Council logo is available on request from Council's RADF Liaison Officer.

Below is an example of the lock up logo in full colour.

Landscape:



Portrait:



\*Note: Whitsunday Regional Council reserves the right to review any application and revoke a decision at any stage.

Should you require further information, please contact Council's RADF Liaison Officer, by phone 1300 973 753 or email: [info@whitsundayrc.qld.gov.au](mailto:info@whitsundayrc.qld.gov.au).