

Regional Arts Development Funds (RADF)

Frequently Asked Questions

When preparing your application, please remember:

- To **read** the *Whitsunday Regional Council RADF Grant Guidelines – Information for Applicants*.
- All applications are assessed on merit and the project's ability to align with Council's key arts and cultural priorities outlined in the *Arts & Cultural Policy*.
- Committee decisions are based against Arts Queensland's RADF Assessment Criteria stated in the *RADF Grant Guidelines – Information for Applicants*.

Who may apply?

Almost any type of organisation, group or individuals can apply. Applicants are not required to be a resident in the Whitsunday Region, but must be able to demonstrate how the project will directly benefit arts and culture in the Whitsunday Region.

What do I do to prepare for my application?

Ask these key questions when developing the project or activity program:

- Which activity do I want to do?
- Why do I want to do it?
- Which people will be involved?
- Do they have the skills to make it happen?
- Who in the community will benefit?
- How much will it cost?
- Where will I get the money from in addition to a RADF grant?

Brief and clear support material strengthens the application, please include relevant supporting material e.g. quotes from tradespeople, publishers, or other business to be cited in the budget, CVs of all professional arts and cultural workers employed in the activity.

The application should give a snapshot of a potentially successful activity. Applicants are advised that applications should be perused by a RADF Committee Member. However, Committee Members are not to fill out applications on behalf of the applicant.

Strictly no late entries will be accepted. Please refer to the *RADF Grant Guidelines – Information for Applicants* for more information.

Do I have to complete a budget?

Yes. The applicant must include a comprehensive budget using the template on the application form and ensure the budget remains as accurate as possible and accounts for all costs of the activity. Please list all forms of income, indicate the amount of RADF funds that will go towards any expenditure and ensure all income and expenditure columns balance.

What happens after I have submitted my application?

Council's RADF Liaison Officer distributes all applications, plus assessments sheets to the RADF Committee. Applications are then assessed first by the individual RADF Committee Members and then as a group to compare the strengths of each application. It should be noted all applications are assessed against Council's priorities.

The RADF Committee's final recommendations are then documented and presented to Council for ratification. After that, Council's RADF Liaison Officer develops a contract for each successful applicant to prepare for the release of funding.

When will I be notified if I am successful or unsuccessful?

All applicants will be notified in writing within 6 weeks of the grant closing date, regarding the outcome of their application.

What are the expectations of receiving the RADF Grant?

- Expend the money in the approved manner.
- Seek approval from the RADF Committee for any changes to the purpose of the grant, the time frame or the personnel involved.
- Utilise the grant funding within 12 months.

What are the funding categories?

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

- Individual Professional or Career Development
- Regional Projects & Activities
- Concept Development
- Building Community Cultural Capacity

A more concise outline of the categories is available in the *RADF Grant Guidelines*.

If I have a problem, how do I deal with any dispute resolution?

Occasionally, conflict can arise between applicants, stakeholders and Committee members or Council staff. Should conflict arise, please advise Council's RADF Liaison Officer about any disagreement or conflict with the application.

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

Budget Tips

Project Income

Applicant's cash or in-kind contribution

"In-kind" – This can include volunteer time coordinating or implementing the project, use of own premises, equipment or vehicle, telephone, stationery supplies, photocopying, petrol for local transport, out-of-pocket expenses for catering during meetings or functions, billeting visiting tutors, etc.

Sponsorship: Cash – This refers to cash donations from people or organisations **other than** the applicant.

Sponsorship: In Kind Support – This includes similar items to those listed above under applicant's contribution, but which are being donated by people or organisations **other than** the applicant.

Project Generated Income – Examples include ticket sales to concerts or events, sale of books or CD's, workshop fees, merchandise or food/drink sales at concerts or events etc.

Other Government Grants – If applying to other funding programs for different components of the project, please list them and indicate whether they are confirmed ("**C**"), pending ("**P**"), or still to be applied for ("**STBA**").

Amount Requested from RADF – This should equal the difference between the expenses and any cash income listed above.

Project Expenditure

Professional Fees – This refers to key people employed to coordinate, administer and/or implement the project e.g. project coordinator, tutors, artists, technicians, etc.

Project/Activity Costs – This usually refers to costs associated with manufacture (e.g. printing books or studio hire for CD's), or presentation (e.g. venue or equipment hire, materials, freight, etc.)

Administration Costs – Examples include stationery supplies, telephone, postage, photocopying, etc.

Promotion and Documentation Costs – This can include free as well as paid advertising e.g. photographs, video, posters, flyers, invitations, use of the Art-is-in Calendar, community service announcements, using community newsletters, etc.

Other – Examples include insurance, auditor's fee, travel, and accommodation, per diem (food allowance), etc.

Amount – Please list cash contributions only in this column, in-kind should just be described (unless a realistic costing can be provided). If more space is required, please write a summary on the form, and provide a second, more detailed budget as an attachment.

Submitting the Application

Applications should be either submitted:

- via email to: info@whitsundayrc.qld.gov.au,
- delivered in person at any of Whitsunday Regional Council's Customer Service Centre's, or
- posted to
Whitsunday Regional Council
Attn: RADF Liaison Officer
PO Box 104
PROSERPINE QLD 4800

Please keep a copy of the completed application for your records.

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