

REGIONAL ARTS 
DEVELOPMENT FUND

RADF

2021/22 Fraser Coast Community Funding Program Guidelines



Queensland
Government

A cultural service of



The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Fraser Coast Regional Council.

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1. What is the Regional Arts Development Fund?

The Regional Arts Development Fund (RADF) is an annual partnership between the Queensland Government through Arts Queensland and Fraser Coast Regional Council. RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. RADF is a flexible fund that supports local councils to invest in arts and cultural priorities, as determined by local communities, across Queensland.

RADF aims to support arts and cultural activities that:

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

For information on other Arts Queensland programs and opportunities please visit www.arts.qld.gov.au

2. RADF regional priorities

The Fraser Coast RADF Community Funding Program is informed by Fraser Coast Regional Council's Corporate Plan 2018–2023 and the Culture Strategy. Priority will be given to applications that deliver the following outcomes:

- Support locally produced arts and cultural activities that deliver value for our local community.
- Provide opportunities for local communities to participate in arts and cultural activities.
- Invest in professional, career and capacity development opportunities for local artists and arts practitioners to fuel creative innovation, creative skills, creative impact, creative places, a creative economy, creative futures and creative stories.
- Foster resilience and adaptive use of digital solutions to enable ongoing delivery of arts and cultural programs, entertainment and learning resources.
- Encourage safe, innovative initiatives to support mental wellness.

3. What does the RADF Program support?

- Development and delivery of diverse, exciting and accessible arts and cultural projects for, by and with local communities.
- Value adding arts and culture to existing non-arts projects or activities that have potential to support the cross-pollination of new audiences and markets.
- Strategic arts and cultural projects that increase amenity, community pride and liveability of local areas.
- Regional projects that deliver cross-regional, intrastate and/or international arts and cultural outcomes.
- Professional, career and capacity development opportunities for local artists and arts practitioners.
- Engagement with significant community groups including but not limited to, Aboriginal and Torres Strait Islander peoples, young people, seniors and people experiencing disability.
- Recruitment of specialist expertise or professional arts experience to support, develop and/or produce arts and cultural outcomes.
- Support individuals and organisations who wish to engage in professional growth through concept development, grant writing techniques, budgeting and project implementation.
- Documentation and sharing stories of regional creatives and successful RADF projects to grow awareness of regional arts and the RADF program.

4. What does the RADF Program not support?

- Amateur arts activities, except for professional services that add community benefit and value to proposed amateur arts activities.
- Applicants who have failed to acquit previous RADF grants.
- Projects for which arts workers are paid less than the recommended industry rates.
- Retrospective costs, including reimbursement of costs already incurred and funding for projects which have already taken place or begun prior to the application being approved by Council.
- Commercial advertising for an individual or organisation.
- School arts activities, unless those activities form part of the broader community's arts and cultural development processes or include professional arts development for students from multiple schools.
- Entertainment for events, unless there is a developmental aspect included.
- Projects deemed to be for primarily commercial, fundraising or competition purposes including but not limited to prize money, prizes or trophies.
- Purchase of capital equipment such as portable shade structures, machinery, vehicles, trailers, air conditioners, white goods, tables, chairs, or plant equipment of any kind.

- General funding for organisations, including salaries and on-going related costs that are part of an organisation's core commercial operations.
- Arts or craft workshops with arts and cultural service organisations that are part of the organisation's core commercial outcomes.
- Accredited study, training or university courses that constitute the primary training of artists.
- Insurance/Licences, including but not limited to public liability insurance, liquor licences, event permits etc.
- Funding is not available for projects that involve the development of private land or property.
- RADF will only support funding for freight, framing and publishing costs if they are a small part of a larger project.

5. Who can apply for a RADF Grant?

Individuals

To be eligible to apply, individual applicants must be:

- an Australian citizen; or a permanent resident of Australia
- 18 years or older (under 18 years will require representation by a parent or guardian)
- a professional artist, emerging artist, arts practitioner, cultural worker or project coordinator
- based in the Fraser Coast Regional Council area; or able to demonstrate how the project will directly benefit arts and culture in the local council area
- an ABN holder; or able to obtain auspice by a suitable party; and
- have Public Liability Insurance; or able to obtain auspice by a suitable party

Organisations

To be eligible to apply, organisations must:

- be able to demonstrate how the project will directly benefit arts and culture in the Fraser Coast Regional Council area.
- be an incorporated arts and/or cultural organisation; or an unincorporated organisation/not-for-profit, auspiced by an incorporated body
- have Public Liability Insurance.

6. Funding categories

There are six categories of funding available for individuals, groups and organisations.

NOTE: RADF will fund up to a maximum of 50 per cent of total project costs. Applicants are expected to make dollar for dollar contribution in cash or in kind.

Creative Innovation

Objective: To provide support to any arts and cultural project throughout the year with outcomes that align with RADF aims and key performance outcomes. Creative Innovation encourages creativity and offers flexibility to applicants.

Maximum funding per application:
\$5,000

Creative Skills

Objective: To enable community groups to engage a professional artist or arts worker to work with them on developing their arts practice, to run arts development workshops or community projects that incorporate a practical skills development component.

Maximum funding per application:
\$3,000

Creative Impact

Objective: To provide support to individuals, organisations and community to deliver high quality, diverse and enterprising projects that strategically support the region's economic, social and cultural growth. Creative Impact projects should be aligned with a regional initiative (event, festival etc.) to build upon existing audiences and achieve broad engagement and outcomes.

Additional requirements: Applications must clearly articulate ideas, community benefit, strategic partnerships, private sponsorships, and display a strong connection to the region through artistic excellence, collaboration, viability and storytelling. Funding is intended to support one or two projects per financial year, subject to program budget availability.

Maximum funding per application:
\$15,000

Creative Places

Objective: To provide specific support for individuals, organisations and community requiring access to venues for arts and cultural projects that encourage collaboration, entrepreneurship, vibrant place-making and inclusive communities. Creative Places will encourage the creative industries such as artisans; boutique and vintage pop-ups; window installations; art makers and educators; and interactive workshops to the region with a view to fill public, commercial and retail venues.

Additional requirements: Applications must be accompanied by a letter of support for the specific project from the relevant property agent, owner or Council officer in the Development and Community, Regulatory Services or Property and Commercial Services directorate.

Maximum funding per application:
\$2,000

Creative Future

Objective: To support endeavours and opportunities for young creatives to participate in decision-making that will affect their lives now and in the future. This program focuses on leadership, skills development and community issues; and will be specifically tailored to support Fraser Coast's young people to work together in the arts and cultural sector to address community issues and drive change. This fund will be made available year round to individual young and emerging artists, arts workers, cultural workers or project coordinators for professional development ventures including but not limited to relevant seminars, conferences, mentorships, internships and research.

Considerations: Funding may include travel, accommodation and registration fees. This category does not cover accredited study, training or university courses with development periods exceeding one month.

Maximum funding per application:
\$3,000

Creative Stories

Objective: To strengthen support and investment in the development and presentation of Fraser Coast stories that reflect the diversity of our region. Funding will support storytellers to create, develop and present new works or activities that maintain and share the Fraser Coast's stories including First Nations languages and stories. This priority area will also support the conservation and promotion of regional collections.

Maximum funding per application:
\$3,000

RADF project overview

1. Eligibility checklist
2. Plan your Project
3. Contact RADF Liaison
4. Login to SmartyGrants
5. Submit your application
6. RADF grant assessment
7. Conditional approval
8. Begin your Project
9. Funding allocation
10. Manage your Project
11. Project acquittal



- Applicant preparation
- Applicant milestones
- Council activity

7. How to apply

Council will publicise the availability of RADF grant programmes on [Council's website](#) and social media sites, in the local media and by direct email to individuals and organisations listed on the Grants Distribution list.

1. **RADF Eligibility Checklist.** Complete this online form available at www.ourfrasercoast.com.au/radf to ensure you are eligible to apply.
2. **Contact Council's RADF Liaison Officer.** They can assist with project development and general information about the application process.
3. **Plan your project.** Check the timing of your project with the assessment dates. Define your project scope and ensure you gather all your initial application support materials and prepare your project budget.
4. **Login to SmartyGrants.** Council's grant programs are based online via SmartyGrants. Applicants will require a SmartyGrants account to view the application form and submit their application. If an applicant does not have online access, Council libraries can provide access to a computer and the internet and some initial guidance to enable access to the application form. Alternatively, please contact Council's RADF Liaison Officer for further support. Once an application has been started, you can save and return anytime before the form's closing date.
5. **Submit your application.** When an application is submitted, the applicant will receive an email confirmation of lodgement and a copy of the submitted application for the organisation's records. If this notification is not received please contact Council's RADF Liaison Officer.

Support materials

Initial application

The following support materials should be supplied to support your application:

- A brief CV for all key personnel that the RADF grant will pay for (no longer than one A4 page per person) and written confirmation of their participation (for Organisations just the artistic/creative director). The purpose of this is to enable the assessors to determine the quality and suitability of personnel involved. CVs more than one A4 page may not be fully read by the assessors.
- A minimum of one (1) and up to three (3) letters of support which includes the contact details of the author.
- Copies of quotes to support your budget.

After conditional approval

You will be sent an email requesting additional support materials, including

- Bank account details
- Copies of insurances and licenses as relevant to your project.
- Complete a risk plan outlining potential risks to your project and how you plan to minimise these.
- Complete a plan outlining how you will deliver your project in line with Covid 19 safety standards.
- If your project is planned to take place on Council land or in a Council venue, provide copy approvals from Council. If your project is an event planned on Council land or in a Council venue please provide a copy of your Event Management Plan.
- For proposals involving Aboriginal people and/or Torres Strait Islanders, evidence you have followed required protocols to obtain support and confirmation of involvement from the relevant communities and organisations.

Project budget

All applications include require the completion of a comprehensive budget as part of the RADF application form. You must ensure that:

- All amounts entered into your budget are GST exclusive.
- Supply written quotations. These quotations must be no older than 60 days from the date of submission of your grant application.

The RADF Committee reserves the right to request additional information on your project.

RADF will not support projects for which arts workers are paid less than the recommended industry rates. Information and advice on pay scales and conditions prescribed by legally binding industrial awards and agreements may be found on the websites of organisations such as:

- Media, Entertainment and Arts Alliance - <https://www.meaa.org/>
- Australian Writers' Guild - <https://awg.com.au/>
- The Australian Production Design Guild (APDG) - <http://www.apdg.org.au/>
- The Australian Society of Authors - <https://www.asauthors.org/>
- The National Association for the Visual Arts - <https://visualarts.net.au/>

If you are not using an industrial award or agreement for the payment of fees to arts and cultural workers, the RADF Committee will consider a fee for service proposal but details of the proposal must be attached to your RADF Grants application.

NOTE: RADF will fund up to a maximum of 50% of total project costs. Applicants are expected to make dollar for dollar contribution in Cash or In Kind.

Cash contributions may include:

- funds from applicant/organisation
- workshop fees
- ticket sales
- sponsorships

In kind contributions may include:

- administration of RADF project
- in kind provision of venue hire
- volunteer hours
- in-house marketing/design
- In kind contributions from arts and cultural workers

In some instances successful applicants may not receive the full amount of requested funding, but rather a percentage of the total sought. If your project cannot proceed without full funding requested, the reasons why your project requires full funding should be explained in your application.

Assessment criteria

Quality

- Produces or contributes to high quality arts and cultural initiatives for local communities.
- Proven capacity to effectively support and deliver arts and cultural services.

Reach

- Provides access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences.
- Evidence of local demand for proposed project/s.
- Demonstrates community and stakeholder involvement in RADF priority setting, decision making and evaluation.

Impact

- Demonstrates cultural, artistic, social or economic returns on investment.
- Supports one or more Queensland Government's Objectives for the Community including encouraging safe and inclusive communities, building regions, supporting disadvantaged Queenslanders, stimulating economic growth and innovation, increasing workforce participation and conserving heritage.

Viability

- Evidence of good planning for strong governance and management of RADF at a local level.
- Evidence of partnership capacity with partners including business and government.

8. Application assessment

- Applications will initially be assessed by the RADF Liaison Officer to confirm eligibility. If the grant round has not yet closed, and errors are identified, Council Officers will endeavour to work with the applicant to correct the application. Any amendments must be undertaken within the open application status of the Grant Application Round.
- After the Grant Round closes, the RADF Advisory Committee will be convened and assessment of applications will be undertaken. The RADF Advisory Committee is an independent group of industry and community representatives that reflect the diverse arts and cultural practices on the Fraser Coast.
- The RADF Advisory Committee makes recommendations for project funding to Council for the final decision. In assessing the grants, Council will ensure RADF monies are allocated in a fair and equitable way and ensure best possible value for money.
- Once Council has decided grant funds allocations, applicants will be advised of the outcomes.

The RADF grants program is a competitive application process. Council often receives more funding applications than it can support. The RADF Committee uses the RADF Grant Program Guidelines and the information contained in your grant application to assess all eligible applications. Therefore, successful applications are those that best respond to the assessment criteria. Council reserves the right to reject any application that does not meet the eligibility and assessment criteria and to request further information in considering applications.

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.

Unsuccessful applications

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.

9. General conditions of funding

1. Applicants can only receive one (1) grant from RADF per 2021/22 round.
2. Applications must be submitted using the Regional Arts Development Fund (RADF) grant online application form.
3. All successful grant applicants are required to sign a Funding Agreement prior to funding being released. Successful projects are to commence after 14 December 2021 and the signing of a Funding Agreement.
4. Organisations that receive funds from Council are required to acknowledge the contribution by Arts Queensland and Fraser Coast Regional Council in any publications or publicity material associated with funded activities.
5. Funds must be used for the purpose which they are granted and any variations in the use of funds must be approved in writing by Council. Any variations to the approved use of funds as outlined in your Funding Agreement must receive prior written approval from Council.
6. The project must be completed and funds expended within twelve (12) months of funds being granted, unless written approval has been given for an extension of your project. In this instance a detailed project update must be supplied six (6) months from the project start date.
7. Successful applicants who hold an ABN will be requested to submit a Tax Invoice (if registered for GST) for the amount of the grant plus GST or an Invoice (if not registered for GST) for the amount of the grant, noting GST is not applicable.

10. Alterations to applications

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.

11. Acquittal of funding

Grant recipients must complete an on-line acquittal form within 28 days of the completion of the project.

You will be required to provide receipts or other evidence of payment to support the expenditure of grant funding in your acquittal.

Information supplied in your acquittal is reported to Arts Queensland in accordance with our Funding Agreement with Arts Queensland.

12. Key dates

Applications open:

Friday 1 October 2021 for projects delivered between 14 December 2021 and December 2022.

Application submissions:

Applications can be submitted all year round. To reach the assessment periods, applications should be submitted by.

- Monday 8 November 2021
- Monday 31 January 2022
- Monday 2 May 2022
- Monday 1 August 2022

Please note if all RADF funds are committed during initial rounds then additional rounds of RADF will not be offered. It is recommended that you apply for funds in early rounds to avoid disappointment.

Notifications:

Applicants will be notified of the outcome of their submission via email 4-6 weeks after applications close.

Payment:

RADF funds will be paid into the applicant's nominated account within 4-6 weeks of signed Funding Agreement.

Project Completion:

Your project must be completed, and funds expended within 12 months of funds being granted, unless written approval has been given for an extension for your project.

Project Acquittal:

Acquittals for successful projects are due 28 days after the project completion date.

13. Attribution, marketing and communication

Successful RADF funded activities must acknowledge the Queensland Government and the Council in all promotional material, publications and products by inclusion of the RADF acknowledgement text below and logos provided to you by Council with your funding agreement.

Acknowledgement Text for RADF 2021-22:

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



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The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Fraser Coast Regional Council.

Funding recipients must ensure that the Queensland Government and Council's positive reputation is maintained at all times.

14. Further information and assistance

For further information and assistance, please contact Council's RADF Liaison Officer, by phone 1300 79 49 29 or email: ArtsCulture@frasercoast.qld.gov.au.

For general advice and guidance on grant writing and developing a project for support, refer to the Grant Writing Resources on the Arts Queensland website at: <https://www.arts.qld.gov.au/arts-acumen/resources/funding-application-writing>.

15. Glossary of terms

The following key terms are used for the purpose of this document and defined in alphabetical order as follows:

Activities – Activities refer to the project, program, initiative or event that will be delivered if the application is successful.

Artist – An artist is defined as an individual who creates work in the fields below as a profession or hobby.

Arts – In relation to the Australia Council for the Arts' areas of responsibility, the arts includes literature; music in all forms; theatre, musical theatre and opera; dance in all forms; other performing arts such as circus, comedy and puppetry; film and television; arts festivals; visual arts and crafts; arts education and training; Aboriginal and Torres Strait Islander arts; community arts and cultural development; emerging and experimental arts (Arts Nation, 2015.)

Arts Practitioner – An arts practitioner is defined as a practicing professional in the industry who is recognised by their peers, is committed to devoting significant time to artistic activity and/or has a career in the arts i.e. cultural worker, project coordinator, producer, curator etc.

Auspice – Our RADF funding can only be granted to an incorporated organisation. Therefore an individual, partnership, group or unincorporated organisation (auspicee) must work with an incorporated auspicing organisation (auspisor) to apply for funding. The auspisor will be required to complete and submit the application in consultation with the auspicee.

Culture – Arts and culture are inextricably linked, but while the arts are expressions of culture, culture is more than the arts alone. Culture encompasses diverse avenues of expression in architecture, arts, history, language, education, leisure, media, environmental heritage, work and daily life.

Community – Community is defined as a group of people living in the same place or having a particular characteristic in common e.g. "the Fraser Coast community".

Heritage – Heritage is defined as features belonging to the culture of a particular community, such as traditions, languages, or buildings that were created in the past and still have historical significance.

In Kind – The provision goods, services, and transactions not involving money.

Project(s) – Project refers to the activity, program, initiative or event that will be delivered if the application is successful.

'Youth' – Youth or young people as an individual or a group aged between the 12 and 25 years.