



Queensland
Government



Fraser Coast
REGIONAL COUNCIL

Regional Arts Development Fund (RADF) Community Funding Program

2019/20 Guidelines

Round Two - Amended in response to COVID-19

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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.

‘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.

‘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.

1. What is the Regional Arts Development Fund?

The Regional Arts Development Fund (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.

The Queensland Government recognises local councils as key partners and co-investors in Queensland's arts and culture.

2. Arts Queensland RADF 19/20 Aims

- 2.1 Provide public value for Queensland communities.
- 2.2 Build local cultural capacity, cultural innovation and community pride.
- 2.3 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

3. Fraser Coast Regional Council RADF 19/20 Aims

- 3.1 Support locally produced arts and cultural activities that deliver value for our local community.
- 3.2 Provide opportunities for local communities to participate in arts and cultural activities.
- 3.3 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 and creative futures.
- 3.4 Foster resilience and adaptive use of digital solutions to enable ongoing delivery of arts and cultural programs, entertainment and learning resources.
- 3.5 Encourage safe, innovative initiatives to support mental wellness.
- 3.6 Enable our regional artists and creatives to play a key role in community engagement and support during isolation as a result of Covid-19.

4. Key Performance Outcomes

- 4.1 Development and delivery of diverse, exciting and accessible arts and cultural projects for, by and with local communities.
- 4.2 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.
- 4.3 Strategic arts and cultural projects that increase amenity, community pride and liveability of local areas.
- 4.4 Regional projects that deliver cross-regional, intrastate and/or international arts and cultural outcomes.
- 4.5 Professional, career and capacity development opportunities for local artists and arts practitioners.
- 4.6 Engagement with significant community groups including but not limited to, Aboriginal and Torres Strait Islander peoples, young people, seniors and people experiencing disability.
- 4.7 Recruitment of specialist expertise or professional arts experience to support, develop and /or produce arts and cultural outcomes.

4.8 Support individuals and organisations who wish to engage in professional growth through concept development, grant writing techniques, budgeting and project implementation.

5. Eligibility Checklist

To be eligible to apply, **individual** applicants must:

- a) Be an Australian citizen or permanent resident.
- b) Meet the legal age of 18 years, or properly constituted by a parent or guardian over 18 years old.
- c) Hold an Australian Business Number (ABN) or be auspiced by a not-for-profit, properly constituted incorporated body or individual with an ABN based in the local council area.
- d) Be an individual professional artist, emerging artist, arts practitioner, cultural worker or project coordinator who is based in the local council area, or those based outside the local council area are able to demonstrate how the project will directly benefit arts and culture in the local council area.

To be eligible to apply, **organisations** must be one of the following:

- a) An incorporated arts and/or cultural organisation based in the local council area, or those based outside the local council area are able to demonstrate how the project will directly benefit arts and culture in the local council area.
- b) An unincorporated organisation or not-for-profit, auspiced by an incorporated body, that are based in the local council area, or those based outside the local council area are able to demonstrate how the project will directly benefit arts and culture in the local council area.

In response to the impact of COVID19 and to provide extended support to our arts community to adapt their practices and encourage projects that foster connection and resilience, the eligibility has been extended to enable:

- a) Applicants who have received and acquitted a previous RADF grant within the 2019/20 financial year.
- b) Applicants who have an approved RADF grant in progress and need to reconsider project delivery and submit an amended or alternative proposal.
- c) Opportunity for applicants to utilise up to 25% or maximum of \$2,000 of their funding proposal to support the purchase of capital equipment e.g. webcams, audio video equipment that will support digital solutions.

6. Ineligible Projects

RADF will not support:

- 6.1 Amateur arts activities, except for professional services that add community benefit and value to proposed amateur arts activities.
- 6.2 Applicants who have failed to acquit previous RADF grants.
- 6.3 Projects for which arts workers are paid less than the recommended industry rates.
- 6.4 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.

- 6.5 Commercial advertising for an individual or organisation.
- 6.6 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.
- 6.7 Framing or freight for exhibitions, presentations or conferences unless sufficient support material is supplied outlining strategic plans for marketing and distribution. Funding for freight or framing should only contribute to a portion of the total grant amount requested.
- 6.8 Entertainment for events, unless there is a developmental aspect included.
- 6.9 Projects deemed to be for primarily commercial, fundraising or competition purposes including but not limited to prize money, prizes or trophies.
- 6.10 Publishing costs as it relates to the printing, marketing and distribution of collateral unless sufficient support material is supplied outlining strategic plans for marketing and distribution. Funding for publishing costs should only contribute to a portion of the total grant amount requested.
- 6.11 Purchase of capital equipment such as portable shade structures, machinery, vehicles, trailers, air conditioners, white goods, tables, chairs, or plant equipment of any kind. An exception to this in response to COVID-19 includes the opportunity for applicants to utilise up to 25% or a maximum of \$2,000 of their funding proposal to support the purchase of capital equipment e.g. webcams, audio video equipment that will support digital solutions.
- 6.12 General funding for organisations, including salaries and on-going related costs that are part of an organisation's core commercial operations.
- 6.13 Arts or craft workshops with arts and cultural service organisations that are part of the organisation's core commercial outcomes unless a professional artist or arts worker is employed to work with a group to apply their skills in an innovative way that results in an arts development outcome.
- 6.14 Accredited study, training or university courses that constitute the primary training of artists.
- 6.15 Insurance/Licences, including but not limited to public liability insurance, liquor licences, event permits etc.

7. Funding Terms

- 7.1 Applicants can only receive one (1) grant from RADF per 2019/20 round.
- 7.2 In 19/20 financial year, there will be two (2) RADF assessment rounds. Refer to Key Dates below for more information.
- 7.3 Council's RADF Liaison Officer can assist with project development and completion of the application form. Applicants must liaise with Council's RADF Liaison Officer regarding their project prior to submission.
- 7.4 All successful grant applicants are required to sign a Funding Agreement prior to funding being released.
- 7.5 The project must be completed and funds expended within six (6) 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.
- 7.6 Acquittals/Outcome Reports for successful projects are due 28 days after the project completion date.
- 7.7 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.
- 7.8 Successful applicants who do not have an ABN will be required to complete a [Statement by a Supplier Form](#) to indicate that the grant relates to a private recreational pursuit or hobby and not related to carrying on a business or enterprise.

- 7.9 As a condition of funding, successful applicants are required to actively and publicly acknowledge Fraser Coast Regional Council and Arts Queensland’s support in all published material associated with the funded activity. The funding agreement details the required acknowledgements. Funding recipients must ensure that the Queensland Government and Council’s positive reputation is maintained at all times.
- 7.10 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
- venue hire
- volunteer hours
- in-house marketing/design

8. Funding Categories

It is essential that all applicants contact Fraser Coast Regional Council’s RADF Liaison Officer to discuss their application prior to submission.

8.1 Creative Innovation – funds up to \$5,000

The Creative Innovation fund provides support to any arts and cultural project throughout the year with outcomes that align with RADF aims and key performance outcomes. This funding is designed to support a variety of activities, projects and programs. Creative Innovation encourages creativity and offers flexibility to applicants. Consideration may be given to applications seeking additional funding. A documented case outlining the project rationale for additional funding must be attached to the funding application together with a comprehensive project plan and related costs.

8.2 Creative Skills – funds up to \$3,000

The Creative Skills fund is for 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. Consideration may be given to applications seeking additional funding. A documented case outlining the project rationale for additional funding must be attached to the funding application together with a comprehensive project plan and related costs.

8.3 Creative Impact – funds up to \$15,000

The Creative Impact fund provides 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. 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 will support **one project** per financial year, subject to applications.

8.4 Creative Places – funds up to \$2,000

The Creative Places fund provides 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. Applications for Creative Places 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 or Regulatory Services directorate. Applications which do not have a current letter of support will not be considered.

8.5 Creative Future – funds up to \$3,000

The Creative Future Fund supports 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. Funding is available for up to 70% of the total costs which may include travel, accommodation and registration fees. This category does not cover accredited study, training or university courses - development periods exceeding one month.

9. Key Dates

Applications for all funding categories will be accepted year round, opening in November 2019. For administrative purposes, there will be two (2) closing dates and subsequent assessment to ensure efficient management of the program. RADF 19/20 funding supports activities between March 2020 and June 2021.

Applications open:

Monday 4 November 2019

Applications close:

Round 1 – Monday 13 January 2020 (for projects commencing from March 2020)

Round 2 – Monday 1 June 2020 (for projects commencing from July 2020)

Notifications:

Applicants will be notified of the outcome of their submission via email 6-8 weeks after applications close.

Quick Response:

- In response to the impact of COVID-19, quick response grants will now be accepted for grants up to a maximum of \$3,000.
- Quick response applicants will be notified of the outcome of their funding application via email within four (4) weeks from the date of submission.
- Applications over \$3,000 will not be eligible for quick response and will be added to the Round 2 funding timelines.

Payment:

RADF funds will be paid into the applicant's nominated account within 6-8 weeks of signed Funding Agreement.

10. Support Materials

If applicable to your application, the following support materials should be supplied to support your application:

- 10.1 One (1) eligibility checklist for the project, outlining all artist(s) and/or arts worker(s) involved.
- 10.2 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.
- 10.3 Up to three (3) letters of support which includes the contact details of the author.

11. RADF Advisory Committee

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. Committee members are selected for their expertise in the arts and/or their broad understanding of arts and culture in the region. The Committee assesses each application and provides recommendations for funding and provides independent advice to support the RADF program.

12. Assessment Criteria

All applications are assessed by the RADF Advisory Committee against Arts Queensland's selection criteria and the Fraser Coast Regional Council Guidelines for funding.

These criteria are to be addressed in your RADF grant application.

12.1 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.

12.2 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.

12.3 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.

12.4 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.

For further information please visit: <https://www.arts.qld.gov.au/regional-arts-development-fund>

13. Application Process

Council's Arts Officers will continue to coordinate the RADF program with recommendations from the RADF Advisory Committee and final approval from Council. Members of the RADF Advisory Committee are selected for their commitment to developing the cultural potential of the region and their professional expertise in arts and culture.

In 19/20 the application process is:

- a. 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.
- b. Council will undertake ongoing engagement and capacity building with the community, assisting applicants to identify and develop projects. Applicants are required to make contact with Council's RADF Liaison Officer prior to submitting an application.
- c. Council's grant programmes are based online. The application form can be previewed prior to commencement of the application, and a pdf file can be printed from the final (review) page once an application has been commenced. The online form is the only method for submitting an application. If an applicant does not have access to a computer, Council libraries can provide access to a computer and the internet and some initial guidance to enable access to the application form.
- d. Once an application has been started, a number of people within your organisation/project team can work on the application using the same login and password (only one person can be logged in at a time). Council's RADF Liaison Officer is available to provide advice and assistance regarding the application form. Contact information is contained within the application form.
- e. 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.
- f. Applications will initially be assessed by the Grants Officer and RADF Liaison Officer to confirm eligibility. If the grant round has not yet closed, and errors are identified, Council Officer's 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.
- g. After the Grant Round closes, the RADF Advisory Committee will be convened and assessment of applications will be undertaken. 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.
- h. Once Council has decided grant funds allocations, applicants will be advised of the outcomes. Unsuccessful applicants can seek feedback on how they can strengthen future applications. Directions on how to seek this feedback will be provided with the outcome advice.