

# REGIONAL ARTS DEVELOPMENT FUND GRANT GUIDELINES

## OVERVIEW

### Before you begin:

Please review the Regional Arts Development Fund (RADF) Grant Guidelines and discuss your RADF Project plans with the Douglas Shire Council RADF Liaison Officer prior to applying.

### Council RADF Liaison Officer:

E: [radf@douglas.qld.gov.au](mailto:radf@douglas.qld.gov.au)

T: 4099 9422

### Consider how your proposed project aligns to the:

- Objectives of RADF
- Categories of Funding
- Locally Identified Priorities

### Please note:

The assessment process may take up to three months after the closing date and this should be factored into the planning of your project.

Grants are highly competitive and endorsement will depend on available funds, the quality of applications and Council priorities.

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## Regional Arts Development Fund (RADF) Opens 1 March, 2025

May Assessment	Notification of Outcome	Earliest Project Start Date
For Applications received by 30 April, 2025	30 June, 2025	July 1, 2025
October Assessment	Notification of Outcome	Earliest Project Start Date
For Applications received by 30 September, 2025	30 November, 2025	December 1, 2025

## Regional Arts Development Fund (RADF) Closes 1 December, 2025

\*Applications submitted after 30 September 2025 will be considered in the 2026 assessment cycle

# WHAT IS THE REGIONAL ARTS DEVELOPMENT FUND (RADF)?

The Regional Arts Development Fund (RADF) is a collaborative initiative between the Queensland Government, through Arts Queensland, and eligible local councils across the state.

The fund underscores the importance of arts, culture, and heritage as essential elements that drive diversity, inclusivity, and regional strength.

For more information about other programs and opportunities offered by Arts Queensland, you can visit their website at [www.arts.qld.gov.au](http://www.arts.qld.gov.au).

If you have any inquiries specifically related to the Douglas RADF, you can reach out to the Arts and Culture Officer who is the designated RADF liaison officer for the Douglas Shire Council, by calling 07 4099 9422 or emailing [radf@douglas.qld.gov.au](mailto:radf@douglas.qld.gov.au)

## OBJECTIVES OF RADF

- Support local artists and arts and cultural activity to deliver value for local communities
- Provide opportunities for local communities to participate in arts and cultural activities
- Invest in locally-determined priorities delivered through arts and cultural activity
- Contribute towards current government priorities.

## WHAT DOES OUR LOCAL RADF PROGRAM LOOK LIKE?

Our local RADF program is delivered through a community grants program and Council initiated projects:

### RADF Community Grants Program for:

- Artists or arts and cultural workers for professional development activities, new works or projects that align with Council's identified local priorities
- Professional organisations and community groups for arts and cultural activities, projects or events that align with Council's identified local priorities

### RADF Council initiated projects for:

- Public Art & Placemaking – supporting the strategic development and delivery of public art and place making to the Douglas Shire
- Incubator programs for artists and creatives who are also Young people, First Nation people, People with disability
- Cross-regional and multi-Shire arts projects supported by the Regional Arts Services Network (RASN)
- RADF committee training and professional development

*Douglas Shire Council acknowledges the traditional Country of the Eastern Kuku Yalanji Peoples and the Djabugay Nation People of the coastal areas and rainforest of the Douglas Shire.*

*We recognise that these have always been and continue to be places of cultural and spiritual significance.*

*We acknowledge and cherish the important contribution made by Aboriginal and Torres Strait Islander people to the Douglas Shire community, and pay respects to their Elders – past, present and emerging.*



## CATEGORIES OF FUNDING

Applications for the 2025 RADF are open for the five categories tabled below:

<b>Access and Inclusion</b>	<p><b>OBJECTIVE:</b> To build on the region's creative identity and encourage diversity in the delivery of the RADF, this category is identified for creatives who are also First Nations, Youth (15-24), or People with disability.</p> <p>The RADF grant can support projects that demonstrate:</p> <ul style="list-style-type: none"><li>• Creative development of new works across all art forms - including visual arts, music, film, performance and cross-disciplinary practice</li><li>• Skills and professional development and capacity building of creatives identified within this category</li></ul> <p><b>Applications to this category can be funded up to 65% by the RADF with the remaining balance to be contributed as cash, in kind and/or sponsorship.</b></p>
<b>Building Community Cultural Capacity</b>	<p><b>OBJECTIVE:</b> To build community and cultural capacity and strengthen the region's creative ecosystem and output.</p> <p>The RADF grant can support projects that enable:</p> <ul style="list-style-type: none"><li>• Community groups and arts organisations to engage a professional artist/arts worker to facilitate arts development workshops or community projects</li><li>• The RADF grant 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.</li></ul> <p>This category is also open to Councils that wish to assume a co-ordination role for projects.</p> <p><b>Applications to this category can be funded up to 65% by the RADF with the remaining balance to be contributed as cash, in kind and/or sponsorship.</b></p>



<b>Concept Development - Public Art &amp; Placemaking</b>	<p><b>OBJECTIVE: To develop public art and placemaking project concepts to the implementation stage addressing:</b></p> <ul style="list-style-type: none"> <li>• Artistic merit and Innovation</li> <li>• Project plan and timeline</li> <li>• Budget and revenue model</li> <li>• Production and maintenance schedule</li> <li>• Risk assessment and mitigation</li> <li>• Engineering and certification requirements</li> <li>• Collaboration and partnerships</li> <li>• Community consultation plan</li> </ul> <p>This category is also open to Councils that wish to develop a public art or placemaking proposal.</p> <p><b>Applications to this category can be funded up to 100% by the RADF.</b></p>
<b>Cultural Tourism</b>	<p><b>OBJECTIVE: To support the development of our regions' cultural vibrancy, this category is open for projects and activities that focus on communities' locally distinct arts, culture and heritage.</b></p> <p>The RADF grant can support initiatives and activities that focus on:</p> <ul style="list-style-type: none"> <li>• Product development by professional artists, either as individuals or in partnership with individual community members or community groups</li> <li>• Creation of a new work, or body of work that reflects / connects our region</li> <li>• Exhibitions or cultural events delivered to the community</li> <li>• Marketing and development of a professional creative project</li> </ul> <p><b>Applications to this category can be funded up to 65% by the RADF with the remaining balance to be contributed as cash, in kind and/or sponsorship.</b></p>
<b>Regional Partnerships</b>	<p><b>OBJECTIVE: To 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 from RADF grants.</b></p> <p>The RADF grant can support projects that can demonstrate a partnership between:</p> <ul style="list-style-type: none"> <li>• Artists and local industry</li> <li>• Artists and community arts organisations</li> <li>• Artists and non-arts community organisations</li> <li>• Cross-Council collaborations</li> </ul> <p>This category is also open to Councils that wish to deliver cross regional projects or initiatives.</p> <p><b>Applications to this category can be funded up to 65% by the RADF with the remaining balance to be contributed as cash, in kind and/or sponsorship..</b></p>



## LOCALLY IDENTIFIED PRIORITIES

**Council's locally identified priorities are informed by community feedback during the development of Douglas Shire Council's Corporate Plan 2019-2024, the existing Arts Strategy 2017-2021, and the incoming Strategy for Arts, Culture & Creativity.**

Priority	Objective
<b>Connecting to Place</b>	<b>1</b> We elevate First Nations voices and storytelling, acknowledging and celebrating the sharing of their Culture through all modes of creative expression.
	<b>2</b> We support the development and promotion of cultural events and festivals that showcase First Nations art, performances, and traditions, providing platforms for community and visitor participation and engagement.
	<b>3</b> We embrace the multicultural essence, history and heritage of Douglas and the various identities and stories that help shape the region's sense of place as the region continues to grow and evolve.
	<b>4</b> We support and encourage projects that allow individual creatives to explore the diverse and evolving narratives that shape their own sense of place.
	<b>5</b> We encourage creative projects and initiatives that empower our communities to express their own unique connection to place particularly in relation to public art and placemaking.
<b>Vibrant Places &amp; Spaces</b>	<b>1</b> We prioritise the installation of dynamic and thought-provoking public artworks that enhance the cultural vibrancy and delivery of identity to our communities.
	<b>2</b> We raise the profile of Douglas as a creative community and destination, home to high calibre artists and creatives who are valued, recognised and supported.
	<b>3</b> We activate public spaces and strengthen cultural precincts to support vibrant, dynamic, and culturally rich spaces that attract and engage our community.
	<b>4</b> We support initiatives that utilise arts, culture and creativity to improve social connectivity, enhance local pride and encourage increased stewardship of the built or natural environment.
	<b>5</b> We seek projects and activities that support the development of accessible community spaces, cultural infrastructure, projects and events for arts creation, rehearsal and showcasing.

## LOCALLY IDENTIFIED PRIORITIES

Priority	Objective
<b>Eco-Creativity &amp; Sustainability</b>	<b>1</b> We recognise the significance of our landscape and World Heritage listed environment as a source of inspiration for artistic expression and community connection.
	<b>2</b> We position the region as a leader in eco-cultural activities to underscore council's commitment to supporting a resilient, sustainable economy that values its World Heritage listed environments.
	<b>3</b> We support environmentally conscious art events and experiences aligned with the region's eco-accredited status.
	<b>4</b> We support creatives that utilise sustainable artistic practises and activities that contribute to a more environmentally conscious society.
	<b>5</b> We acknowledge the transformative power of art to inspire positive change and activate creative solutions to local and global environmental challenges.
<b>Collaboration &amp; Advocacy</b>	<b>1</b> We pursue opportunities, strategic partnerships and external investment to develop and expand cultural infrastructure, assets, and experiences available to Douglas.
	<b>2</b> We strengthen the capacity and sustainability of local arts organisations and creative enterprises through capacity-building initiatives, collaborative projects and networking opportunities.
	<b>3</b> We strengthen Douglas' creative ecosystem by collaborating with and advocating for local designers, artists, creative entrepreneurs, artisans and cultural practitioners.
	<b>4</b> We foster and grow relationships with cultural tourism operators, community stakeholders, businesses, arts organisations, and with all levels of Government, to ensure arts, culture and creativity are platformed as essential components to a rich economy.
	<b>5</b> We pro-actively engage with these stakeholders to build strategic alliances that promote the arts, attract funding, influence policies, and secure resources and relationships beneficial to the creative economy in Douglas.

# ELIGIBILITY CRITERIA

<p><b>To be eligible applicants must:</b></p>	<ul style="list-style-type: none"> <li>• Be an individual, organisation or Collective/Artist Run Initiative</li> <li>• Have an active Australian Business Number (ABN)</li> <li>• Be based in the Douglas Shire or demonstrate how the project will directly benefit Douglas Shire arts and culture</li> <li>• Have satisfied the reporting &amp; financial requirements of previous Council funding</li> <li>• Not have already been awarded RADF funding in the same financial year</li> <li>• Have no overdue outstanding rates, fees, or debts with Douglas Shire Council</li> <li>• Be an Australian citizen or permanent resident – if applying as an individual</li> <li>• Be over 18 years of age or have their application co-signed by their legal guardian confirming they will take responsibility for managing the grant</li> <li>• Ensure the project or program activity commences after the date that Council advises outcome of the application for funding</li> </ul>
<p><b>Applications are considered ineligible if:</b></p>	<ul style="list-style-type: none"> <li>• Submitted after the closing date</li> <li>• Activities to be funded commence prior to funding announcement</li> <li>• The application form is altered in any way</li> <li>• The application form is unsigned</li> <li>• The applicant has failed to acquit previous RADF grants</li> </ul>
<p><b>What doesn't RADF support?</b></p>	<ul style="list-style-type: none"> <li>• Amateur arts activities except where a professional artist or arts worker is engaged to apply their skills deliver an arts outcome</li> <li>• Projects where arts workers are paid less than the recommended rates</li> <li>• School arts activities except where those activities form part of a broader project delivering arts to community or are part of professional arts development program</li> <li>• Framing or freight with the exception of up to 10% of assistance to cover presentation or freighting costs for significant exhibitions</li> <li>• Catering and entertainment costs for openings, exhibitions, events &amp; launches</li> <li>• Entertainment for events without a specific developmental outcome for artists</li> <li>• Competitions, prizes or eisteddfods &amp; accredited training or university courses</li> <li>• Publishing and printing costs with the exception of significant projects or exhibitions where up to 10% of printing and presentation costs may be funded</li> <li>• Purchase of capital items including equipment, buildings or vehicles except where purchases are considered to be integral to the project and will remain available for community use</li> <li>• Ongoing operational expenses or workshops facilitation that forms the core business of with arts and cultural organisations</li> </ul>



## ARTIST ELIGIBILITY

### To be eligible for RADF funding, applicants must meet the Artist Eligibility criteria

A separate Eligibility Checklist must be completed by each artist who will be paid salaries, fees or allowances from the RADF grant. This checklist is for the applicant only. If you have additional artists engaged in your project, you will need to upload a separate checklist for each artist with your application.

The purpose of the RADF Program is to support professional and emerging professional artists and arts workers to practise excellent art for and with communities for mutual development.

This checklist has been developed to ensure that the status of artists as 'professional' and 'emerging professional' is clearly identified.

The applicant responses to the questions below determine their status as an artist in regard to the RADF Program.

You need to tick any three or more of the artistic merits below to qualify as an artist with a professional or emerging professional status. If you cannot select a minimum of three of the artistic merits, you do not meet the eligibility requirements as a professional or emerging artist who can be funded by the RADF program. In this case please contact your local RADF Officer to discuss alternative funding sources to support your arts activity/project

#### Artist Eligibility Checklist - Applicant must tick at least three artistic merits:

- ☐ I have professional arts and/or cultural qualifications
- ☐ I have an Australian Business Number (ABN) and have provided this.
- ☐ I have devoted significant time to arts practice.
- ☐ I have been recognised as a professional by peers.
- ☐ I have held public exhibitions or given public performances (not as part of a competition).
- ☐ I have work held in public collections.
- ☐ I have won important national and/or international prizes or awards.
- ☐ I have held public discussions and/or have had articles written about my work.
- ☐ I have been commissioned or employed on the basis of art skills and/or earning income from sales of art work
- ☐ I am a member of a professional association (or associations) as a professional artist.
- ☐ I am an artist whose artistic or cultural knowledge has been recognised as professional by peers or the cultural community.
- ☐ I am an artist whose artistic or cultural knowledge has developed through oral traditions.

# ASSESSMENT

Applications are assessed in the context of locally determined priorities against four equally-weighted criteria tabled below:

QUALITY	THINGS TO CONSIDER IN THE LOCAL CONTEXT
<p>Produces or contributes to high quality arts and cultural initiatives for local communities.</p>	<ul style="list-style-type: none"> <li>Who will deliver particular projects or activities?</li> <li>Provide evidence of the quality of their work.</li> <li>The types of outcomes expected from the projects and activities and how these are important in the local context.</li> <li>How the projects or activities will provide high quality experiences for the local community and/or build the capacity of the local arts sector.</li> <li>Any innovative aspects of proposed project or activities.</li> <li>How it is innovative for the particular Council or community?</li> </ul>
<p>Proven capacity to effectively support and deliver arts and cultural services.</p>	<ul style="list-style-type: none"> <li>Evidenced track record of delivering high quality arts and cultural initiatives.</li> <li>How the proposed program of activities will build on past performance</li> </ul>
REACH	THINGS TO CONSIDER IN THE LOCAL CONTEXT
<p>Provides access to, and engagement in, arts and culture for diverse communities, practitioners, participants and audiences.</p>	<ul style="list-style-type: none"> <li>Who in the community will be engaged through the proposed program of activities?</li> <li>How does the proposed program of activities respond to diversity within the community?</li> </ul>
<p>Evidence of local demand for proposed program/s.</p>	<ul style="list-style-type: none"> <li>How does the proposed program of activities respond to local arts and cultural priorities and any other broader Council or community priorities?</li> <li>How do you know there is demand for the proposed program of activities?</li> <li>How do you know the proposed program of activities responds to local needs and interests?</li> </ul>
<p>Demonstrates community and stakeholder involvement in RADF priority setting, decision making and evaluation.</p>	<ul style="list-style-type: none"> <li>How did you arrive at the proposed program of activities (including how engagement with community stakeholders and results of evaluation and data collection informed your idea)?</li> </ul>

IMPACT	THINGS TO CONSIDER IN THE LOCAL CONTEXT
Demonstrates cultural, artistic, social or economic returns on investment.	<ul style="list-style-type: none"> <li>• What cultural, artistic, social or economic value/outcomes do you expect your activity will contribute to the community?</li> <li>• How will you aim to communicate the public value of your RADF activities in the community?</li> </ul>
Supports one or more of the Queensland Government objectives for the community including: safeguarding our health, supporting jobs, backing small business, making it for Queensland, building Queensland, growing our regions, investing in skills, backing our frontline services, protecting the environment.	<ul style="list-style-type: none"> <li>• Which Queensland Government objective(s) does the proposed program of activities make the strongest contribution to and how?</li> </ul>
VIABILITY	THINGS TO CONSIDER IN THE LOCAL CONTEXT
Evidence of good planning for strong governance and management of your project at a local level.	<ul style="list-style-type: none"> <li>• Demonstrates value for money, sound governance, and ethical business practices, including paying amount not less than industry award rates, recommended or agreed minimum rates, and adhering to cultural protocols.</li> <li>• Proposed activity has a strong delivery plan including understanding potential risks and their management</li> <li>• Will contribute to the sustainability and growth of the arts</li> <li>• Processes are in place to ensure transparent and effective management including monitoring of outcomes?</li> </ul>
Evidence of partnership-capacity with partners, including business and government.	<ul style="list-style-type: none"> <li>• Information about any local partnerships that will contribute to delivery of the proposed program of activities.</li> <li>• How will the proposed activities leverage off other local projects, programs and events.</li> </ul>

## Who assesses the RADF applications?

Applications are assessed by the RADF Advisory Committee - an independent advisory committee to Council comprised of five community representatives that reflect the diverse arts and creative communities of Douglas. In addition to community representatives, the RADF Advisory Committee also features two positions open to Mayor and Councillors.

The RADF Advisory Committee are selected for their expertise in the arts and their understanding of developing the creative industries in the region. Their appointment is by application.

RADF Advisory Committee members and Councillors are required to declare conflicts-of-interest at the commencement of any meetings and are required to withdraw from the meeting and decision making and discussions around the application.



# APPLICATION

## Before you begin:

Please review the 2025 RADF Program Guidelines and discuss your RADF Project plans with the Douglas Shire Council RADF Liaison Officer prior to applying.

## Douglas Shire Council RADF Liaison Officer:

E: [radf@douglas.qld.gov.au](mailto:radf@douglas.qld.gov.au)

T: 4099 9422

## Consider how your proposed project aligns to the:

- Objectives of RADF
- Categories of Funding
- Locally Identified Priorities
- Eligibility Criteria

## Please note:

The assessment process may take up to three months after the closing date and this should be factored into the planning of your project.

Grants are highly competitive and endorsement will depend on available funds, the quality of applications and Council priorities.

## Guidelines and forms you'll need to complete an application:

2025 RADF Grant Guidelines

Application Form

Budget Guidelines

Acknowledgement Guidelines

Arts Queensland Cultural Engagement Framework

Expectations of RADF Applicants

RADF FAQ's

If your proposal involves First Nations arts, cultures and communities, you will be required to provide evidence of proper consultation, consent, and permission from appropriate community representatives. Please read the Cultural Engagement Framework for guidance on working with Aboriginal and Torres Strait Islander arts and cultures.

## Lodging the Application

Your application must be received by Council by midnight of the closing date for the round (not postmarked the closing date).

**Late applications will not be assessed.**

## Lodging by email:

[enquiries@douglas.qld.gov.au](mailto:enquiries@douglas.qld.gov.au)

## Lodging by post:

Douglas Shire Council

PO Box 723 Mossman Qld 4873

## Lodging in person:

Douglas Shire Council

64-66 Front St Mossman Qld 4873

**Applicants will receive an acknowledgement email within five working days of the closing date.**

## Accessibility

If you do not have your own computer, you can access a computer at any of Council's libraries at no cost.

Accessibility is important to us. If you need this information in another format please let us know.

TTY – National Relay Service

A 24-hour national relay service offers an over-the-phone solution for people who are deaf or have a hearing or speech impediment:

TTY and Voice: 133 677

Speak and Listen (SSR): 1300 555 727

SMS Relay: 0423 677 767

Translating and Interpreter Service (TIS)

Interpreter assistance is available in 160 languages and dialects. To use an interpreter, please phone 131 450.

# BUDGET

## Available Funding

Eligible applicants may apply for up to \$5,000 (GST Exclusive) for their RADF project.

The scale of Council's investment in each RADF partnership is dependent on the funds available to the RADF program, the RADF Advisory Committee's funding recommendations, and the endorsement by the Mayor and Councillors at an Ordinary Council Meeting.

Applicants cannot be guaranteed funding nor guaranteed to receive the full amount requested.

## Project Budget

Applications are assessed on their capacity to demonstrate sound financial planning, partnership capacity and it is compulsory to include a comprehensive budget using the template on the application form.

- Ensure your budget estimates are as accurate as possible - inflated budget claims may affect the funding decision for your activity
- Account for all costs of your activity - expenses and income; monetary and voluntary, this includes all items listed in the income column as in-kind
- List all forms of income, including any in-kind, and other grants you have applied for
- Mark an asterix (\*) beside grants which have already been approved
- Indicate the amount of the RADF grant that will go towards any expenditure in the column RADF Component Column
- The project budget table is to include the cash/financial component only
- The value of in-kind assistance is to be recorded in Project Partnerships – Non Financial (In-kind) Component table
- Indicate the amount of the RADF grant that will go towards any expenditure in the column titled RADF Grant Breakdown
- In the space provided, include the total amount you are seeking from RADF as income
- Ensure the income and expenditure columns balance

Recommended rates of pay on the National Association for the Visual Arts (NAVA) website <https://visualarts.net.au/code-of-practice/> is a useful guide when considering artists' fees in your project budget.





# PROJECT PLANNING & SUPPORT MATERIAL

IMAGE CREDIT:  
Tourism Tropical North Queensland

## Project Planning

It is mandatory that all applications include evidence of appropriate project planning including:

- Project Overview - Summary of the project's purpose, objectives, and scope
- Timeline - Schedule with key milestones and deadline
- Budget - Itemised financial plan covering expenses, potential funding sources, and quotes
- Risk Assessment
- Workplace health and safety protocols
- Public Liability Insurance
- Evidence of Working with Children checks (where a project engages with children and young people up to 18 years)

## Support Material

Applicants are required to submit support material. As this material is generally not returned please provide copies (and keep the original). Please ensure that your name and address are included on all support material provided.

### The following documents are required for all RADF applications:

- Public Liability Certificate of Currency
- A current CV for all arts or creative professionals involved in the project
- Support material (for individual applicants)
- Quotes for all items requesting funding
- Letter of confirmation from key venues, such as galleries, community halls, & creative spaces, involved in the project
- Letters from creative professionals and collaborators, arts and cultural organisations, and/or members of your project's specific target groups that provide relevant comments in support of your application.

**The RADF Liaison Officer can assist applicants to ensure support material meets assessment requirements. Additional support material may be requested by the RADF Liaison Officer, RADF Advisory Committee and Council.**



# ACQUITTAL AND ACKNOWLEDGEMENT INFORMATION

## Acquittal Requirements

RADF required that Project Outcome Reports be submitted by all RADF grant recipients once funded activities are completed.

There are two types of Outcome Report, depending on the activity carried out:

- Professional/Career Development Activities
- Public Projects and Activities

## Acknowledgement Information

All RADF funded activities must acknowledge the Queensland State Government and Douglas Shire Council in all promotional material.

### Acknowledgement Text for RADF:

The Regional Arts Development Fund is a partnership between the Queensland Government and Douglas Shire Council to support local arts and culture in regional Queensland.

### Logos

The Queensland Government logo and style guide may be downloaded from [www.arts.qld.gov.au/aq-funding/acknowledgement](http://www.arts.qld.gov.au/aq-funding/acknowledgement).

Douglas Shire Council's logo will be emailed by the RADF Liaison Officer in the style and colour to complement promotional material.


## Further Information

Arts Queensland's Arts Acumen Initiative has a suite of resources to assist applicants complete funding applications, including general tips for applying, budget samples and helpful checklists, available at:


[www.arts.qld.gov.au/arts-acumen/resources](http://www.arts.qld.gov.au/arts-acumen/resources)

### All applications seeking RADF investment are subject to:


- Information Privacy and Right to Information;
- Processes for feedback and review of decisions;
- Agreements and contracts, acknowledgements, reporting and acquittal requirements for successful applicants.




# ARTSCAPE



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