

# RADF FAQ'S

## Here are some frequently asked questions on the RADF Program:

(Please remember, you may contact the RADF Liaison Officer for assistance with your RADF grant application).

### How do I complete the RADF grant application form?

#### 1. Ask yourself these key questions when developing your activity:

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?

#### 2. Your application should give a snapshot of a potentially successful activity. All information required is requested on the form, so:

Research thoroughly, prepare accurately and honestly, provide all information on the official RADF Grant Application Form, and describe your activity in terms that relate to Council's Locally Identified Priorities.

#### 3. Brief and clear support material strengthens your application. Include only relevant support material, such as:

a CV must be attached for each professional or emerging professional arts worker receiving RADF support

letters of support from groups who will benefit

letters of support from project partners, a community Elder, workshop leader, gallery owner

quotes from tradespeople, publishers or other businesses cited in your budget

Support material is generally not returned, so:

provide copies (and keep the original)

explicitly request the return of certain material (e.g. slides)

arrange for the Committee to view the original.

make sure that your name and address are included on all support material

#### 4. Sign your application.

Unsigned applications are not eligible for funding. Keep a copy of your completed application. If your application succeeds, you will use it when you prepare your outcome report at the end of the activity.

#### 5. If you are employing others, think of using employment contracts.

For advice and examples, contact Arts Law Centre on (02) 9356 2566; Toll Free: 1800 221 457; email [artslaw@artslaw.com.au](mailto:artslaw@artslaw.com.au) or visit [www.artslaw.com.au](http://www.artslaw.com.au)

#### 6. Do not staple or bind your application as it will be photocopied for assessment.

#### 7. Please be aware that the RADF Advisory committee may want more information or support material.

Usually you will have only a short time to respond, so it is important to provide correct contact details on your application form.

#### 8. What happens if there is a dispute regarding my project or I would like feedback on an unsuccessful application?

Applicants have the right to request a meeting with the RADF Liaison Officer to get feedback about their application or to see minutes of assessment meetings where relevant.

Where further action is required, contact the Dispute Resolution Centre through the Department of Justice and Attorney General. Further information is available from [www.justice.qld.gov.au](http://www.justice.qld.gov.au) or T: 13 74 68

# RADF FAQ'S

## What is the RADF Advisory Committee looking for in an application?

**RADF Committees are required to use a series of resources provided by Arts Queensland when assessing applications. They will look for activities that:**

- will develop the paid artist's professional career
- will increase the sustainability of creative communities
- will benefit their community
- align with local and/or regional plans
- align with state government priorities

**All applications are judged on merit with RADF Advisory Committee decisions based on:**

- the objectives of RADF
- the RADF funding categories objectives
- the eligibility criteria
- Council Locally Identified Priorities
- Council's Corporate Plan
- Council's available RADF budget for each round

## What is a CV (curriculum vitae)?

Your CV or résumé is a summary of your career that you send to an employer when applying for a job or to a funding body as part of your application for funding.

Presentation is important. It should:

- have a well-designed front page
- be printed in a commonly used font with clear headings
- be on A4 white paper, stapled – not spiral bound – for ease of photocopying
- be no longer than four pages, preferably two.

## Your CV should:

- be up-to-date in all personal and professional details
- show the important information on the first page
- start at the current year and work backwards to build a history of your employment or experience.
- Include the following information:
  - your contact details
  - education and qualifications
  - current employment status
  - recent employment history
  - community involvement
- awards, grants, achievements, exhibitions, performances, screenings, publications, committee and professional memberships (don't use abbreviations or acronyms)
- the names of at least two referees

# RADF FAQ'S

## Some tips for success:

- Think about what your CV says – whether it is easy to read and how it is ordered.
- Be dynamic in how you present your work history and skills.
- Describe yourself in positive language.
- Remember, you get only one chance to make a good impression.
- Avoid the use of acronyms, jargon and unnecessary language and use the spelling and grammar check before submitting.
- Explain your project or proposal in simple language; who, what, where, why, when.
- Make sure you are clear about which parts are confirmed, and which are still in negotiation.
- Explain your contingency plans if unconfirmed parts need to change. Assume that the assessors know nothing about who you are or your project and explain everything clearly.
- Make sure your budget balances (total income = total expenditure). It is often helpful to complete the expenditure side of the budget first. Then you can insert your anticipated revenue and the difference between expenditure and revenue will be the amount you need government to invest in your project.
- Consider word limits and adhere to them – be concise.
- Provide support material that is relevant – again, be concise.
- Make sure you evidence demand for your proposed activity. Provide proof that your project is important and needed. This could be an email from a group you are working with expressing the demand for the project.
- Get someone unrelated to the project to read your application to make sure it is clear.
- Please refer to Arts Acumen webpage for more tips on preparing your application

## Do I have to complete a budget?

Yes. You must include a comprehensive budget using the template on the application form. You must: 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.
- Ensure you list all forms of income, including any in-kind, and all other grants you have applied for. Mark an asterisk beside grants which have already been approved.
- 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.

If you are registered for GST, Council will pay the grant, plus GST (10%) if your application is successful.

## For more information on GST:

GST or PAYG call the ATO on 13 24 78 or visit the website [www.ato.gov.au](http://www.ato.gov.au)

For detailed information on how to complete your budget, you should refer to the Arts Acumen Grant Writing Support Resources on the Arts Queensland website <https://www.arts.qld.gov.au/arts-acumen/grant-writing-support> for guidance.

# RADF FAQ'S

## What do I do with my completed application?

After completing your RADF Application Form and attaching all relevant support material, you must lodge your application with your Council's RADF Liaison Officer by the advertised closing date.

## What happens next?

Once the funding round has closed, the RADF Liaison Officer copies, collates and sends all applications (plus assessment sheets) to the RADF Advisory Committee for assessment.

## What happens if I am successful?

If you are successful, before you receive your grant money and begin your activity, you will receive from Council: two copies of a RADF Letter of Offer specifying what the funding is being allocated for and any special conditions that may apply to your application

- One copy is for you to sign and return\*
- One copy is for you to keep for your reference

## Next:

1. Complete all relevant forms you have to complete and return for the release of funds\*
2. All relevant information you need to acknowledge the State Government and Council who are providing the grant.
3. (\*No funds will be released until you sign and return all relevant documents to your RADF Liaison Officer).
4. The RADF Advisory Committee may ask for special conditions of funding to be included in your contract. These must be met through your funded activity.

## Some conditions of grant are common to all RADF recipients, such as:

- Wherever possible, all funded activities must begin within the financial year of the receipt of funding grants can be withdrawn if an activity is unduly delayed — you will need to reapply in the following year
- Your acknowledgement of RADF funding in all publicity about your activity and as part of the outcome
- Requesting approval from the RADF Advisory Committee for any changes to your application.
- Other conditions may be developed by your Council, such as:

1. More information and/or evidence of the community need for a proposed workshop
2. More information and/or evidence that individuals cited as being involved in an activity have been contacted, have given consent and are available

## Can I alter my application after funding has been allocated?

Sometimes circumstances change and you cannot carry out your activity exactly as described in your application. When this happens, you MUST:

- Notify the RADF Committee through the RADF Liaison Officer in writing or by email receive approval of any change before beginning your activity.

## The RADF Advisory Committee can either:

- Approve the changes
- Request that you complete a new application form
- Ask you to return the funds and re-submit your application in the next round.