

6.14. RADF ROUND ONE 2023-24 FUNDING RECOMMENDATIONS

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DEPARTMENT	People and Community Services
RECOMMENDATION	

That Council:

1. Ratifies the RADF Committee funding recommendations for six applications totalling \$29,900 (exc.GST) in funding detailed in Table 3;
2. Ratifies the funding for three applications totalling \$14,950 detailed in Table 4;
3. Ratifies the RADF Advisory Committee recommendation for amendments to RADF Projects carried over from 2021-22 round detailed in Table 5.

EXECUTIVE SUMMARY

Council's 2023-2024 Regional Arts Development Fund (RADF) Local Grants Program opened on 1 August 2023, and closed on 26 September 2023, at 4.30pm.

Nine applications were received for the grants program totaling a requested amount of \$44,850 in funding.

The RADF Advisory Committee met for an Assessment Meeting on 9 October 2023. After that assessment review the RADF Advisory Committee recommended that six of the applications receive full funding.

The committee was not in agreement about the remaining three applications, and these are before Councilors for final determination.

There is a total funding budget of \$122,844 inclusive of unexpended funds for the 2021-2022 and 2022-2023 years rolling over to the 2023-2024 year. These funds will be dispersed across a range of Council Initiated RADF Projects, First Nations Identified RADF Arts Grants and a Second Round of RADF opening in February 2024.

This report is before Council for:

1. Final determination of the RADF Round One 2023-2024 Applications, considering the advice of the RADF Advisory Committee and Arts & Culture Officer.
2. Ratification of the RADF outstanding projects 2021-2022, considering the advice of the RADF Advisory Committee and Arts & Culture Officer.

BACKGROUND

The Regional Arts Development Fund (RADF) is a Queensland Government and Local Government partnership to support local arts and culture in regional Queensland. RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. RADF invests in local arts and cultural priorities, as determined by local communities.

COMMENTS

The 2023-2024 RADF round opened Tuesday 1 August 2023 and closed at 4:30pm 26 September 2023. The round was open for local grant projects requesting a maximum of \$5,000 (exc. GST).

The round was advertised in the local media, on Council's Website and Facebook page, through the RADF Advisory Committee and networking channels, posters and digital signage in the library and Council buildings and emails were distributed to community, and arts and cultural networks.

A RADF Advisory Committee meeting was held on Monday 9 October to review applications and make recommendations for funding. The current RADF Advisory Committee comprises three members of the community and one elected Councillor Abigail Noli with the RADF Liaison Officer standing in as Chair. Committee members are required to comply with the RADF Committee Handbook and RADF 2023-2024 Grant Guidelines.

Committee members declare personal interests, or conflict of interests, in any applications at the start of the assessment meeting, and do not contribute to that application's assessment score. One committee member declared conflicts of Interest and was excused from assessing those applications. One committee member was unable to attend the assessment meeting in person and joined the assessment meeting by phone.

Six of the nine applications have been recommended for full funding by the RADF committee. Of the remaining three applications, the following determinations were made:

Table 1.

Applicant	Project Name	Assessor	Score
Barbara Malarski	Green Medicine	Sabine Hoeng Lynda Irvine Jill Chism Abigail Noli	0 3 conflict declared 5
Low Isles Preservation Society	Maritime Museum Feasibility Study	Sabine Hoeng Lynda Irvine Jill Chism Abigail Noli	N,0 Y,5 N,0 Y,5
Cherylene Brooks	Affirmations	Sabine Hoeng Lynda Irvine Jill Chism Abigail Noli	N,0 Y,5 N,0 Y,5

Applications are required to articulate delivery against RADF objectives and assessment criteria including quality, reach, impact and viability in the local context and align to the identified arts and cultural priorities of Council.

A summary of each project's eligibility and alignment to Council identified local priorities is described in the table below:

Table 2.

Project Name	RADF Eligibility Criteria	Project Alignment to Locally Identified Priorities	Officer Comment
Green Medicine	Eligible per RADF Guidelines	Theme 1 Access Theme 2 Support & Development Theme 3 Making Place Theme 4 Recognising Heritage	The funding would support the applicant's professional development in writing and podcasting. Where First Nations knowledge is referenced, the applicant needs to ensure all Cultural protocols are followed, and the First Nations representation is from the Douglas region. Reference: Arts Queensland's 'Cultural Engagement Framework' (as attached)
Maritime Museum Feasibility Study	Eligible per RADF Guidelines	Theme 1 Access Theme 2 Support & Development Theme 3 Making Place Theme 4 Recognising Heritage	The funding request is appropriate and would deliver pivotal funds to develop a visionary project for Douglas. The project has wide-ranging support from State and Local Stakeholders.
Affirmations	Eligible per RADF Guidelines	Theme 3 Making Place Theme 4 Recognising Heritage	The funding request is appropriate for the professional delivery of the proposed book concept that captures a unique time in the region's history.

TO NOTE:

1. The RADF Advisory Committee terms of reference and RADF guidelines are being reviewed preceding round two of RADF fund opening in 2024.
2. Nominations for additional RADF Advisory Committee positions opened 1 October 2023 and close 31 December 2023.

PROPOSAL

1. The proposal is for Council to ratify the RADF Committee's funding recommendations for six applications totalling \$29,900 (exc.GST) in funding for the following projects:

Table 3.

Applicant	Project Title	Project Description	Funding Requested
Low Isles Preservation Society	Museum Inventory & Assessment	Arrange & record oral histories and museum items	\$5,000
Tim Ellis	Bee Concerned	Digital Projection Artwork for Carnivale	\$5,000
Anastasia Klose	For Thy Sake I In Love Am Grown	Exhibition & Performance at Northsite Gallery Cairns	\$5,000
Pamela Willis Burden	Beneath Tropic Skies Pt 3	Book Research	\$4,900
Tropical Queensland Oratorio Society	Christmas Classical Music Concert and Performance	Choir Solo soloists performing carols, sacred music and excerpts from Handel's Messiah	\$5,000
Jill Chism	Remnants	Retrospective Exhibition at Northsite Gallery	\$5,000

2. The proposal is for Council to determine and ratify the funding for the remaining three projects:

Table 4.

Applicant	Project Title	Project Description	Funding Requested
Low Isles Preservation Society	Maritime Museum Feasibility Study	Conducting a feasibility study for establishing a maritime museum in Port Douglas	\$5,000
Cherylene Brooks	Affirmations	Historical Book on Port Douglas Community circa 2004 Development	\$4,950
Barbara Malarski	Green Medicine	Podcast Development	\$5,000

3. The proposal is for Council to ratify the RADF Advisory Committees recommendation for the following amendments to RADF Projects carried over from 2021-22 round.

Table 5.

Applicant	Project Title & Request Correspondence	Amendment Request	Recommendation
Bill Wilkie	Cane Doc ID #1189567	Extension of project delivery to December 2023	Grant Extension
Victoria Lees	Vortibles Doc ID #1189571	Alter project from Vortibles installation to instead create a new project 'UFO' installation & Website rebuild	As the project is completely altered, the recommendation is for Victoria to rescind the original grant and re-apply in the next round.

FINANCIAL/RESOURCE IMPLICATIONS

The costs associated with running the round one 2023-2024 RADF program have been provided for in the RADF program and budget supplied to Arts Queensland as part of the Arts Queensland funding agreement that was rolled over by deed variation to 2023-2024.

Total funding available for Council's 2023-2024 RADF program is \$122,844 inclusive of unexpended funds for the 2021-2022 and 2022-2023 years rolling over to the 2023-2024 year. These funds will be dispersed across a range of Council initiated RADF projects, First Nations Identified RADF Arts Grants and a second round of RADF opening in February 2024.

The RADF Liaison Officer is responsible for administering the RADF program and reporting to Council. The RADF Advisory Committee is responsible for assessing applications after the RADF round closes. A Council officer will be responsible for transferring funds to successful applicants on the return of signed funding agreements.

RISK MANAGEMENT IMPLICATIONS

The risks in relation to allocating public money through the RADF program are:

1. The failure to acquit funds.

Risk management procedures in relation to outstanding RADF outcome reports consist of the following:

- Requests for extension of project timelines and/or outcome report deadlines are to be submitted in writing to the appropriate Council officer;
- Council grants extensions of project timelines and/or outcome report deadlines on a case-by-case basis when such requests are deemed to be justified; and
- A Council Officer contacts grantees who have obtained extensions on projects on a regular basis to monitor progress.

At times grantees may face circumstances beyond their control which impact on project timelines so Council officers will try to support artists and organisations in such situations to achieve the original outcomes of awarded projects.

2. Conflict

There may be a risk of conflict arising between applicants, the RADF Committee, Council staff, or elected members. Applicants will be encouraged to contact the Council officer about any disagreement or conflict with the grant application.

Applicants will have the right to request a meeting with Council staff or RADF Committee to obtain feedback about their application or to view the minutes of assessment meetings.

To mitigate this risk minutes will clearly document RADF comments as to why an application should or should not be funded, with suggestions on where an application could be improved for future submissions.

A conflict resolution process will be included and reviewed in the RADF program guidelines, RADF advisory committee terms of reference & handbook.

SUSTAINABILITY IMPLICATIONS

Economic:	The RADF program supports arts and cultural activities that provide public value for the Douglas Shire community, builds local and cultural capacity, cultural innovation, and community pride.
Environmental:	Nil
Social:	The RADF program supports arts and cultural activities that provide public value for the Douglas Shire community, builds local and cultural capacity, cultural innovation, and community pride.

CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE

This report has been prepared in accordance with the following:

Corporate Plan 2019-2024 Initiatives:

Theme 1 - Celebrating Our Communities

Douglas Shire Council embraces the diversity of our communities and values the contribution that all people make to the Shire. We recognise that it is a core strength of the region. We acknowledge our past so that it may guide us in the future. We recognise the wrongs done to our Indigenous community and we actively seek to reconcile so that we may all benefit from and enjoy our Shire. We acknowledge early European settlers who forged an agricultural base for our economy, and we welcome all new arrivals as part of our broader community.

Goal 1 - *We will celebrate the diversity of our community and ensure that all infrastructure, programs, and services are underpinned with inclusiveness and accessibility.*

Goal 2 - *We will deliver programs and services that protect and enhance the liveability of our beautiful Shire.*

Goal 4 - *We will promote arts and cultural programs and events that bring vibrancy to the community and compliment the tourist experience.*

Operational Plan 2023-2024 Actions:

Legislative requirement.

COUNCIL'S ROLE

Council can play a number of different roles in certain circumstances, and it is important to be clear about which role is appropriate for a specific purpose or circumstance. The implementation of actions will be a collective effort and Council's involvement will vary from information only through to full responsibility for delivery.

The following areas outline where Council has a clear responsibility to act:

Advocate	Council makes representation on behalf of the community on important issues, funding opportunities, projects and programs. Council will use its influence to seek the best outcomes for the community.
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Facilitator	Council often brings stakeholders together on important issues, projects or for service delivery. In this role, Council can act as a mediator, connector, collaborator or initiator.
Funder	Council often partly funds services, events or community organisations through grants, donations, subsidies and in-kind support. Council will apply robust governance to ensure that such funding is fair and appropriate.

CONSULTATION

Internal:	Council Workshop 24 October 2023
External:	RADF Advisory Committee, Arts Queensland, RADF Officers Network

COMMUNITY ENGAGEMENT

Engagement was conducted with the RADF Advisory Committee to determine suitability of the 2023-2024 community grant program funding amounts and via the RADF Program Guidelines and Eligibility Criteria per the Arts Strategy and Arts General Policy.

ATTACHMENTS

1. RADF 2023-2024 Grant Guidelines [6.14.1 - 29 pages]
2. 2023 RADF Barbara Malarski Green Medicine Assessment [6.14.2 - 4 pages]
3. 2023 RADF Cherylene Brooke Turner Affirmations Assessment [6.14.3 - 4 pages]
4. 2023 RADF Low Isles Preservation Society Maritime Museum Feasibility Study Assessment [6.14.4 - 4 pages]

RADF GRANT PROGRAM GUIDELINES

2023 - 2024

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

THE COVER ARTWORK IS TO BE REMOVED AND REPLACED WITH
IMAGERY CONSISTENT WITH OTHER COUNCIL DOCUMENTS



Table of Contents

Before starting an application	1
What is the Regional Arts Development Fund (RADF)?	1
Purpose	1
Objectives.....	2
What does our local RADF program look like?	2
Council initiated projects.....	2
Local RADF grants program	2
What are our local priorities?.....	2
Theme 1 - Access	2
Theme 2 - Support and Development	3
Theme 3 - Making Place	3
Theme 4 - Recognising Heritage.....	3
Am I eligible to apply for a RADF grant?.....	3
What doesn't RADF support?	4
What are the categories of funding?.....	5
1. Developing regional skills	5
2. Building community cultural capacity	5
3. Cultural tourism.....	5
4. Contemporary collections/stories	6
5. Regional partnerships.....	6
6. Concept development	6
How much can I apply for?	7
When should I apply?	7
How do I apply?	8
Project budget and project partnerships	8
Support material	9
Artist details	9
Examples of previous work.....	9
Letters of Support/Confirmation	9
Evidence of project planning	9
What do certain terms used in the application and guidelines mean?	10
Public Value	10

Outcome.....	10
Evidence of demand	10
Return on investment.....	10
How do I address the assessment criteria?	11
Quality	12
Reach	12
Impact.....	13
Viability.....	13
How do I lodge my application?	14
How are applications assessed?	14
What is a RADF Liaison Officer?	15
What is a RADF Committee?	15
How is the RADF Committee selected?	15
Will I be offered less than what I have requested?	15
If I am successful to RADF, may I apply to other Arts Queensland investment programs?	15
What is the funding process?	15
What are the reporting/acquittal requirements?	16
How do I acknowledge the funding?	17
Acknowledgement Text for RADF.....	17
Logos	17
What else do I need to know?.....	17
Where can I find help to complete my application?	17
Contact details and further RADF information:.....	17
Before lodging an application.....	18
What should I do before I complete an application form?	19
How do I complete the RADF grant application form?.....	19
What is the RADF Committee looking for?.....	20
What is a CV (curriculum vitae)?	20
Do I have to complete a budget?	21
What do I do with my completed application?	22
What happens next?	22
What happens if I am successful?	23
Can I alter my application after funding has been allocated?	24

I have completed my funded activity. Is there anything else I should do?24

If I have a problem, how do I deal with any dispute resolution?24

RADF Local Grants Program

Before starting an application

Please review Program Guidelines, Council's Arts Strategy and Arts General Policy and discuss your application plans with the RADF Liaison Officer prior to submitting an application.

Please consider how your proposed project aligns with the:

- objectives of RADF;
- Assessment Criteria; and
- Locally-identified priorities for arts and culture in the Shire.

Although an application may meet the above, grants are highly competitive and approval will depend on available funds, the quality of applications and Council priorities. Applicants cannot be guaranteed funding nor guaranteed to receive the full amount requested.

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

Applicants successful through previous rounds of Council's various grants programs must acquit their current grant before applying for further funding.

What is the Regional Arts Development Fund (RADF)?

The State Government recognises local governments as key partners and co-investors in Queensland's arts and culture. Local governments play a significant role in supporting arts and culture in the communities through:

- supporting and implementing arts and cultural programs, activities and events;
- providing funding to local arts and cultural practitioners and organisations;
- providing employment for arts and cultural workers;
- cultural planning for increased liveability and economic growth; and
- ownership and management of local cultural facilities such as libraries, galleries and performing arts centres.

Purpose

- The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government, through Arts Queensland and eligible local councils across the State.
- RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. RADF invests in local arts and cultural priorities, as determined by local communities, across Queensland.
- RADF is a flexible fund, enabling local councils to tailor RADF programs to suit the needs of their communities.

Objectives

RADF objectives are to support arts and cultural activities that:

- provide public value for Queensland communities;
- build local cultural capacity, innovation and community pride; and
- deliver the 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.

What does our local RADF program look like?

RADF programs delivered by Douglas Council may include:

Council initiated projects for:

- arts and cultural activities, projects and events;
- professional development opportunities for local artists and arts workers (mentorships, incubator programs and provision of space or services); and
- other RADF activities such as RADF committee training, marketing and promotion.

Local RADF grants program for:

- artists or arts and cultural workers for professional development activities, new works or projects; and
- professional organisations and community groups for arts and cultural activities, projects or events.

What are our local priorities?

As a result of community feedback during the development of Douglas Shire Council's *Corporate Plan 2019-2024*, *the incoming Strategy for Arts, Culture & Creativity 2023 – 28*, *the existing Arts Strategy 2017-2021*, and the annual *Arts in Douglas* survey, a number of local themes and priorities for arts and culture have been identified.

The 2023-24 Stream ONE RADF Program is aligned to the existing Arts Strategy, which contains the themes and local priorities that support and encourage the arts and unique cultures of our area, to enrich the lives of locals and visitors to our region. An application will be strengthened if the proposal clearly articulates how the project will meet any of the following current local priorities:

Theme 1 - Access

- Promote inclusiveness through accessible programs, social infrastructure and facilities to meet the needs of our diverse communities and our visitors
- Assess and improve community access to current infrastructure catering for the arts
- Facilitate increased participation in the arts across the region

Theme 2 - Support and Development

- Support and encourage a healthy, active and capable region through cultural and recreational opportunities and community wellbeing initiatives

- Support local non-profit community and cultural organisations to build their capacity
- Foster and support the role of local artists, writers and performers to encourage community vibrancy and wellbeing
- Facilitate creating connections and strengthening partnerships between likeminded community groups to achieve greater interconnectedness within the art sector
- Encourage entrepreneurship and local investment in the arts

Theme 3 - Making Place

- Embrace opportunities to work in collaboration with our communities to celebrate our successes, talents and uniqueness
- Identify and implement opportunities to create vibrancy in high profile areas in the Shire
- Celebrate and share the culture, lifestyle and diversity through community events and programs
- Embed art within civic beautification and infrastructure programs
- Support art projects which tell the region's history and heritage

Theme 4 - Recognising Heritage

- Value our cultural identity, heritage and inclusiveness
- Support projects which encourage new stories to be developed
- Increase the visibility of Indigenous culture in the Shire through public art
- Use the arts to increase awareness of Indigenous cultures

Am I eligible to apply for a RADF grant?

Eligibility determines who can apply for RADF funding and how they can use the funding.

Eligible applicants must:

- be an individual, organisation or Collective/Artist Run Initiative;
- have an active Australian Business Number (ABN);
- be based in the Douglas Shire or demonstrate how the project will directly benefit Douglas Shire arts and culture;
- have satisfied the reporting and financial requirements of any previous Council funding;
- have no overdue outstanding rates, fees, or debts with Douglas Shire Council;
- be an Australian citizen or permanent resident – if applying as an individual;
- be over 18 years of age or have their application co-signed by their legal guardian confirming they will take responsibility for managing any grant offered - if applying as an individual; and
- Ensure the project or program activity commences after the date that Council advises outcome of the application for funding.

What doesn't RADF support?

The following categories of individuals and organisations are not eligible for funding through the RADF Program:

- Amateur arts activities EXCEPT for professional services to amateur arts activity. One of the main RADF aims is to develop professional artists in the regions. NOTE: Emerging professional artists are eligible for funding.
- Applicants who submit unsigned applications.
- Applicants who have failed to acquit previous RADF grants.
- Projects for which arts workers are paid less than the recommended rates.
- Activities that commence before Council approval is given because RADF should not be used as a 'top-up' fund.
- Craft workshops — UNLESS a professional artist or arts worker is employed to work with a craft group to apply their skills in an innovative way to an arts development outcome.
- School arts activities EXCEPT where those activities form part of broader community cultural development processes or are part of professional arts development.
- Framing or freight — only a small proportion of these costs can be covered as part of presentation costs for significant exhibitions. As a guide only, 10% of the total framing and freight costs would be considered a small proportion.
- Catering costs, openings, launches and parties are not eligible for RADF grants, even if they are part of an exhibition or community project.
- Entertainment — funding is not available to pay for entertainment for events, UNLESS there is a developmental aspect included, e.g. musicians performing at a community event run a series of developmental workshops for community members prior to the event.
- Competitions — they are prolific and could monopolise funds. The competitive environment does not necessarily nurture emerging artists, as there is generally only one winner.
- Eisteddfods — they are essentially competitions.
- Publishing costs — requests for grants to publish books should be directed to organisations that provide print-on-demand services. A small proportion of printing costs are eligible as part of the presentation costs for significant projects. As a guide only, 10% of the total publishing costs would be considered a small proportion.
- Purchase of capital items, e.g. equipment, buildings or vehicles. RADF gives artists and organisations opportunities for employment, professional development and a chance to practise their art. Buying capital items does not necessarily lead to these outcomes. EXCEPTION: Capital items can be funded only when they are included as part of a project application and when the RADF Committee considers the purchase integral to that project and where the item will remain available for community use.
- Recurrent funding for arts organisations — operational expenses are ineligible under RADF including wages for permanent staff and office expenses. However, local arts and cultural organisations that have regular community activities may apply for funding annually for different projects which have a project management component.
- Accredited study, training or university courses — Arts Queensland does not fund the primary training of artists, only their professional development once they are practising.
- Workshops with arts and cultural service organisations that are part of the organisation's 'core business' funded by Arts Queensland.

Applications will be deemed **ineligible** if:

- submitted after the closing date;
- faxed or emailed;
- activities to be funded occur before the successful funding announcement date;
- applicants have already been awarded Council funding in that same financial year; or
- the application form is altered in any way.

What are the categories of funding?

The categories of funding available are:

1. Developing regional skills

Objective — for individual professional artists and arts workers living in regional Queensland to attend professional development seminars or activities; master classes; mentorships with recognised arts and cultural peers; and placements with recognised arts and cultural organisations.

- RADF grants will support intrastate and interstate activities only.
- Assistance is available for up to 65 per cent of the total costs for registration, accommodation and travel to a maximum of \$1000 for activities in Queensland and \$2000 for activities in other states.

2. Building community cultural capacity

Objective — for community groups to engage a professional artist or artsworker to work with them on developing their arts practice or to run arts development workshops or community projects.

- RADF grants will support travel, accommodation and fees associated with employing professional artists or artsworkers to work on community projects or workshops in the local community.
- Assistance is available for up to 65 per cent of the total costs of the project or workshop.
- This category is also open to Councils that wish to assume a co-ordination role for projects.

3. Cultural tourism

Objective — for projects and activities that focus on communities' locally distinct arts, culture and heritage both for members of that community and for visitors.

RADF grants can support initiatives and activities that focus on:

- product development by professional artists, either as individuals or in partnership with individual community members or community groups
- creation of a new work, or body of work
- administration of an Arts Festival or Event
- exhibitions in the community
- marketing of professional artistic product.

4. Contemporary collections/stories

Objective — to preserve and provide access to locally held collections of significance, and collect and tell local stories from the past and the present that can demonstrate state and/or local significance.

The priorities for this category are proposals for local heritage and Indigenous stories that can demonstrate strong community participation and ownership.

RADF grants can support:

- documentation, preservation, interpretation projects. Applicants must provide a Statement of Significance with their application.
- collection management training through community-based workshops. Applicants must provide a Statement of Significance with their application.
- community stories documentation, which may be through various forms and mediums, including plays, videos, artwork, digital exhibitions, education programs, oral histories and publications. This is open to community organisations and individuals and does not need a Statement of Significance.

5. Regional partnerships

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.

RADF grants will support projects that can demonstrate a partnership between:

- artists and local industry
- artists and community arts organisations
- artists and non-arts community organisations
- cross-Council collaborations.

6. Concept development

Objective — to develop arts and cultural research ideas and project proposals to the implementation stage and identify funding sources outside of RADF to implement project proposals, this category includes public art project briefs, and allows for funding up to 100% of the concept development.

RADF grants will support individuals and groups who wish to engage in professional research and the development of ideas and project proposals to the implementation stage. RADF grants will also support the development of public art project briefs, specifically relating to large scale public art proposals and prospective funding applications. No specific artform product is required; however, the project should demonstrate how it will contribute to future arts and cultural development.

Public Art proposals should identify the following elements:

- Design Concept Summary
- Location of artwork
- Participants involved
- Ball-park budget, milestones and timelines
- Potential funding sources

Potential funding sources for the implementation of the project do not need to be identified prior to making the application, but potential funding bodies should be explored and this research included in the application.

How much can I apply for?

- Eligible applicants may apply for up to \$5,000 (GST Exclusive) for their RADF project (except under the Regional Skills category, where a maximum of \$1000 for activities in Queensland and \$2000 for activities in other states can be applied for).

For RADF projects seeking funding in categories 1 to 5, assistance is available for up to 65 per cent of the total costs of a project and applicants will be required to contribute cash, in kind and/or sponsorship towards the cost of the project. For RADF projects seeking funding in category 6 'Concept Development', assistance for up to 100 per cent of the total cost will be considered.

Applicants may consider applying for funding above the maximum investment amount or percentage ratio if applicants can provide strong justification including:

- Evidence that their financial contribution is at a higher level than the defined percentage ratio, or they have secured partners who are investing in their local RADF project
- Demonstrated capacity for exceptional delivery of the RADF objectives
- Development of project briefs for large scale public art projects

The scale of Council's investment in each RADF partnership varies depending on the contribution made by applicants and the RADF Committee's moderation and funding recommendations.

When should I apply?

Program opening and closing dates for applications, turnaround time for assessment and notification of outcomes are especially important milestones for applicants.

As a guide, the RADF Grant Round will open for a period of eight weeks. Projects may commence after funding has been contracted and be completed within 12 months of receiving the funding. The Fund supports one-off projects with a defined start and end date. The opening and closing dates for the RADF Round will be advised in the local newspaper, Council's website and Facebook page, and email networks. Funding decisions are advised approximately three months after the round closes. Please note applications will not be eligible if proposed activities occur before the announcement date and retrospective funding requests will not be supported.

RADF availability and key dates, including RADF information session times, will be promoted to the community via email networks, local media, Council's website and Facebook page. Successful applications will be publicly announced via media releases, Council's Facebook page and website. Outcomes and the public value of RADF projects will be promoted to the wider community through Council's *RADF in Review* publication and Arts Queensland literature.

2023-24 Local RADF Grants Program Key Dates

<u>Milestone</u>	<u>Key Date</u>
RADF Stream ONE Grant Program Applications Open	Tuesday 1 August, 2023
Information Session	Please call Council
RADF Stream ONE Grant Program Applications Close	4:30pm Friday Tuesday 26 September, 2023
Moderation and Assessments	October 2023
Funding announced	November 2023
Funding contracted	By 31 December 2023
Projects commence	After funding contracted
Projects completed	Within 12 months of funding contract
Project Outcome Reporting due	8 weeks after project completion
RADF Stream TWO Grant Program Applications Open	Thursday 1 February, 2024
Information Session	Please call Council
RADF Stream TWO Grant Program Applications Close	4.30pm Thursday 28 March, 2024
Moderation and Assessments	April 2024
Funding announced	May 2024
Funding contracted	By 30 June 2024
Projects commence	After funding contracted
Projects completed	TBA
Project Outcome Reporting due	8 weeks after project completion

How do I apply?

Application forms are available from <http://douglas.qld.gov.au/community/community-grants/regional-arts-development-fund-radf/>; Council's Administration Office, 64-66 Front Street,

Mossman; and Port Douglas Customer Service Office, Port Douglas Community Hall, Mowbray Street Port Douglas, after the grant round has opened.

Applicants must submit a hardcopy of their RADF Grants Program Application form and relevant support material by 4.30pm of the closing date. Late, faxed or emailed applications will not be accepted.

Project budget and project partnerships

The RADF Committee will analyse RADF application budgets to determine if applicants have demonstrated sound financial partnership capacity and have committed a reasonable amount of support towards the RADF program.

Please note the Project Budget table is to include the cash/financial component only. The value of in-kind assistance provided by others is to be recorded in Project Partnerships – Non Financial (In-kind) Component table. The value of the applicant's in-kind contribution is to be included in Artist's Contribution.

For general advice, please refer to the Arts Acumen Budget Preparation Toolkit on the Arts Queensland website www.arts.qld.gov.au/arts-acumen/resources/funding-application-writing for guidance on developing a funding application budget.

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

Support material

Applicants are required to provide relevant support material including artist details, quality of previous work, demand for/ interest in your project, and details of other contributors/partners/funding secured by the applicant towards the RADF project. Additional support material may be requested by the RADF Committee and Council.

Artist details (CVs maximum two A4 pages for individual applicants, and one A4 page for key personnel for organisation or group applicants. Include name, qualifications, previous experience with projects of a similar nature, including project scope, budget, date, referees)

Examples of previous work (Please include two of your best examples, with links to websites, images, awards/recognition or other information demonstrating quality of artist's previous work)

Letters of Support/Confirmation (Include original signature or contact details of the author)

- Evidence of artist(s) availability and willingness to undertake the work eg confirmation letters from the artists of their participation
- For Collective/Artist Run Initiative all members of the group must sign a letter confirming their involvement and support for the nominated representative
- A minimum of one and up to three letters from professional artists or arts organisations in your area of practice or involved with the project which provide relevant comment in support of your application and the quality of your public art proposal

- Written quotes supporting the budget (one quote for items \$500 to under \$1500 (GST Exc) and two quotes for items \$1500 and over (GST Exc). Recommended rates of pay on the National Association for the Visual Arts (NAVA) website <https://visualarts.net.au/code-of-practice/> may be a guide if considering artists' fees in your project budget.
- Confirmation of significant partnerships (donations/sponsorship/in-kind)
- Research of potential funding opportunities for large scale public art projects
- For projects involving Aboriginal people; Torres Strait Islander people; people from culturally and linguistically diverse backgrounds; people with a disability; children or young people, evidence protocols have been followed in obtaining support / confirmation of involvement from relevant communities and organisations. Evidence of engagement with, or support from, these groups is required.

Evidence of project planning

- Concepts/technical information
- Project materials and resources required
- Proposed Milestones/Timelines
- Proposed payment schedule based on project milestones, if applicable
- Risk Management
 - Protocols
 - workplace health and safety
 - insurances (public liability, professional indemnity, volunteer)
 - copyright
 - licences
 - Working with Children Checks

What do certain terms used in the application and guidelines mean?

Public Value

'Public value' is the measure of value of a program or activity's contribution to the Queensland community. For a RADF program, public value would be determined as artistic, social, cultural and/or economic returns on public investment. RADF applicants must be able to demonstrate the proposed program's public value, as defined above, within the assessment criteria.

Public Art

'Public Art' refers to art work for public places, for festivals or events and community engagement purposes. Public art can take many forms in many different materials. The work can be free-standing or integrated into the fabric of buildings or outdoor spaces presented as a sculpture, installation or even a performance work. Practitioners may work individually or with other practitioners and manufacturers to produce their works.

Public art can be permanent, lasting many years, or temporary, lasting a few days or months. Works can be site-specific, drawing its meaning from and adding to the meaning of a particular site or place, or non site-specific, located in a public place primarily for display purposes. A public art project may have varying degrees of community participation.

'Large Scale' public art projects are categorised as projects with overall costings over \$10,000.

Outcome

An 'outcome' is an end result or consequence of an output. An output is 'what we did' while an outcome is 'the difference it made'. For an arts and cultural program, an output might be a festival, while outcomes might include increase in cultural employment, high community satisfaction with festival program, and/or increased use of a public space.

Evidence of demand

'Evidence' is proof that what is claimed or stated is true or valid. For example, evidence of community demand for a particular arts and cultural program or product may include survey results, letters of support, number of Facebook likes, or attendance figures for a previous or similar event in the community. 'Demand' is the level of community expectation, desire or need for a particular product, service or experience.

Return on investment

A 'return on investment' is an outcome relating to an artistic, social, cultural or economic purpose. For example, an artistic outcome might be innovation in an arts festival's ongoing programming; a cultural outcome might be increased local awareness of community history; a social outcome might be increased community engagement with a local cultural facility; and an economic outcome might be a diversified income base for the next local festival.

How do I address the assessment criteria?

Applications are required to articulate delivery against RADF objectives and assessment criteria including quality, reach, impact and viability in the local context and align to the identified arts and cultural priorities of Council.

Council is required to report to Arts Queensland on Key Performance Outcomes (KPOs), included in the Assessment Criteria. To assist Council, successful grant applicants will be required to provide information on KPOs in their Outcome Report. Applicants are to consider how their project aligns with the assessment criteria and Key Performance Outcomes.

Please note projects are **not required** to meet every assessment criterion, nor every local priority.

General ideas to consider against each criterion and KPO are below.

<u>Criteria</u>	<u>Key Performance Outcomes</u>	<u>Considerations</u>
Quality Across RADF activities where public feedback is gathered, survey respondents rate the activity as good or excellent	Produces or contributes to high quality arts and cultural initiatives for local communities.	<ul style="list-style-type: none"> Who will deliver particular projects or activities? Provide evidence of the quality of their work. The types of outcomes expected from the program of activities and how these are important in the local context. How the program of activities will provide high quality experiences for the local community and/or build the capacity of the local arts sector. Any innovative aspects of proposed program of activities. How is it innovative for the applicant or community?
	Proven capacity to effectively support and deliver arts and cultural services.	<ul style="list-style-type: none"> Evidenced track record of applicant delivering high quality arts and cultural services. How the proposed program of activities will build on past performance.
Reach Number of people engaged in RADF activities as attendees, participants and volunteers	Provides access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences	<ul style="list-style-type: none"> Who in the community will be engaged through the proposed program of activities? How does the proposed program of activities respond to diverse groups within the community?
	Evidence of local demand for proposed program/s.	<ul style="list-style-type: none"> How does the proposed program of activities respond to local arts and cultural priorities and any other broader council or community priorities? How does the applicant know there is demand for the proposed program of activities? How does the applicant know the proposed program of activities responds to local needs and interests?
	Demonstrates community and	<ul style="list-style-type: none"> How did the applicant arrive at the proposed program of activities

	stakeholder involvement in RADF priority setting, decision making and evaluation.	(including how engagement with community stakeholders and results of evaluation and data collection inform the application)?
Impact	Demonstrates cultural, artistic, social or economic returns on investment.	<ul style="list-style-type: none"> What cultural, artistic, social or economic value/outcomes does the applicant expect the proposed program of activities will contribute to the community? How will the applicant communicate the public value of RADF activities in the community?
Number of people employed through RADF activities	Supports one or more <i>Queensland Government Objectives for the Community</i> including create jobs in a strong economy, give all our children a great start, keep Queenslanders healthy, keep communities safe, protect the Great Barrier Reef, be a responsive government.	<ul style="list-style-type: none"> Which Queensland Government objective(s) does the proposed program of activities make the strongest contribution to and how?
RADF funding allocated to activities that respond to local priorities		
Viability	Evidence of good planning and management of RADF	<ul style="list-style-type: none"> How will the RADF project be managed? What processes are in place to ensure transparent and effective management of the project, including monitoring of outcomes?
	Evidence of partnership capacity with partners including business and government.	<ul style="list-style-type: none"> Information about any local partnerships that will contribute to delivery of the proposed program of activities.

		<ul style="list-style-type: none"> How will the proposed activities leverage off other local projects, programs and events?
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How do I lodge my application?

Your application must be received by Council **before 4.30pm** of the **closing date** for the round (**not** postmarked the closing date). Late, faxed or emailed applications will not be assessed. A USB device may be submitted in addition to the hardcopy of the application containing your support material. USB devices cannot be returned to applicants as they form part of the record of your application.

By post:

Douglas Shire Council
PO Box 723 Mossman Qld 4873

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. Please contact Council if you have not received an acknowledgement email.

How are applications assessed?

Assessment of public grants programs need to be fair and transparent. RADF applications are assessed by the RADF Committee comprising representatives from the community and Council. The Panel will make recommendations for funding, ratified by Council. The RADF application assessment process is as follows:

- Applications are collated and reviewed by the RADF Liaison Officer for eligibility and completeness. Applicants will be notified within five working days that their application has been received. The Council officer liaises with applicants should clarification or correction of applications be required and applicants will be given five working days to provide further information.
- Members of the RADF Committee (representatives from the local community and Councillors) individually assess and rank applications prior to an assessment meeting where applications are discussed and moderated in accordance with: available funding; balance across art forms; geographic spread, target groups and government priorities.
- Recommendations from the RADF Committee assessment process will be submitted in a report, prepared by the RADF Liaison Officer, for Council ratification at the next Ordinary Council meeting. Council can veto recommendations only when projects are not in line with Council's Corporate Plan, locally identified priorities or interfere with council initiatives already in progress.
- After Council has ratified the RADF Committee's funding recommendations and minutes of the Ordinary Council Meeting have been approved, all applicants will be advised in writing of the outcome of their application and the public will be advised of successful grant recipients in a Council Media Release.
- Successful applicants will receive a letter of offer and a reporting template by Council. Successful applicants are required to return a letter of acceptance, invoice and completed

EFT form to receive payment. Successful applicants will also be required to attend a certificate presentation ceremony at the Council Administration Office.

- Unsuccessful applicants will be advised in writing of the outcome of their application and are invited to contact Council for feedback on their application.

What is a RADF Liaison Officer?

The RADF Liaison Officer is a Council officer who is your main contact for the RADF Program. They liaise with officers at Arts Queensland to ensure appropriate management of the RADF Program and RADF Committee.

Contact your RADF Liaison Officer if you need any help in understanding the RADF Program, grant application and process. They can give you vital information and resources and, if necessary, can either meet with you or arrange for you to meet with a RADF Committee member.

What is a RADF Committee?

The RADF Committee is a local advisory group to Council. The Committee assesses your application and recommends to Council whether it is funded or not.

How is the RADF Committee selected?

Members of the RADF Committee are on the panel for a maximum of four years, with an option to step down after two years. Committee member positions are publicly advertised with members of the community invited to submit nominations detailing specific art form interest, knowledge and experience as well as broad industry knowledge. Councillors may also nominate to be on the RADF Committee. RADF Committee positions are endorsed by Councillors at an Ordinary Council Meeting during the Closed Session. All nominees are contacted by the RADF Liaison Officer after the Minutes of the meeting have been approved.

The RADF Committee is inducted at the commencement of their tenure, signing a Code of Conduct with conflict-of-interest and confidentiality guidelines, as well as training regarding the assessment of RADF grant applications.

Committee members are required to declare a conflict-of-interest at the commencement of the Assessment Meeting and are required to withdraw from the meeting and decision-making around the application.

Will I be offered less than what I have requested?

The RADF Committee may recommend applicants receive less funding than the amount they have requested in their application.

If I am successful to RADF, may I apply to other Arts Queensland investment programs?

Applicants successful to RADF are eligible to apply for the other Arts Queensland investment programs outlined at <http://www.arts.qld.gov.au/aq-funding/funding>.

What is the funding process?

Successful applicants will be required to:

- Enter into a funding agreement with Council, noting specified allocation of funding, payment schedule, contractual responsibilities and conditions of funding;
- 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 not applicable;
- Undertake that no changes to the approved project, activity or program (that will alter the level of community benefit that will be delivered compared to that declared in the application) will be made without the prior agreement of Council;
- Conduct a risk assessment and obtain appropriate Public Liability Insurance cover (in total and per event) based on the level of risk if the project, activity or program includes participation by members of the general public, with evidence of these required prior to commencement of the project;
- Obtain all statutory and necessary licences/permits/approvals and insurances relating to the project for which the grant is awarded, with evidence of these forwarded to Council prior to receipt of funding; and
- Use the funds for the purpose for which they are granted in accordance with the Conditions of Funding, within 12 months of the receipt of funds.

What are the reporting/acquittal requirements?

Arts Queensland required that Project Outcome Reports be submitted by all RADF grant recipients once funded activities are completed. Arts Queensland will provide Outcome Report templates for councils to distribute. Applicant outcome reports will inform RADF program reporting from Council to Arts Queensland.

A Project Outcome Report will be provided by Council to successful applicants with their letter of Offer in hard copy. An electronic version will be available on request. Please note there are two types of Outcome Report, depending on the activity carried out: Professional/Career Development Activities; and Public Projects and Activities.

Successful applicants (except for those funded for career development projects) **must** capture audience/participant/partner feedback from their project. Feedback can be in the form of Social media comments, surveys, interviews, comment box, and stakeholder debrief.

Acquittal requirements for RADF include:

- Providing a funded activity Outcome Report to Council including outcome data, acquitting funding within eight weeks of completing the project to demonstrate the grant has been used for the intended purpose;
- Return unexpended funds (if applicable) within eight weeks of completing the project;
- Proof that the project, activity or program took place, including at least two high resolution photos of the completed works and/or participants and audiences;
- Signed consent forms from all people identifiable in photos, permitting Council to use images for RADF and Council promotional purposes;
- Proof of expenditure (copy of invoices and receipts for all eligible items funded by the RADF grant);
- Evidence of public acknowledgement of funding (e.g. social media, website, event program, newsletter, verbal acknowledgement at launch); and

- Audience, participant and partner feedback, if required.

The information, photos and community feedback in the Outcome Report will be incorporated into Council's RADF in Review publication to promote the public value of RADF funded projects within the community and inform Council stakeholders on the outcomes of RADF funded activities. Arts Queensland literature may also feature information on local projects.

How do I acknowledge the funding?

All RADF funded activities must acknowledge the Queensland Government and Douglas Shire Council in all promotional material and publications by including the RADF 2018-19 acknowledgement text and appropriate logos.

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.

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

What else do I need to know?

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.

Where can I find help to complete my application?

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 <http://www.arts.qld.gov.au/arts-acumen/resources>.

Applicants are welcome to contact Council's RADF Liaison Officer who can answer questions about the application process.

Information Sessions are also conducted when Council's RADF Grant Funding Round opens.

Contact details and further RADF information:

- Website: <http://douglas.qld.gov.au/community/community-grants/regional-arts-development-fund-radf/>
- Facebook: <https://www.facebook.com/douglasshirecouncil>
- Telephone: (07) 4099 9444 or toll free 1800 026 318
- Email: enquiries@douglas.qld.gov.au
- In person: 64-66 Front Street Mossman Qld 4873

- Post: PO Box 723 Mossman Qld 4873

Before lodging an application

Prior to lodging an application, please:

- Review Program Guidelines, Council's Arts Strategy 2017-2021 and General Arts Policy
- Discuss project with Council Officer
- Consider:
 - How project aligns with RADF objectives, assessment criteria and Key Performance Outcomes (KPOs)
 - If you and your project are eligible to apply
 - What expenditure items are eligible for funding
 - RADF acknowledgement and reporting requirements if your application is successful
- Sign Application
- Include Support material
- Copy application for your own records
- Staple (do not bind or place in plastic sleeves) application and support material
- Submit before 4.30pm of the closing date (**not** post-marked the closing date).

Some frequently asked questions (FAQs)

What should I do before I complete an application form?

It is important that you:

- read Council's Arts General Policy and existing Arts Strategy to understand the community's values and goals and Council's priorities
- ensure your application is for activity that the local community will benefit from either directly and/or indirectly
- reflect on ways your activity develops your professional life.

It is also important for you to use the resources available to:

- establish your eligibility
- understand:
 - what the RADF Committee is looking for
 - the Principles of the RADF Program
 - which of the RADF Categories your activity will fit
 - what RADF does not support.

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.
- describe your activity in terms that relate to Council's Arts General Policy.

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 or visit www.artslaw.com.au

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

7. RADF committees may want more information or support material if they are uncertain about an application. Usually you will have only a short time to respond.

What is the RADF Committee looking for?

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, both directly and indirectly
- align with local and/or regional plans
- align with state government priorities.

All applications are judged on merit with Committee decisions based on:

- the RADF Principles
- the RADF funding categories objectives
- the eligibility criteria
- Council's Arts General Policy and existing Art Strategy
- Council's Corporate Plan
- Council's available RADF budget for the year.

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.

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.

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

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.

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 Committee for assessment.

Applications are assessed on merit and by the same RADF criteria, first by individual RADF Committee members and then as a group to compare the strengths of each application.

In assessing your grant application, the RADF Committee will, as well as using the criteria, also consider:

- Has the applicant acquitted previous grants?
- Does the Committee need to interview the applicant or seek expert advice to clarify details about the application?
- Is the applicant responsible for management of the activity?
- Has the applicant contacted the artist/s to obtain their consent to work or contacted the gallery or publisher to assess their interest?
- Has the applicant demonstrated the capability to plan and carry out the activity effectively?
- Is the budget well prepared and realistic, demonstrating sound financial management and knowledge of professional rates of pay?
- Can the applicant demonstrate matching support from their organisation or themselves, at least in-kind?
- Is RADF the best funding source for this activity?
- Is this activity in the correct grant category?

Does the activity:

- employ, or use the skills of, an appropriate professional or emerging professional artist or arts and cultural worker?
- benefit either an individual artist or the community?
- reflect the aims of the Council's Arts General Policy and Art Strategy 2017-2021, Corporate Plan or other published priorities?
- help to develop arts and culture in the community, develop audiences, increase social harmony?
- Is there evidence of community need and support?
- Does the activity address principles of social justice and equal opportunity?
- Have health and safety, insurance, copyright and licences been considered?
- Are any conditions to be applied to the funding?

When the Committee meets about four weeks after the round closes, the individual assessments will be compared and a group assessment made.

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

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 to sign and return*
 - one copy to keep for your reference
- all relevant forms you have to complete and return for the release of funds*
- all relevant information you need to acknowledge the State Government and Council who are providing the grant.

(*No funds will be released until you sign and return all relevant documents to your RADF Liaison Officer).

The RADF 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 Committee for any changes to your application.

Other conditions may be developed by your Council, such as:

- more information and/or evidence of the community need for a proposed workshop
- more information and/or evidence that individuals cited as being involved in an activity have been contacted, have given consent and are available
- a request to:
 - address a gathering of peers after a funded activity
 - offer a workshop demonstrating new skills
 - make documentary material available to the local library.

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 Committee can:

- 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.

Any agreement to alterations must be:

- made in writing
- endorsed by the chair of the RADF Committee
- approved and signed by the RADF Liaison Officer.

Please note: If you change your application without approval, Council can ask for the funds to be returned.

I have completed my funded activity. Is there anything else I should do?

Yes. You must complete and submit an Outcome Report to Council no more than 8 weeks after completing your funded activity. This acquits the local RADF monies you spent.

If you fail to acquit your grant, you will be ineligible to apply for future funding through RADF and Arts Queensland. In some circumstances, you may be asked to repay the grant.

Your outcome report must show evidence of the outcomes of the activity and how the RADF money was spent. It is a chance to reflect on the level of success your activity achieved by:

- identifying key outcomes
- assessing the benefits and drawbacks
- checking your financial estimates against your actual expenditure
- learning from any difficulties — these can often teach more than successes
- recognising the potential for growth or new directions in your work
- setting new priorities.

The outcome report is also used to nominate projects for a RADF case study 'RADF In Review'.

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

Occasionally, conflict can arise between applicants and Committee members or Council staff. If this happens, you should, in the first instance, advise the RADF Liaison Officer about any disagreement or conflict with your application.

Applicants have the right to request a meeting with a Committee member or Council staff member to get feedback about their application or to see minutes of assessment meetings where relevant.

Arts Queensland can offer advice about the RADF Program to applicants and the Committee, but is not available to mediate.

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 or T: 13 74 68



Regional Arts Development Fund (RADF) Committee Assessment Checklist

Attachment 6.14.2

423 of 435

AQ RADF Round	2023-24
Applicant name	Barbara Malarski
Project name	GREEN MEDICINE
Artform	Writing
Amount requested	\$5,000.00

Score (0 No support – 5 Full support): _____

Funding Amount recommended: \$ _____ (GST Exc)

Committee Member Name: _____

Committee Member Signature: _____

Date: _____

RADF Liaison Officer Checklist		Yes	No	?	N/A	Committee Member's Comments
1	Is applicant an individual, organisation or Collective/Artist Run Initiative?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Has applicant satisfied the reporting requirements of any previous Council funding?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Does applicant have overdue outstanding rates, fees, or debts with Douglas Shire Council?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Is applicant an Australian citizen or permanent resident (if applying as an individual)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Is applicant based in the Douglas Shire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Does applicant have an active Australian business number (ABN)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	If applicant is under 18, is application co-signed by legal guardian (if applying as an individual)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8	Was application submitted after the closing date?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Will project commence after the date that Council advises outcome of the application for funding or after the advertised start date for projects?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Has applicant already been awarded funding in same financial year?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Are all required sections of the application form completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



RADF Liaison Officer Checklist**Committee Member's Comments**

		Yes	No	?	N/A
ASSESSMENT – QUALITY (additional considerations attached)					
12	Is the project clearly defined and meets one of the funding categories identified in the RADF Guidelines?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Are the required CVs, and support material attached?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Has the applicant included examples of previous work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASSESSMENT – IMPACT (additional considerations attached)					
15	Has the application demonstrated how the project will address local priorities and directly benefit the Douglas Shire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASSESSMENT – REACH (additional considerations attached)					
16	As the applicant identified a target audience and/or provided expected participation numbers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Is there evidence of genuine community interest and local support for this activity? eg. letters of support.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Has the applicant identified how the project will evaluate success and capture feedback?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASSESSMENT – VIABILITY (additional considerations attached)					
19	Is there documentary evidence of adequate planning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Has full consideration been given to protocols, health and safety, insurance, copyright, licences?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Has the applicant provided evidence of the artist(s) availability and willingness to undertake the work? e.g. confirmation letters from the artists involved (support material)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Is the budget well prepared and realistic, supported by quotes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Does applicant ask for 100% of project or program costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Has the applicant attempted to source funding elsewhere?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Is funding for planning for or maintenance of infrastructure; capital or equipment costs, fundraising activities, awards, competitions, eisteddfods or prizes?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RADF Liaison Officer Checklist

425 of 435

Yes	No	?	N/A
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Committee Member's Comments

26	Are there any conditions that need to be applied to the funding if successful?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27	Are there any other comments for discussion?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Criteria Attachment 6.14.2		Considerations 426 of 435
Quality	Produces or contributes to high quality arts and cultural initiatives for local communities.	Who will deliver particular projects or activities? Provide evidence of the quality of their work. The types of outcomes expected from the program of activities and how these are important in the local context. How the program of activities will provide high quality experiences for the local community and/or build the capacity of the local arts sector. Any innovative aspects of proposed program of activities. How is it innovative for the applicant or community?
	Proven capacity to effectively support and deliver arts and cultural services.	Evidenced track record of applicant delivering high quality arts and cultural services. How the proposed program of activities will build on past performance.
Reach	Provides access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences.	Who in the community will be engaged through the proposed program of activities? How does the proposed program of activities respond to diverse groups within the community?
	Evidence of local demand for proposed program/s.	How does the proposed program of activities respond to local arts and cultural priorities and any other broader council or community priorities? How does the applicant know there is demand for the proposed program of activities? How does the applicant know the proposed program of activities responds to local needs and interests?
	Demonstrates community and stakeholder involvement in RADF priority setting, decision making and evaluation.	How did the applicant arrive at the proposed program of activities (including how engagement with community stakeholders and results of evaluation and data collection inform the application)?
Impact	Demonstrates cultural, artistic, social or economic returns on investment.	What cultural, artistic, social or economic value/outcomes does the applicant expect the proposed program of activities will contribute to the community? How will the applicant communicate the public value of RADF activities in the community?
	Supports one or more <i>Queensland Government Objectives for the Community</i> including encouraging safe and inclusive communities, building regions, supporting disadvantaged Queenslanders, stimulating economic growth and innovation, increasing workforce participation and conserving heritage.	Which Queensland Government objective(s) does the proposed program of activities make the strongest contribution to and how?
Viability	Evidence of good planning and management of RADF	How will the RADF project be managed? What processes are in place to ensure transparent and effective management of the project, including monitoring of outcomes?
	Evidence of partnership capacity with partners including business and government.	Information about any local partnerships that will contribute to delivery of the proposed program of activities. How will the proposed activities leverage off other local projects, programs and events?

Regional Arts Development Fund (RADF) Committee Assessment Checklist

Attachment 6.14.3

427 of 435

AQ RADF Round	2023-24
Applicant name	Cherylene Brooke / Turner
Project name	AFFIRMATIONS
Artform	Visual Arts, Craft & Design
Amount requested	\$4,950

Score (0 No support – 5 Full support): _____

Funding Amount recommended: \$_____ (GST Exc)

Committee Member Name: _____

Committee Member Signature: _____

Date: _____

RADF Liaison Officer Checklist		Yes	No	?	N/A	Committee Member's Comments
1	Is applicant an individual, organisation or Collective/Artist Run Initiative?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Has applicant satisfied the reporting requirements of any previous Council funding?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Does applicant have overdue outstanding rates, fees, or debts with Douglas Shire Council?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Is applicant an Australian citizen or permanent resident (if applying as an individual)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Is applicant based in the Douglas Shire?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Does applicant have an active Australian business number (ABN)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	If applicant is under 18, is application co-signed by legal guardian (if applying as an individual)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8	Was application submitted after the closing date?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Will project commence after the date that Council advises outcome of the application for funding or after the advertised start date for projects?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Has applicant already been awarded funding in same financial year?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Are all required sections of the application form completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



RADF Liaison Officer Checklist**Committee Member's Comments**

		Yes	No	?	N/A
ASSESSMENT – QUALITY (additional considerations attached)					
12	Is the project clearly defined and meets one of the funding categories identified in the RADF Guidelines?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Are the required CVs, and support material attached?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Has the applicant included examples of previous work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASSESSMENT – IMPACT (additional considerations attached)					
15	Has the application demonstrated how the project will address local priorities and directly benefit the Douglas Shire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASSESSMENT – REACH (additional considerations attached)					
16	As the applicant identified a target audience and/or provided expected participation numbers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Is there evidence of genuine community interest and local support for this activity? eg. letters of support.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Has the applicant identified how the project will evaluate success and capture feedback?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASSESSMENT – VIABILITY (additional considerations attached)					
19	Is there documentary evidence of adequate planning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Has full consideration been given to protocols, health and safety, insurance, copyright, licences?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Has the applicant provided evidence of the artist(s) availability and willingness to undertake the work? e.g. confirmation letters from the artists involved (support material)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Is the budget well prepared and realistic, supported by quotes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Does applicant ask for 100% of project or program costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Has the applicant attempted to source funding elsewhere?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Is funding for planning for or maintenance of infrastructure; capital or equipment costs, fundraising activities, awards, competitions, eisteddfods or prizes?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RADF Liaison Officer Checklist**Committee Member's Comments**

		Yes	No	?	N/A	
26	Are there any conditions that need to be applied to the funding if successful?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27	Are there any other comments for discussion?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Criteria Attachment 6.14.3		430 of 435 Considerations
Quality	Produces or contributes to high quality arts and cultural initiatives for local communities.	Who will deliver particular projects or activities? Provide evidence of the quality of their work. The types of outcomes expected from the program of activities and how these are important in the local context. How the program of activities will provide high quality experiences for the local community and/or build the capacity of the local arts sector. Any innovative aspects of proposed program of activities. How is it innovative for the applicant or community?
	Proven capacity to effectively support and deliver arts and cultural services.	Evidenced track record of applicant delivering high quality arts and cultural services. How the proposed program of activities will build on past performance.
Reach	Provides access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences.	Who in the community will be engaged through the proposed program of activities? How does the proposed program of activities respond to diverse groups within the community?
	Evidence of local demand for proposed program/s.	How does the proposed program of activities respond to local arts and cultural priorities and any other broader council or community priorities? How does the applicant know there is demand for the proposed program of activities? How does the applicant know the proposed program of activities responds to local needs and interests?
	Demonstrates community and stakeholder involvement in RADF priority setting, decision making and evaluation.	How did the applicant arrive at the proposed program of activities (including how engagement with community stakeholders and results of evaluation and data collection inform the application)?
Impact	Demonstrates cultural, artistic, social or economic returns on investment.	What cultural, artistic, social or economic value/outcomes does the applicant expect the proposed program of activities will contribute to the community? How will the applicant communicate the public value of RADF activities in the community?
	Supports one or more <i>Queensland Government Objectives for the Community</i> including encouraging safe and inclusive communities, building regions, supporting disadvantaged Queenslanders, stimulating economic growth and innovation, increasing workforce participation and conserving heritage.	Which Queensland Government objective(s) does the proposed program of activities make the strongest contribution to and how?
Viability	Evidence of good planning and management of RADF	How will the RADF project be managed? What processes are in place to ensure transparent and effective management of the project, including monitoring of outcomes?
	Evidence of partnership capacity with partners including business and government.	Information about any local partnerships that will contribute to delivery of the proposed program of activities. How will the proposed activities leverage off other local projects, programs and events?

Regional Arts Development Fund (RADF) Committee Assessment Checklist

Attachment 6.14.4

431 of 435

AQ RADF Round	2023-24
Applicant name	Low Isles Preservation Society Inc (R Musson)
Project name	MARITIME MUSEUM FEASIBILITY STUDY
Artform	Heritage, Writing
Amount requested	\$4,999.90

Score (0 No support – 5 Full support): _____

Funding Amount recommended: \$_____ (GST Exc)

Committee Member Name: _____

Committee Member Signature: _____

Date: _____

RADF Liaison Officer Checklist		Yes	No	?	N/A	Committee Member's Comments
1	Is applicant an individual, organisation or Collective/Artist Run Initiative?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Has applicant satisfied the reporting requirements of any previous Council funding?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Does applicant have overdue outstanding rates, fees, or debts with Douglas Shire Council?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Is applicant an Australian citizen or permanent resident (if applying as an individual)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Is applicant based in the Douglas Shire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Does applicant have an active Australian business number (ABN)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	If applicant is under 18, is application co-signed by legal guardian (if applying as an individual)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8	Was application submitted after the closing date?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Will project commence after the date that Council advises outcome of the application for funding or after the advertised start date for projects?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Has applicant already been awarded funding in same financial year?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Are all required sections of the application form completed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



RADF Liaison Officer Checklist**Committee Member's Comments**

		Yes	No	?	N/A
ASSESSMENT – QUALITY (additional considerations attached)					
12	Is the project clearly defined and meets one of the funding categories identified in the RADF Guidelines?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Are the required CVs, and support material attached?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Has the applicant included examples of previous work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASSESSMENT – IMPACT (additional considerations attached)					
15	Has the application demonstrated how the project will address local priorities and directly benefit the Douglas Shire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASSESSMENT – REACH (additional considerations attached)					
16	As the applicant identified a target audience and/or provided expected participation numbers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Is there evidence of genuine community interest and local support for this activity? eg. letters of support.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Has the applicant identified how the project will evaluate success and capture feedback?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASSESSMENT – VIABILITY (additional considerations attached)					
19	Is there documentary evidence of adequate planning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Has full consideration been given to protocols, health and safety, insurance, copyright, licences?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Has the applicant provided evidence of the artist(s) availability and willingness to undertake the work? e.g. confirmation letters from the artists involved (support material)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Is the budget well prepared and realistic, supported by quotes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Does applicant ask for 100% of project or program costs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Has the applicant attempted to source funding elsewhere?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Is funding for planning for or maintenance of infrastructure; capital or equipment costs, fundraising activities, awards, competitions, eisteddfods or prizes?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RADF Liaison Officer Checklist

433 of 435

Committee Member's Comments

		Yes	No	?	N/A	
26	Are there any conditions that need to be applied to the funding if successful?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27	Are there any other comments for discussion?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Criteria Attachment 6.14.4		434 of 435 Considerations
Quality	Produces or contributes to high quality arts and cultural initiatives for local communities.	Who will deliver particular projects or activities? Provide evidence of the quality of their work. The types of outcomes expected from the program of activities and how these are important in the local context. How the program of activities will provide high quality experiences for the local community and/or build the capacity of the local arts sector. Any innovative aspects of proposed program of activities. How is it innovative for the applicant or community?
	Proven capacity to effectively support and deliver arts and cultural services.	Evidenced track record of applicant delivering high quality arts and cultural services. How the proposed program of activities will build on past performance.
Reach	Provides access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences.	Who in the community will be engaged through the proposed program of activities? How does the proposed program of activities respond to diverse groups within the community?
	Evidence of local demand for proposed program/s.	How does the proposed program of activities respond to local arts and cultural priorities and any other broader council or community priorities? How does the applicant know there is demand for the proposed program of activities? How does the applicant know the proposed program of activities responds to local needs and interests?
	Demonstrates community and stakeholder involvement in RADF priority setting, decision making and evaluation.	How did the applicant arrive at the proposed program of activities (including how engagement with community stakeholders and results of evaluation and data collection inform the application)?
Impact	Demonstrates cultural, artistic, social or economic returns on investment.	What cultural, artistic, social or economic value/outcomes does the applicant expect the proposed program of activities will contribute to the community? How will the applicant communicate the public value of RADF activities in the community?
	Supports one or more <i>Queensland Government Objectives for the Community</i> including encouraging safe and inclusive communities, building regions, supporting disadvantaged Queenslanders, stimulating economic growth and innovation, increasing workforce participation and conserving heritage.	Which Queensland Government objective(s) does the proposed program of activities make the strongest contribution to and how?
Viability	Evidence of good planning and management of RADF	How will the RADF project be managed? What processes are in place to ensure transparent and effective management of the project, including monitoring of outcomes?
	Evidence of partnership capacity with partners including business and government.	Information about any local partnerships that will contribute to delivery of the proposed program of activities. How will the proposed activities leverage off other local projects, programs and events?