

5.1. RADF 2020-21 GRANT FUNDING RECOMMENDATIONS

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RECOMMENDATION

That Council:

- 1. Ratifies the RADF Committee funding recommendations totaling \$49,227.00 (exc. GST) for 12 Regional Arts Development Fund (RADF) projects for 2020–2021 detailed in Table One of this report; and**
- 2. Delegates authority under section 257 of the *Local Government Act 2009* to the Chief Executive Officer to finalise any minor amendments in relation to administering the Regional Arts Development Fund program for 2020–2021.**

EXECUTIVE SUMMARY

Council's 2020-2021 Regional Arts Development Fund (RADF) Local Grants Program opened 1 February 2021 and closed 4.30pm 6 April 2021. Fifteen eligible applications were received for the grants program, which has a total funding budget of \$49,500.00.

After the RADF Committee's assessment meeting, 12 applications are being recommended for funding, requesting a total of \$49,227.00 (Exc. GST). This report is for Council to ratify the RADF Committee funding recommendations for grants submitted under Council's 2020-2021 Regional Arts Development Fund (RADF) Program

BACKGROUND

The Regional Arts Development Fund (RADF) is a Queensland Government and Local Government partnership to support local arts and culture in regional Queensland.

The highly successful program, established in 1991 underwent a renewal process in 2014-2015 and Councils now implement locally tailored RADF programs based on locally relevant decision-making processes, delivery models and priorities.

Under Council's 2020-2021 funding agreement with Arts Queensland funds allocated are \$49,500.00 comprising \$29,500.00 from the State Government and \$20,000.00 from Council. There is no surplus of funds carried over from the previous year.

The eight-week round opened 1 February 2021 and closed 6 April at 4:30pm for local grant projects requesting a maximum of \$5,000.00 (Exc. GST). The round was advertised in the local media, on Council's Website and Facebook page, networking and emails were distributed to community, and arts and cultural networks.

A public information session for prospective applicants was held in Mossman on 10 February 2021, delivered by Tim Ellis, the RADF Liaison Officer.

The officer was also available to assist applicants, in person and over the telephone, with their queries in completing applications.

In total, fifteen eligible applications were received for the grants program totaling a requested amount of \$63,227.00 in funding, an over-subscription of \$13,727.00. A RADF Committee Meeting was held on 11 May 2021 to review applications and make recommendations for funding.

Twelve applications have been approved by the RADF committee, with funding allocated based on the percentage scores of the committee, consequently three applicants will be receiving no funding.

There are surplus funds of \$273.00 which will be carried over to the RADF 21-22 Funding Round.

COMMENT

Grant applications are assessed by the RADF Committee. The committee comprises 5 members of the community with a strong interest in the arts, and includes one elected Councillor as Chair.

Committee members declare personal interests, or conflict of interests, in any applications at the commencement of the assessment meeting, and do not contribute to the assessment score of that application.

Prior to the 2020-2021 RADF Committee Assessment meeting, committee members were provided with copies of each application for their individual assessment. Scores of merit and comments were collated and discussed at the assessment meeting on 11 May 2021. The RADF Committee assess each application in accordance with the assessment criteria: Quality, Reach, Impact & Viability as per the RADF Committee Handbook (attached).

PROPOSAL

The Committee considered the following when assessing applications:

- RADF Grant Guidelines 2020-2021 (attached);
- All required sections of the application form completed;
- Project begins on or after the advertised start date;
- Applicant has accounted for all previous Council grants;
- Direct benefits for the local community (Number and range of participants, longer term potential social and economic impact to wider community);
- Evidence of genuine community interest and local support for the activity (eg letters of support);
- Full consideration to health and safety, insurance, copyright, licenses;
- Documentary evidence of adequate planning;
- Well prepared, realistic budget demonstrating sound financial management and knowledge of professional rates of pay;
- Attempts by applicant to source funding elsewhere (e.g. cash or in-kind contributions); and
- CVs for Professional and Emerging Professional Artists involved in project and confirmation of their availability to be involved in the project.

The proposal is for Council to ratify the RADF Committee's funding recommendations for twelve applications totaling \$49,227.00 (Exc.GST) in funding.

Under the RADF Guidelines, Council can only veto the Committee's recommendations when applications are not in line with RADF Guidelines (see attached) or where applications interfere with council initiatives already in progress.

FINANCIAL/RESOURCE IMPLICATIONS

The costs associated with running the RADF Program have been provided for in the budget for the 12 months to 30 June 2021. The 2020-2021 Arts Queensland Funding Agreement, expires 15 September 2021, by which time funds are to be disbursed or committed.

Total funding available for Council's 2020-2021 RADF Program is \$49,500.00 comprising: \$29,500.00 from the State Government; \$20,000.00 from Council. Other costs associated with the RADF program are met by Council as in-kind.

The RADF Liaison Officer is responsible for administering the RADF Program and reporting to Council. The RADF 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 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 application could be improved for future submissions.

In addition, feedback forms have been developed to gauge feedback from the people attending community workshops and from people who submitted applications so that Council can refine processes, presentation tools and other practices to improve the program.

SUSTAINABILITY IMPLICATIONS

Economic: One of the assessment criteria for RADF is whether the proposed activities contributes to one or more of the Queensland Government Objectives for the Community including encouraging safe and inclusive communities, supporting disadvantaged Queenslanders, stimulating economic growth and innovation, increasing workforce participation, and conserving heritage.

Environmental: Nil

Social: The objectives of RADF are to support arts and cultural activities that: provide public value for Queensland communities; building local cultural capacity, cultural innovation and community pride; and deliver the Queensland Government's Objectives for the Community.

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 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.

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:

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: Nil

External: RADF Committee, Arts and Cultural Networks, Community members, previous RADF recipients

COMMUNITY ENGAGEMENT

Nil

ATTACHMENTS

1. RADF Committee Handbook [5.1.1 - 23 pages]
2. RADF 20 21 Grant Guidelines Jan21 [5.1.2 - 29 pages]

RADF Committee Handbook



Image courtesy of
Douglas Arts Studio Gallery Inc



The Regional Arts Development Fund (RADF) is a Queensland Government and Douglas Shire Council partnership to support local arts and culture in regional Queensland



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RADF Committee Handbook

2017-2018

Welcome

Welcome to Douglas Shire Council's Regional Arts Development Fund (RADF) Program and thank you for the voluntary commitment you are undertaking as a RADF Committee member to nurture arts and cultural development in our Shire.

This handbook provides details on our local RADF Program, to assist in your role as a Committee member.

If you have any questions before, during or after the Induction, please don't hesitate to ask Council's RADF Liaison Officer.

The Committee Induction will cover:

Overview of the RADF Program

What is the purpose of the RADF Program? What are the RADF objectives? How does RADF operate?

It is important that all sectors of the community have access to funding. How various groups within a community are identified and what steps are taken by the RADF Committee to make sure that no group is disadvantaged.

How our Committee operates

The roles and responsibilities of the RADF Committee. Apply the information in the RADF Guidelines in the context of our own communities.

How RADF applications are assessed

This is the most important role that you fill as a RADF Committee member. You will need to set aside time to read and assess the RADF applications before you attend the assessment meeting. There is a RADF Assessment Checklist available for you to complete for each application. (A sample Checklist is included with this handbook). This should be provided by the RADF Liaison Officer with the applications when they are emailed to you. This Checklist provides a safeguard for all concerned so that clear and consistent criteria are applied to each application.

RADF funding cycles and timelines

A comprehensive Grants Administration Timeline is included with this handbook for your reference.

Council's Corporate Plan and Arts and Cultural Policy

These two documents inform all important decisions the RADF Committee makes about which activities are to be recommended for funding; and are included with this handbook. http://douglas.qld.gov.au/download/publications_reports/Douglas-Shire-Council-Corporate-Plan-2014-2019.pdf.

Code of Conduct

Council and Arts Queensland trust your ability to make informed and considered recommendations for RADF grants as part of the RADF Committee. The Code of Conduct document lists your responsibilities as a RADF Committee member.

Your next step is to complete and sign the Code of Conduct in the presence of a Council representative. This document is retained by the RADF Liaison Officer for Council records. If you would like a copy please do not hesitate to ask the RADF Liaison Officer.

What is the Regional Arts Development Fund (RADF)?

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

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.

How does RADF operate?

RADF is delivered in partnership with 59 Queensland local councils. The Queensland Government, through Arts Queensland, provides RADF funding to councils. Councils also provide financial and in-kind support to RADF delivery as local projects, initiatives and grants programs.

The RADF Liaison Officer develops Council's funding application based on community feedback and discussions with Councillors to determine local priorities, types of Council initiated projects and community grants RADF funding will be used for.

What are the objectives of RADF?

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 Queensland Government's objectives for the community.

What does our local RADF program look like?

RADF has been delivered as a state and local government partnership for 25 years. The program has changed in recent years to provide councils with the flexibility to tailor RADF programs to suit the identified priorities, opportunities and capacities of their local communities.

RADF programs delivered by Council 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.

Public Art is a Council initiated project funded through the RADF program.

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.

A RADF Committee assists Council is assessing grant applications for our local RADF grants program.

What is the RADF Committee?

The RADF Committee is a local advisory group to Council, representing the diverse culture and geography of the Shire. The committee assesses grant applications and makes recommendations to Council for ratification.

How is the RADF Committee selected?

Local artists, arts and cultural workers, members of arts and cultural groups and organisations and residents with an active interest in local arts and culture are eligible to nominate to be on the RADF Committee. 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. A current CV highlighting relevant arts and cultural experience and interest, and a letter of support for the nomination accompany the nomination form. RADF Committee positions are endorsed by Councillors at an Ordinary Council Meeting during the Closed Session. Councillors may also nominate to be on the RADF Committee at that meeting. 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. Members receive training regarding the assessment of RADF grant applications.

The Chair of the RADF Committee is nominated and appointed by the newly elected RADF Committee.

How long does a member service on the RADF Committee?

Committee members, including the Committee Chair, may serve for a maximum term of four years, with an option to step down after two years. Committee members serving a continuous four-year term are required to 'rest' for a period of 12 months before being eligible for re-election. Where the Chair of the RADF Committee is a Councillor, they may remain as Chair for the length of their term in Council.

What are the Committee voting rights?

All RADF Committee members have full voting rights unless a conflict of interest is declared. Committee members are required to declare a conflict-of-interest prior to the commencement of the Assessment Meeting and are required to withdraw from the meeting and decision-making around the application.

If committee members are unable to attend the assessment meeting, their completed assessment sheets are to be forwarded to the RADF Liaison Officer for tabling at the meeting.

The RADF Liaison Officer provides administrative support to the committee, but has no voting rights.

If the RADF Committee is unable to reach a majority decision, the Chair will have the casting vote.

If the Committee requires advice on an application from a person not an elected committee member, the advisor does not have voting rights and must adhere to the Code of Conduct.

What are the RADF Committee members required to do upon commencement of their appointment?

- Attend an induction of the RADF Program.
- Sign an agreement to abide by the Code of Conduct to:
 - be fair and honest;
 - treat applicants with respect;
 - declare any conflict of interest;
 - treat all information an applicant includes in their application and any discussion surrounding the application as confidential and undertake to respect that confidentiality;
 - acknowledge when speaking in an official capacity as a RADF Committee member, and when making private comment;
 - ensure public comments reflect Council's Policies and RADF Program Guidelines.

What are the ongoing responsibilities of Committee members?

The primary responsibilities of Committee members are to:

- attend and participate in RADF meetings;

- assess RADF applications and Outcome Reports;
- ensure funding allocated is in line with Council's RADF Community Grants Guidelines;
- participate in RADF training;
- advise the RADF Liaison Officer, prior to the meeting, if they are unable to attend, to determine if the quorum can be met.

How do Committee members ensure that they are able to provide appropriate and current advice in the assessment process?

Committee members are encouraged to actively promote RADF in the community, and encourage prospective applicants to review the Application Kit, attend RADF Grant information sessions or consult the RADF Liaison Officer.

Committee members are required to read and assess all RADF applications and acquittals in a fair manner. If a committee member considers they have a conflict of interest in assessing a particular application, they are required to inform the RADF Liaison Officer of the conflict prior to the assessment meeting.

If a member cannot attend an assessment meeting, they should:

- record their assessment of all applications on their assessment sheets;
- nominate the RADF Liaison Officer, or another member of the Committee, to present their assessments.

Who are the advisors to the RADF Committee?

Other personnel can be invited to join a RADF Committee at any time as an advisor under various circumstances. For instance:

- If expertise is missing on the Committee for the assessment of a particular application, an expert in that field can be invited to provide independent advice to the Committee.
- A translator may be necessary if material presented to the Committee is in a language other than English.
- Recognition may also be given to signers and facilitators when including applicants with a disability.

Advisors can be a RADF committee member from another council.

As advisors are not elected Committee members, they will not have voting rights but will still need to adhere to the Code of Conduct.

What is the role of the RADF Chair?

During the period of their appointment to the RADF Committee, the Chair is required to:

- Ensure meetings are run from an agenda and that minutes of all RADF meetings are kept. (The RADF Liaison Officer will take minutes.)
- ensure that debate on applications and policy-related matters is open and accountable

- a Quorum is met before the meeting progresses
- Ensure applications and outcome reports are completed and signed
- Check previous minutes for accuracy at the commencement of meetings
- Monitor attendance of committee members at meetings (members regularly absent may be asked to step down from their position)

How does the committee assess applications?

When assessing applications for RADF grants, committees are required to use the assessment tools provided in the support materials accompanying this handbook.

A concise rationale for funding decisions should be recorded as part of the minutes, so that applicants can be provided with feedback on their applications.

Funding recommendations should be based on:

- Eligibility Criteria
- RADF Assessment Criteria
- Local priorities
- Available Budget

When recommending funding amounts it is important to remember that:

- Applications should be judged on merit
- The full amount being requested should be supported unless there are clear reasons for reducing funding requests
- Not all available funds need to be allocated in a financial year if the quality of applications does not warrant support.

What happens after the RADF Committee has completed its funding recommendations?

Once the RADF Committee has reached agreement on which grant applications should be recommended and for what level of funding, the RADF Liaison Officer will present the recommendations to Council for ratification.

Council can veto recommendations, but only when they:

- Are not in line with council's arts and cultural policy;
- Interfere with council initiatives already in progress.

Once Council has ratified the recommendations, the RADF Liaison Officer prepares:

- Contracts for successful applicants;
- Letters for the unsuccessful applicants;
- The method of payment.

What happens if a RADF grant recipient wants to change a part of their project or activity?

Sometimes circumstances change and RADF grant recipients cannot carry out their project exactly as described in their application. Where this happens, the recipient must:

- Notify the RADF Committee in writing
- Negotiate any change before the commencement of their project or activity.

The RADF Committee can:

- Approve the changes
- Request that a new application form be completed
- Ask the recipient to return the funds and to re-submit 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 both the Chief Executive Officer and the recipient.

How are outcome reports assessed and acquitted?

All RADF grant recipients must submit an outcome report not more than eight weeks after the conclusion of their activity.

Reviewing the outcome reports allows the Committee to:

- note program outcomes
- assess the benefits and drawbacks of different activities
- learn from the difficulties experienced in activities
- reflect on the decisions made during the last funding round
- celebrate successes, great and small
- set new priorities and directions
- consider the ongoing relevance of Council's arts and cultural policy.

Outcome reports do not have to be formally assessed by the RADF Committee, but should be presented and recorded in the minutes of any RADF Committee meeting.

What are the roles and responsibilities of the RADF Liaison Officer?

The RADF Liaison Officer is not an official member of the RADF Committee and is not eligible to vote at Committee meetings. The RADF Liaison Officer manages the RADF program and supports and informed decision-making process for the Committee.

The duties of the RADF Liaison Officer include:

Providing advice on:

- RADF Grant Guidelines and resources
- The purpose of RADF grants
- Council business that might affect a proposed application
- Arts Queensland and other relevant grant programs
- Liaising with the following RADF stakeholders:
 - Arts Queensland
 - Councillors
 - RADF Committee
 - Local community

Organising RADF:

- Committee meetings
- Presentation ceremonies
- Information sessions for prospective and successful applicants

Planning and preparation of:

- RADF Committee meeting agendas and minutes (ensuring a quorum for each meeting)
- Funding assessment comments on the RADF funding workbook for future feedback to applicants and to Arts Queensland
- The summary template of recommended projects
- Community consultations/feedback in support of Council's annual funding application
- The annual funding application to Arts Queensland
- RADF reporting to Arts Queensland

Ensuring all promotional material produced by Council and applicants adhere to RADF promotions protocols

Record filing and keeping for five years of all RADF

- Correspondence
- Minutes
- Committee recommendations and council decisions
- Applications
- Acquittals
- Financial reports

Maintaining a RADF Workbook to support accurate reporting

Advising the RADF Committee of any recommendation for funding not supported by Council because the:

- Application is not aligned with the policy
- Application might impede current Council initiatives

Developing culturally appropriate strategies to ensure specific community groups have representation in committee decision-making processes.

What annual RADF Committee meetings and events does the RADF Liaison Officer need to organise each year?

A series of RADF meetings or events must be held throughout the year. The number of times a Committee meets can vary according to the:

- Number of funding rounds held per year
- Number of other matters arising in a year that require discussion.

The RADF Liaison Officer should endeavour to hold regular Committee meetings outside of the funding round assessment meetings. These additional meetings include:

- Election or selection of RADF Committee members
- Induction of RADF Committee members
- Promotion of the RADF program
- Community consultation
- Development of the annual RADF funding application and annual report
- Development or update of the cultural policy
- Ensuring that RADF priorities are included in Council's Corporate Plan.

A well-structured and productive meeting relies on a clear agenda.

What are the RADF funding cycles and timelines?

There are two types of grant application and acquittal cycles that occur each financial year for RADF.

- Council and Arts Queensland
 - Submitting a funding application to Arts Queensland for the next financial year's funding support; and
 - Submitting an annual report to Arts Queensland for the previous financial year's activities.
- Individuals, organisations and collectives
 - Submitting grant funding applications to the RADF Committee for RADF projects
 - Submitting Outcome Reports at the conclusion of RADF-funded projects

How are funding decisions recorded and applicants provided with feedback?

It is important to keep accurate records of assessment meetings so that Council can be accountable for the funding decisions made in relation to the use of public money. Applicants have the right to request feedback on their grant applications, whether they were successful or not; over the phone, in person or in writing. In order to do this, the Panel must have an agreed position as to why a grant applicant has been successful or not, based on the criteria of the RADF Program. This agreed position must be accurately recorded as all applications are subject to the Freedom of Information Act and the Judicial Review Act.

Unsuccessful applicants for RADF grants often request feedback about why their application was not supported and how they can improve or develop future applications. The RADF Committee plays a role in advising applicants on the development of future applications. The RADF Liaison Officer is responsible for informing applicants of the reason(s) their application was not supported.

The rationale for funding or not funding an applicant must be recorded at the funding assessment meeting, together with any other feedback that the RADF Committee may choose to include.

Applicants have the right to request a meeting with the RADF Liaison Officer, RADF Committee member(s) or a Council staff member to obtain feedback about their application or to see minutes of assessment meetings where relevant.

From time to time, stakeholders of Council's RADF Program, i.e. Council staff, RADF Committee, Councillors and applicants, may disagree or dispute decisions made in relation to the program. Disputes over the management of the RADF Program are resolved locally. The Local Government Association of Queensland can recommend trained mediators to assist in resolving conflict between stakeholders.

What Risk Management Strategies are in place?

Each successful RADF applicant must acquit their application. In the interest of accountability, a Risk Management Strategy will assist in the acquittal of grant applications.

The Risk Management Strategy includes:

- attaching an outcome report form to the Grant Application so prospective applicants are aware of the reporting requirements should their application be successful; and to the Letter of Offer for successful applicants;
- releasing funds in increments against a schedule of deliverables for larger grants;
- not releasing funds until all funding conditions are met (eg provision of Public Liability Insurance and draft RADF promotional material so the RADF Liaison Officer can check correct wording and logos are used);
- withdrawing funds if an activity is unduly delayed and inviting the recipient to resubmit their application the next round;
- maintaining contact with recipients and following their progress where possible;
- setting tight time frames for the return of the outcome report;
- issuing and recording in the database reminders via email, letter and phone;
- changing the public recognition phase of the program to the outcome stage of the activity when there is a product that can be celebrated with the community

If the outcome report is still not returned the recipient is no longer eligible for future Council grants and:

- a note is recorded in the RADF workbook ;
- a letter is sent to the applicant advising that the grant recipient is ineligible for further funding;
- Council writes off the grant.

In relation to outstanding Outcome Reports:

- Requests for extension of project timelines and/or Outcome Report deadlines are to be submitted in writing to Council's RADF Liaison 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.

- The RADF Liaison Officer contacts grantees who have obtained extensions on their projects on a regular basis to monitor their progress.

Council is understanding of the fact that at times grantees may face circumstances beyond their control which impact on their project timelines and endeavours to support all artists in such situations to achieve the original outcomes of their awarded projects.

What are our local priorities?

As a result of community feedback during the development of Douglas Shire Council's *Corporate Plan 2014-2019* and the annual *Arts in Douglas* survey, a number of local priorities for arts and culture have been identified.

Council is committed to supporting and encouraging the arts and unique cultures of our area to enrich lives of locals and visitors alike. An application will be strengthened if the proposal clearly articulates how the project will meet any of the following local priorities:

- Value cultural identity, heritage and inclusiveness
- Collaborate with our communities to celebrate successes, talents and uniqueness
- Celebrate and share the culture, lifestyle and diversity of Douglas communities through community events and programs
- Support and encourage a healthy, active and capable region through cultural and recreational opportunities, and community wellbeing initiatives
- Build capacity of local non-profit community and cultural organisations
- Promote inclusiveness, through accessible programs that meet the needs of our diverse communities and visitors
- Foster and support the role of local artists, writers and performers to encourage community vibrancy and wellbeing
- Enhance community opportunities catering for arts and cultural pursuits
- Promote the Shire as a destination of choice and for film and cultural opportunities
- Improve social and economic outcomes and opportunities for our communities
- Collaborate with communities in the north of the Shire to identify and pursue opportunities for increased tourism market share
- Enhance and preserve cultural heritage, natural and built environments through sound planning and community involvement
- Create vibrancy in high profile areas with public art in Mossman's Front Street and Port Douglas' Macrossan Street and Waterfront
- Use recycled materials for arts projects, contributing to improved recycling and re-use of deposits at landfill sites
- Partner with stakeholders to achieve community outcomes

Please note the RADF program enables all Councils to create and change their local priorities to suit their communities.

Who is 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 is ineligible?

Applications will be deemed **ineligible** if:

- they are submitted after the closing date;
- they are faxed or emailed;
- the activities to be funded occur before the successful funding announcement date;
- they ask for 100% of project or program costs;
- applicants have already been awarded Council funding in that same financial year;
- the application form is altered in any way; or
- RADF funding is for planning for or maintenance of infrastructure; capital or equipment costs, fundraising activities, awards, competitions, eisteddfods or prizes.

How much can applicants apply for?

Eligible applicants may apply for up to \$5,000 (GST Exclusive) for their RADF project. Please note applicants will be required to contribute cash, inkind and/or sponsorship towards the cost of the project as RADF does not fund 100% of any project. (As a guide, RADF previously contributed up to 65% towards eligible project costs.)

Applicants may consider applying for funding above the maximum investment amount or ratio where 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.

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

How do applicants apply?

Applications are to be submitted using the RADF application form and must include relevant support materials.

Applicants are encouraged to attend an information session or contact Council's RADF Liaison Officer who can answer questions about the application process.

For general enquiries applicants may also email the RADF Liaison Officer at enquiries@douglas.qld.gov.au.

Applicants must submit a completed hardcopy of the RADF funding application form, including a budget and any relevant support materials by 4.30pm of the closing date. Late, faxed or emailed applications will not be accepted.

When should applicants 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 in the first half of the financial year, for a period of 8 weeks. Projects must commence during that financial year, 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 public value of RADF projects will be promoted to the wider community through Council's *RADF in Review* publication.

Local RADF grants program key dates for 2016-17 (Proposed)

Milestone	Key date
RADF 2016-2017 applications open	30 September 2016
Applications close	4.30pm 25 November 2016
Assessment and moderation of applications	December 2016/January 2017
Funding announced	February 2017
Funding contracted	February 2017
Outcome Reporting by successful applicants	8 weeks after project completion

What supporting documents should applicants include with an application?

Applicants are required to provide relevant support material with the application demonstrating quality of previous work, demand for/ interest in their project, and details of other contributors/partners/funding secured by the applicant towards the RADF project.

If projects relate to particular community groups (eg young people), the application will need to include evidence of engagement with or support from this group.

The application budget

The RADF Assessment Panel 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.

Applicants will be required to support their budget with one written quote for each item in the budget \$500 to less than \$1500 (GST Exclusive) and two written quotes are required for items \$1,500 (GST Exclusive) and over.

For general advice, applicants may 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.

How do applicants 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.

Applicants are to consider how their project will meet the criteria and how the project will respond to local priorities. Please note; projects are not required to meet every assessment criterion, nor every local priority. Some general ideas to consider against each criterion are below.

Criteria		Considerations
Quality	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	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 stakeholder involvement in RADF priority setting, decision making and evaluation.	<ul style="list-style-type: none"> • 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.	<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?
	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.	<ul style="list-style-type: none"> • 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	<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. • How will the proposed activities leverage off other local projects, programs and events?

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.

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 applicants lodge an application?

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.

Applications 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. USB devices cannot be returned to applicants as they form part of the record of the application.

A USB device may be submitted in addition to the hardcopy of the application containing support material.

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. Applicants are to contact Council if they 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 Assessment Panel 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. Applicants will be given five working days to provide further information.
- Members of the RADF Assessment Panel 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 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.

Will applicants be offered less than they have requested?

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

If an applicant is successful to RADF, may the applicant 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 to 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?

All RADF grant recipients are required to complete a Project Outcome Report, provided by Council to successful applicants with their letter of Offer in hard copy. An electronic version will be available on request.

Successful applicants (except for those funded for career development projects) **must** capture audience/participant/partner feedback from their project (eg: Social media comments, surveys, interviews, comment box, stakeholder debrief) and provide details in the Outcome Report.

Acquittal requirements for RADF include:

- Providing a funded activity Outcome Report to Council including outcome data with community feedback, 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 (eg social media, website, event program, newsletter, verbal acknowledgement at launch); and
- Audience, participant and partner feedback.

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.

How do applicants 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 2016-17 acknowledgement text and appropriate logos, which will be provided by Council's RADF Liaison Officer.

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 applicants find help to complete an 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

Key documents for the RADF Committee:

- RADF Committee Code of Conduct
- RADF Administration Timeline
- RADF Agenda Template
- RADF Committee Assessment Checklist
- Corporate Plan
http://douglas.qld.gov.au/download/publications_reports/Douglas-Shire-Council-Corporate-Plan-2014-2019.pdf
- Arts Strategy Brief (includes Council's DRAFT Arts Policy)

RADF LOCAL GRANTS PROGRAM GUIDELINES

2020-2021

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



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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 has been delivered as a state and local government partnership for over 25 years and the program has changed in recent years to provide Councils with the flexibility to tailor RADF programs to suit the identified priorities, opportunities and capacities of their local communities.

RADF programs delivered by Council 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*, *Arts Strategy 2017-2021* and annual *Arts in Douglas* survey, a number of local themes and priorities for arts and culture have been identified.

The Arts Strategy, which contains the themes and local priorities, is an evolving document to be reviewed annually on progress and relevance.

Council is committed to supporting and encouraging the arts and unique cultures of our area to enrich lives of locals and visitors alike. An application will be strengthened if the proposal clearly articulates how the project will meet any of the following 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 artswoker 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 artswokers 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.

2018-2019 Local RADF Grants Program Key Dates

<u>Milestone</u>	<u>Key Date</u>
RADF Grant Program Applications Open	1 February 2021
Information Session	10 February 2021
RADF Grant Program Applications Close	4:30pm Friday 2 April 2021
Moderation and Assessments	April 2021
Funding announced	May 2021
Funding contracted	By 30 June 2021
Projects commence	After funding contracted
Projects completed	Within 12 months of funding contract
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?
	<p>Number of people employed through RADF activities</p> <p>RADF funding allocated to activities that respond to local priorities</p>	<p>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.</p> <ul style="list-style-type: none"> ▪ 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	<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 Arts Strategy 2017-2021 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 Art Strategy 2017-2021
- 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 Budget Preparation Toolkit on the Arts Queensland website www.arts.qld.gov.au/arts-acumen/resources/funding-application-writing 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