



# RADF GRANT 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

**DOUGLAS** SHIRE  
COUNCIL



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# RADF Local Grants Program

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

	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)?
<b>Impact</b>	Demonstrates cultural, artistic, social or economic returns on investment.	<ul style="list-style-type: none"> <li>▪ What cultural, artistic, social or economic value/outcomes does the applicant expect the proposed program of activities will contribute to the community?</li> <li>▪ How will the applicant communicate the public value of RADF activities in the community?</li> </ul>
	<b>Number of people employed through RADF activities</b>  <b>RADF funding allocated to activities that respond to local priorities</b>	<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"> <li>▪ Which Queensland Government objective(s) does the proposed program of activities make the strongest contribution to and how?</li> </ul>
<b>Viability</b>	Evidence of good planning and management of RADF	<ul style="list-style-type: none"> <li>▪ 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?</li> </ul>
	Evidence of partnership capacity with partners including business and government.	<ul style="list-style-type: none"> <li>▪ Information about any local partnerships that will contribute to delivery of the proposed program of activities.</li> </ul>

		<ul style="list-style-type: none"> <li>How will the proposed activities leverage off other local projects, programs and events?</li> </ul>
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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](http://www.arts.qld.gov.au/aq-funding/acknowledgement).

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

### **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](mailto: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](mailto:artslaw@artslaw.com.au) or visit [www.artslaw.com.au](http://www.artslaw.com.au)

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

7. 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](http://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](http://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](http://www.justice.qld.gov.au) or T: 13 74 68

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