

Information for applicants

# Regional Arts Development Fund (RADF) Guidelines



Image: Maryann Talia Pau, Photograph- One Million Stars Against Violence Campaign

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

# Regional Arts Development Fund (RADF) Guidelines, 2021 – 2022

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## Purpose of RADF

- The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through [Arts Queensland](#) and Redland City Council.
- 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 community needs.
- RADF information, case studies and criteria is available from [Arts Queensland's website](#).

## Redland City Council Strategic Goals

Redland City Council's RADF program is informed by Redland City Council's Corporate Plan [Our Future Redlands: A Corporate Plan to 2026 and Beyond](#) and the [Cultural Policy ART-001-P](#).

Three locally-determined priorities are supported by Redland City Council's RADF 2021 – 2022:

	<b>Strong Communities</b>	Our strong and vibrant community spirit is nurtured through services, programs, organisations, facilities and community partnerships that promote resilience, care and respect for residents of all ages, cultures, abilities and needs.
	<b>Quandamooka Country</b>	Our city embraces the rich Aboriginal heritage of Redlands Coast (Quandamooka) and the Traditional Owners' ongoing custodianship of Quandamooka land and waters. We work together for the future of Redlands Coast on Quandamooka Country.
	<b>Thriving Economy</b>	Our thriving economy recognises the benefit of our unique geography and is underpinned by enabling infrastructure, supportive policy and successful partnerships which maximise opportunity for growth in industry, job creation, innovation and environment.

## RADF objectives

Redland City Council RADF supports arts and cultural activities that:

- Encourage creative and skills development within the arts and cultural life of Redlands Coast.
- Encourage partnerships and cultural innovation.
- Build local cultural capacity, sustainability, and community pride.
- Support a robust living culture in Redlands Coast.
- Provide public value for Queensland communities.

## RADF funding categories

RADF funding is provided in the following categories:

- **Community Project Funding:** Funding activities, projects and initiatives with grants of **up to \$10,000**. Open to community, two rounds per year, providing support for individual artists, groups and organisations.
- **Strategic Initiative Funding: Two grants of \$20,000** available for significant / key initiatives for Redlands Coast. Strategic initiatives deliver transformational projects, encourage change, build legacy, and contribute significantly to the local creative and cultural ecology, for example, providing seed funding or creating a business plan.
- **Quick Response/Professional Development Grants** (*not currently available*): Providing one-off support of **\$1500** for individuals or **\$2000** for organisations. ***This opportunity is not available at this time.***

## Key dates: Community Project Funding

Projects starting after 30 November 2021:	Projects starting after 30 April 2022:
<b>Applications open:</b> 1 September 2021 <b>Applications close:</b> 17 October 2021 <b>Outcome notifications:</b> 30 November 2021	<b>Applications open:</b> 16 February 2022 <b>Applications close:</b> 31 March 2022 <b>Outcome notifications:</b> 30 April 2022

## Eligibility

### Artform categories

The RADF grant provides opportunities for professional, semi-professional and emerging artists based in Redland City through project based funding in the categories of:

- Community Arts and Cultural Development
- Dance
- Developing Regional Skills
- Heritage
- Multi-arts
- Music
- Theatre
- Visual Arts, Craft and Design
- Writing

**Applicants must:**

- Be a permanent resident or Australian Citizen.
- Be based in Redland City or demonstrate how the project will directly benefit Redland City's Arts and Culture
- Have an ABN or be auspiced by an individual or organisation (refer to page 5).
- Be over 18 years of age or have the application co-signed by a legal guardian confirming responsibility for the financial management of the funding.
- Be individual professional artists, emerging professional artists, arts workers, cultural workers or project coordinators.
- Incorporated arts and cultural organisations and cultural organisations based in Redland City, or those based outside the council area that are able to demonstrate how the project will directly benefit arts and culture on Redlands Coast.
- Unincorporated organisations, auspiced by an incorporated body, that are based in the Redland City area, or those based outside the Redland City area that are able to demonstrate how the project will directly benefit arts and culture in the Redland City area.
- Must have met all acquittal conditions of previous Council grants.
- Contact Council's RADF Liaison Officer or Manager of Creative Arts to discuss the project prior to applying.

**Ineligible applications:**

- Requests for 100% funding of the project. Applicants are encouraged to seek other sources of funding for their projects. Applicants are required to make a significant contribution, which may be in-kind. This contribution must be shown in the application budget.
- Applications submitted after the closing date or are unsigned.
- Activities that commence before Council approval has been given.
- Entertainment for events without a specific developmental outcome for artists.
- Funding competitions, prizes or eisteddfods.
- Funding the purchase of capital items e.g. equipment, buildings or vehicles.
- Funding accredited study, training or university courses.
- Seeking ongoing operational expenses.

## Application process

**NOTE: All applications must be submitted online via SmartyGrants.**

If you require assistance using this system, please contact the RADF Liaison Officer. Paper based applications are longer accepted.

### Steps to apply for Community Project Funding (up to \$10,000)

- Step 1:** Read the Redland City Council RADF Guidelines and RADF priorities. Review the criteria and sample application form which is on the RADF page on Council's website.
- Step 2:** Speak with the RADF Liaison Officer to discuss your proposal (verbally or via email). Refer to page 6 for contact information.
- Step 3:** If a grant writing workshop is available, attend to improve your application's chances of success.
- Step 4:** Submit a full application online between the opening and closing dates.
- Step 5:** Community Project Funding applications will be assessed by the RADF Volunteer Assessment Panel against the criteria (see page 4). Applicants will be notified in writing of the outcome by **30 November**.

### Steps to submit an Expression of Interest (EOI) for a Strategic Initiative (up to \$20,000)

- Step 1:** Read the Redland City Council RADF Guidelines and RADF priorities.
- Step 2:** Speak with the RADF Liaison Officer to discuss your EOI (verbally or via email) - refer page 6 for contact information.
- Step 3:** If the initial proposal meets the criteria, and is accepted by the RADF Liaison Officer or Manager of Creative Arts, submit the full EOI. Dates for the next round in 2022 are to be confirmed.
- Step 4:** Strategic Initiative submissions will be assessed by the Manager of Creative Arts in consultation with the RADF Voluntary Assessment Panel Chair. Applicants will be notified of the outcome within one month of submissions.

### Steps to apply for Quick Response grants (\$1500 for individuals; \$2000 for organisations)

- Step 1:** Read the Redland City Council RADF Guidelines and RADF priorities. Note that the Quick Response Grant application process and form is simplified.
- Step 2:** Speak with the RADF Liaison Officer to discuss your proposal (verbally or via email) – refer page 6 for contact information.
- Step 3:** Submit an application a minimum of five weeks prior to the proposed activities.
- Step 4:** Submissions will be assessed by the RADF Volunteer Assessment Panel. Applicants will be notified in writing of the outcome within a fortnight of their lodgement date.

## Assessment process

### Applications will be assessed on:

- Eligibility of project and personnel.
- How well they address RADF and Redland City Council objectives (see page 1).
- How well they align with priority Council projects (contact the RADF Liaison Officer for more information).
- Criteria categorised by [Quality, Reach, Impact and Viability, as described on the Arts Queensland RADF site.](#)
- Covid-19 safety planning, if required.

### Assessment panel information and process:

- The RADF Volunteer Assessment Panel is an external group of industry and Council representatives that reflect the diverse arts and creative communities of Redlands Coast.
- Panel members are selected for their expertise in the arts and their understanding of developing the creative industries in the region.
- Current panel members include: Cr Paul Bishop (Chair), Cr Lance Hewlett (Co-Chair), Andrea Smith, Peter Handsworth, Bradford Walton, Maria Cleary, Michelle Worthington, Jeremy Staples and Brett Nutley.
- The RADF Volunteer Assessment Panel assesses each application against a set of criteria and ranks applications accordingly.
- Recommendations are submitted to Council's Group Manager of Community and Cultural Services for final approval.
- Successful applicants will be notified and receive a Letter of Offer with more detailed information on responsibilities and reporting four weeks after the closing date.
- Unsuccessful applicants will be notified in writing and can request feedback.

## Contact information

**RADF information and guidelines:** [www.redland.qld.gov.au/grants](http://www.redland.qld.gov.au/grants)

**Email enquiries:** [grants@redland.qld.gov.au](mailto:grants@redland.qld.gov.au)

### **RADF Liaison Officer, Elaine Seeto**

Creative Arts Unit, Redland City Council  
(07) 3829 8999  
MOB: 0409 653 125

### **Manager, Creative Arts**

Creative Arts Unit, Redland City Council  
(07) 3829 8135



## Additional information for applicants

### Redland City Council RADF Liaison Officer (RLO) assistance:

- Council's RADF Liaison Officer is the main contact for the RADF Program.
- Before completing an application it is required that you discuss your project proposal with the RLO or the Manager of the Creative Arts Unit.
- The RLO can help you develop your project and identify opportunities; understand the RADF Program, the application process and grant requirements; and explore other funding opportunities.
- If necessary, the RLO can meet with you, or arrange for you to meet with a RADF Voluntary Assessment Panellist.
- Council's RLO liaises with Arts Queensland to ensure appropriate management of the RADF Program and RADF Volunteer Assessment Panel.

### Eligibility checklist

Each professional or emerging artist receiving financial benefit from an RADF grant must complete the Eligibility Checklist in the application form on SmartyGrants.

This checklist has been developed to determine the professional or emerging professional status of all artists receiving RADF grant money.

Artists being paid with RADF grant money must meet at least three of the twelve criteria on the checklist.

### Australian Business Number (ABN)

It is not mandatory for RADF applicants to hold an ABN.

However, if they do not have an ABN the application must be auspiced by an incorporated organisation with an ABN (known as the auspice body) who manages the grant on behalf of the applicant.

The auspice body is responsible for providing a financial report on completion of the project, but is not responsible for the artistic direction, delivery or quality of the project.

### Support material

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

- Curriculum Vitae (Resume) from all professional arts and cultural workers employed in the activity.
- Letters of Support from project partners, a community Elder, workshop leader or leaders of groups that benefit from the project. Avoid support letters from participants or audience members within the project.
- A comprehensive budget using the template on the application form.
- Example of previous artworks or projects.



## Information for successful applicants

### Goods and services tax (GST)

If you or your entity has an Australian Business Number (ABN) and is registered for GST, your funding will be grossed up by 10% to cover the GST liability.

If you or your entity has an ABN but is not registered for GST, any funding paid will not include a GST component. For goods and services that attract GST, include the whole amount in your budget.

### Invoice and payment

Council prefers electronic funds transfer as its payment option.

If you have not received a grant before, a Supplier/Creditor Information form needs to be completed prior to the payment. This will be sent with your Letter of Offer.

A Purchase Order Number will be provided with your Letter of Offer. This number needs to be quoted on your invoice.

**If your grant is being auspiced on your behalf, please arrange for the auspicating organisation to issue an invoice.**

### Variations to the project

Funding cannot be used for any activities except those specified in your funding agreement, which includes your application, and letter of offer, unless a variation of the funding agreement is sought from, and approved in writing by Redland City Council.

You should request approval from the RADF Liaison Officer or the Manager of Creative Arts, via email immediately if there are any changes to:

- Key personnel
- Timelines
- Budget
- Funding from other sources
- Location or Venues
- Project Outcomes

### Outcome reports

Successful applicants must submit an online Outcome Report no more than eight (8) weeks after completing your funded activity.

**If you fail to acquit your grant, you will be ineligible to apply for future funding through Redland City Council, and you may be asked to repay the funds.**

Your Outcome Report acquits the grant by providing evidence of the outcomes of the activity and how the RADF funds were spent.

Reporting is a chance to reflect on the level of success your activity achieved by:

- Identifying key outcomes.
- Examining the artistic, cultural, social and economic outcomes of your activity.
- Evaluating your practice by assessing the benefits and drawbacks.

- Learning from any difficulties and recognising the potential for growth or new directions in your work.
- Checking your financial estimates against your actual expenditure.
- Collating any documentation including photographs, videos, press articles or brochures.

## Acknowledgement requirements

Successful RADF funded activities must acknowledge the Queensland Government and the Council in all promotional material, publications and products.

Include the RADF acknowledgement text below, and logos provided to you by Redland City Council with your funding agreement.

### Acknowledgement Text for RADF 2020-2021:

*The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Redland City Council to support local arts and culture in regional Queensland.*

### Where to source logos:

- **Queensland Government crest:** <http://www.arts.qld.gov.au/aq-funding/acknowledgement>
- **Redland City Council logo:** a link to logos will be supplied to successful applicants

## Resources

### Available on Redland City Council's website ([redland.qld.gov.au](http://redland.qld.gov.au)):

- [Redland City Council Corporate Plan, Our Future Redlands: A Corporate Plan to 2026 and Beyond](#)
- [RADF Information](#)

### Other resources:

- [Arts Queensland RADF case studies and criteria explained](http://arts.qld.gov.au/regional-arts-development-fund) ([arts.qld.gov.au/regional-arts-development-fund](http://arts.qld.gov.au/regional-arts-development-fund))
- [Apply for an ABN](http://abr.gov.au) ([abr.gov.au](http://abr.gov.au))
- [Queensland Government Covid-19 Plan Guidelines](#)
- [Arts Queensland Data Dictionary \(glossary of terms\)](#)

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