

Information for Applicants

Regional Arts Development Fund (RADF) Guidelines



Image: One Million Stars Against Violence Campaign – Maryann Talia Pou

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



Queensland
Government



Redlands
COAST



Redland
CITY COUNCIL

The Regional Arts Development Fund

The Regional Arts Development Fund is an annual partnership between the State Government through Arts Queensland and Redland City Council. RADF promotes the value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. RADF is a flexible fund that supports local councils to invest in arts and cultural priorities, as determined by local communities across Queensland.

RADF aims to support arts and cultural activities that:

- provide public value for Queensland communities
- build local cultural capacity, cultural innovation and community well-being; and
- build skills and experiences.

RADF Priorities

The Redland City Council RADF Grant is informed by Redland City Council's Corporate Plan 2018-23 and the Cultural Policy –POL 2706, which identifies three (3) locally determined priorities that Redland City Council's RADF 2019-20 funding will support.

Priority will be given to applications who deliver outcomes in the following:

- **Quandamooka Country**
The rich Aboriginal heritage of the Redlands (Quandamooka) and the Traditional Owners' ongoing custodianship of Quandamooka land and waters will be widely understood and respected, and we will work together for the future of Quandamooka Country.
- **Supportive and Vibrant Economy**
Businesses will thrive and jobs will grow from opportunities generated by low impact industries, cultural and outdoor lifestyle activities, and ecotourism and quality educational experiences.
- **Strong and Connected Communities**
Our health, wellbeing and strong community spirit will be supported by a full range of services, programs, organisations and facilities, and our values of caring and respect will extend to people of all ages, cultures, abilities and needs.

Funding Categories

The Redland City Council RADF Program provides funding in two (2) categories;

- **Community funding for activities, projects and initiatives to a maximum of \$10,000 per application**
Open to community **one round** per year providing support to individual artists, groups and organisations.
- **Professional Development/ Quick Response - up to \$2,000 per applicant or \$4,000 per group**
Open to community members **all year round**. Individuals' funding is available to artists and cultural workers for professional development/ career development projects.

Eligibility

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 in the Redland City area
- Unincorporated organisations, auspiced by an incorporated body, that are based in the Redland City area, or those based outside Redland City area that are able to demonstrate how the project will directly benefit arts and culture in Redland City area
- Must have met all acquittal conditions of previous council grants

Ineligible applications:

- RADF does not fund 100% of any 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
- 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 for competitions, prizes or eisteddfods
- Seeking costs of purchase of capital items e.g. equipment, buildings or vehicles
- Applications for accredited study, training or university courses
- Seeking ongoing operational expenses

Application Process

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

Step 1: Read the Redland City Council RADF Guidelines and RADF priorities.

Step 2: Speak with the RADF Liaison Officer to discuss your proposal (verbal or via email) - refer page 5 for contact information.

Step 3: If initial proposal accepted (by the RADF Liaison Officer or Manager of Creative Arts) submit a full application on-line between **1st August and 31st August 2020** which will be assessed by the RADF Assessment Panel.

Applicants will be notified of success in writing or otherwise of their application by **the end of September 2020**.

Steps to apply for Quick Response grants (up to \$2,000 for an individual or \$4,000 for an organisation)

Step 1: Read the Redland City Council RADF Guidelines and RADF priorities.

Step 2: Speak with RADF Liaison Officer to discuss your proposal (verbal or via email) – refer page 5 for contact information.

Step 3: If initial proposal is accepted, (by the RADF Liaison Officer or Manager of Creative Arts) submit a full application anytime which will be assessed by RADF Assessment Panel.

Applicants will be notified in writing or otherwise of their application within a fortnight of their lodgement date.

Key Dates for 2020

Application Opening Date:

- 1st August 2020

Application Closing Date:

- 31st August 2020

Nine Categories of funding available

The RADF grant provides opportunities for 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

Assessment Process

RADF Assessment Panel

- The RADF Assessment Panel is an external group of industry and Council representatives that reflect the diverse arts and creative communities of the Redlands.
- Panel members are selected for their expertise in the arts and their understanding of developing the creative industries in the region.
- The RADF Assessment Panel assesses each application against a set of criteria and ranks applications accordingly
- Recommendations are submitted to the Group Manager , 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 will have the opportunity to request feedback.

Applications will be assessed on how well they address the RADF objectives, Redland City Council objectives and how well they align with priority Council projects.

Projects must align to the local priorities of Redland City Council and the RADF objectives.

RADF Objectives	Redland City Council Corporate Plan Objectives
<ul style="list-style-type: none"> ○ Projects that encourage creative and skills developments within the arts and cultural life of Redlands. ○ Priority will be given to applications that demonstrate how they build local capacity and sustainability. ○ Projects that encourage partnerships and cultural innovations. ○ Supporting a robust living culture in the Redlands 	<ul style="list-style-type: none"> ○ Quandamooka Country ○ Supportive and Vibrant Economy ○ Strong and Connected communities

Submitting an application

Before completing an application you need to discuss your project proposal with the Manager of the Creative Arts Unit or the Regional Arts Development Fund Liaison Officer (RLO).

RADF Liaison Officer
 Elaine Seeto
 Creative Arts Unit
 Redland City Council
 ☎ (07) 3829 8999
 MOB: 0409 653 125

[Manager – Creative Arts Unit](#)

Redland City Council
 ☎ (07) 3829 8135
 MOB: 0418 318 994

✉ grants@redland.qld.gov.au

All RADF information and Guidelines can be found at:

www.redland.qld.gov.au/Grants

All Applications are now on-line via Smarty Grants. Paper based applications will no longer be accepted.

Additional information for applicants

RADF Liaison Officer (RLO)

The RADF Liaison Officer is a Council Officer who is your main contact for the RADF Program. Council liaises with Arts Queensland to ensure local appropriate management of the RADF Program and RADF Committee.

Council's RADF Liaison Officer can help you develop your project and explore other funding opportunities.

It is recommended that all applicants contact the RADF Liaison Officer for help in understanding the RADF Program and in writing their grant application. The RLO can provide vital information and resources and if necessary can meet with you or arrange to meet with a RADF Assessment Panel member.

Eligibility checklist

Each professional or emerging artist receiving financial benefit from an RADF grant must complete the Eligibility Checklist for Professional and Emerging Professional Artists. This checklist has been developed to determine the professional or emerging professional status of all artists receiving RADF grant money. Artists being paid by 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 or an individual 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. It is not responsible for the artistic direction 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 groups that will benefit from the project. Avoid support letters from people 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.

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 auspicing 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 complete and submit an Outcome Report on the approved project template to Council no more than eight (8) weeks after completing your funded activity. This acquits the local RADF monies you have spent.

- 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 monies. 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.
 - Information about the artistic, cultural, social and economic outcomes of your activity.
 - 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 expenditures and any documentation including photographs, videos, press clippings or brochures.

Acknowledgements

Successful RADF funded activities must acknowledge the Queensland Government and the Council in all promotional material, publications and products by inclusion of the RADF acknowledgement text below and logos provided to you by Redland City Council with your funding agreement.

Acknowledgement Text for RADF 2020-21:

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.

Queensland Government crest is at: <http://www.arts.qld.gov.au/aq-funding/acknowledgement>

Redland City Council logo is available at:

<http://www.redland.qld.gov.au/CommunitySupport/Grants/Pages/RADF.aspx>