

Information for Applicants

# Regional Arts Development Fund (RADF) Guidelines



*Image: One Million Stars Against Violence Campaign – Maryann Talia Pau*

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

This guideline will assist all eligible persons and groups to make a grant application to the Redland Regional Art Development Fund.

It is recommended that all applicants contact the RADF Liaison Officer (RLO) for assistance in understanding the RADF Program and in writing their grant application. The RLO can provide vital information and resources.

### Purpose

- 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 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, cultural innovation and community pride.
- deliver Queensland Government's objectives for the community.

## RADF Priorities

The Redland City Council RADF Grant is informed by Redland City Council's Corporate Plan *Our Future Redlands: A Corporate Plan to 2026 and Beyond* and the Cultural Policy –POL 2706, which identifies three (3) locally determined priorities that Redland City Council's RADF 2020-21 funding will support.

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

- **Quandamooka Country**  
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.
- **Thriving Economy**  
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 industry, job creation, innovation and environment.
- **Strong Communities**  
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.

## 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 *two rounds* 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. Individuals' funding is available to artists and cultural workers for professional development/ career development opportunities.

**RADF will not support 100 per cent of your project's costs. You must show income from other sources other than RADF in your application budget.**

## Funding is available for:

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

## Application Process

### Steps to apply for Community Project Funding (up to \$10,000) and Quick Response Applications (\$2,000-Individuals or \$4,000 - Groups)

**Step 1:** Read the Redland City Council RADF Guidelines and RADF priorities on our website.

**Step 2:** Speak with the RADF Liaison Officer to discuss your proposal (verbal or via email) - refer page 6 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 **31<sup>st</sup> March and 31<sup>st</sup> May 2021** which will be assessed by the Volunteer RADF Assessment Panel.

**Step 4:** Your eligible application will be assessed by members of the external RADF Assessment Panel against the program assessment criteria. The Panel will then moderate its recommendations with concern for available funding, target groups, art forms, community support for the project etc. and may request further information from applicants as part of the moderation /assessment process. The Panel may recommend part funding or decide not to fund an application.

Applicants will be notified of success in writing or otherwise of their application by **the end of June 2021**.

## Key Dates for 2021

### Application\_Opening\_Date:

31<sup>st</sup> March 2021

### Application Closing Date:

31<sup>st</sup> May 2021

## Assessment Criteria

Applications will be assessed by the RADF Assessment Panel on how well they address the RADF objectives, Redland City Council objectives and Arts Queensland Key Performance Outcomes (KPOs).

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

Your application/proposal will be assessed and weighted on the quality of the information and how well it meets the assessment criteria identified below:

## Key Performance Assessment Criteria for Arts Queensland

### Quality

- Produces or contributes to high quality arts and cultural initiatives for local communities.
- Proven capacity to effectively support and deliver arts and cultural services

### Reach

- Provides access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences.
- Evidence of local demand for proposed program/s
- Demonstrates community and stakeholder involvement in RADF priority setting, decision making and evaluation

### Impact

- Demonstrates cultural, artistic, social or economic returns on investment
- Supports one or more of the Queensland Government objectives for the community including safeguarding our health, supporting jobs, backing small businesses, making it for Queensland, building Queensland, growing our regions, investing in skills, backing our frontlines services, protecting the environment.

### Viability

- Evidence of good planning for strong governance and management of RADF at a local level
- Evidence of partnership – capacity with partners, including business and government.

## Assessment Process

- The RADF Assessment Panel assesses applications (except the Council Initiated Strategic Projects) and will assess and weigh applications on the quality of the information and how well it meets the assessment criteria;
- Recommended applications are submitted to the Group Manager, Customer and Cultural Services for final approval and sign off;
- Applicants that are successful in obtaining funding will be advised in writing and required to:
  - Enter into a Funding Agreement and agree to its terms and any special conditions;
  - A Letter of Offer will be sent with more detailed information on responsibilities and reporting 8 weeks after the closing date of the project;
  - Provide an invoice, before payment will be processed;
  - Unsuccessful applicants will be informed in writing and will have the opportunity to request feedback on their application;
  - All successful grant applications will be published on the Redland City Council website by the RADF Liaison Officer.

## Approval Process

Applicants for RADF funding will be notified in writing of the outcome of their application approximately **8 weeks** from close of round date.

Applicants for Quick Response will be notified in writing of the outcome of their application within a **fortnight** of their lodgement date.

## RADF Volunteer Assessment Panel

The RADF Volunteer 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 Volunteer Assessment Panel assesses each application against a set of assessment criteria and ranks applications accordingly. They will assess and provide recommendations to council on grant applications.
- Promote the RADF program within their networks.
- All assessment Panel members have full voting rights.
- Chair and Co-Chair are local Councillors from Redland City Council
- Treat all the information an applicant includes in their application and any discussion surrounding the application as confidential and undertake to respect that confidentiality.
- The RADF Assessment Panel tenure will be for a four year term aligned to the dates of Council Elections. All positions are declared vacant at the time Council moves into formal caretaker mode just prior to an election. Council retains the right to manage the membership of the assessment panel at all times.

## 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 7 )
- 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 Redlands
- 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 and must be shown in your 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 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
- Repayment of debts or loans.

## **Funding conditions**

Applicants must acquit funds that have been provided at the completion of the project or activity. This includes providing adequate receipts or invoices of approved expenses that at least equal the amount of the grant. For this purpose you are required to keep all receipts for items purchased. Statutory declaration or certification from external auditors in lieu of receipts or invoices will not be accepted. *Should an applicant not acquit grant funding, they will remain ineligible under future funding rounds until such time as the acquittal is provided and meets Council's satisfaction.*

#### **All RADF information and Guidelines can be found at:**

[www.redland.qld.gov.au/Grants](http://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 must be used in accordance with the Grant Funding Agreement. Any changes to the grant activities undertaken or the project duration must be approved by Council. Please send an email or letter to the RADF Grants Team with your request outlining the changes you are seeking to the funding agreement before the project date, for example: changes to the nature/purpose of the project, the way in which the project is to be carried out and completed, the budget and/or any extension to the funding period. Approval must be sought and approved in writing before you undertake any changes. Variation cannot be sought after the Funding Agreement end date.

## Support and Assistance

Discuss the project proposal with the Regional Arts Development Liaison officer before commencing an application online.

### [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](mailto:grants@redland.qld.gov.au)

## Outcome Reports/Acquittals

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>

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