

# REGIONAL ARTS DEVELOPMENT FUND 2023

GUIDELINES



*TIDE Festival – Rustlers’ Bush Band – John Jass, Leigh Abbot, and Iain Erskine.  
Image: Alan Brooks Bay Islands Photography*



*Welcome to Country – TIDE Festival. Image: Alan Brooks Bay Islands Photography*

# Regional Arts Development Fund (RADF) Guidelines 2023

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### ***Acknowledgement of Country***

***In accordance with cultural protocols, we acknowledge the Quandamooka Peoples, the Traditional Owners of the land, waters, winds, and seas of the Redlands Coast. We acknowledge the Elders, past, present, and emerging and extend that respect to other Aboriginal and Torres Strait Islander people in the Redlands.***

## Purpose of Regional Arts Development Fund (RADF)

- The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through [Arts Queensland](#) and Redland City Council.
- RADF supports 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 are available from [Arts Queensland's website](#).




## How does RADF operate?

- Arts Queensland manages the RADF Program through an annual budget allocation and infrastructure support to individual councils. Each council has a nominated RADF Liaison Officer and an external RADF Panel. The RADF Panel is culturally and geographically representative of the community.
- Both Arts Queensland and local councils contribute funds to RADF. In Redland City, the program comprises direct grants for arts development, strategic initiatives, quick response grants and administration of the program.
- Grant rounds and their closing dates are advertised on Redland City Council's website:  
[https://www.redland.qld.gov.au/info/20132/grants\\_and\\_sponsorship/222/regional\\_arts\\_development\\_fund](https://www.redland.qld.gov.au/info/20132/grants_and_sponsorship/222/regional_arts_development_fund)
- There are up to two grant rounds per year, subject to available funding. The RADF Panel assesses individual RADF applications against the RADF Guidelines to recommend applicants for funding. Recommendations made by the Panel can be overturned if the application is ineligible under the RADF Guidelines, is not in line with Council's cultural policy, or interferes with existing Council initiatives.

## 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 2022 – 2023 program:

	<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 for 2022-23

Redland City Council's RADF program supports arts and cultural activities that:

- Provide public value for Queensland communities
- Build local cultural capacity, cultural innovation, and community well-being
- Deliver on the Queensland Government's objectives, investing in skills, backing small business, supporting jobs, building Queensland, and growing our regions.

## RADF funding categories

RADF funding is provided in the following category:

- **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.

## Key dates: Community Project Funding

<b>Applications open</b>	16 February 2023
<b>Applications close</b>	31 March 2023
<b>Outcome's notification</b>	30 April 2023
<b>Project start date</b>	From 1 May 2023

Dates may vary and applicants will be notified if this occurs.

## Eligibility criteria

### 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
- Digital art
- Film



**All applicants must:**

- Be a permanent resident of Australia or an 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 8).
- 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.
- Have met all acquittal conditions of previous Council grants.

**Applicant organisations must also be either:**

- Incorporated arts and cultural organisations or cultural organisations based in Redland City. Those based outside the Redland City area must demonstrate how the project will directly benefit arts and culture on Redlands Coast
- or
- Unincorporated organisations, auspiced by an incorporated body, which are based in the Redland City area. Those based outside the Redland City area must demonstrate how the project will directly benefit arts and culture on Redlands Coast.

All applicants must contact Council's RADF Liaison Officer or the Manager of Creative Arts to discuss the project prior to applying.

**Ineligible applications:**

- Requests for 100 per cent 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 unsigned applications.
- Requests for funding for activities that commence before Council approval has been given. RADF should not be used as a 'top up' fund
- Requests for funding of entertainment for events without a specific developmental outcome for artists.
- Requests for funding of competitions, prizes, or eisteddfods.
- Requests for funding for the purchase of capital items, e.g., equipment, buildings, or vehicles.
- Requests for funding of accredited study, training, or university courses.
- Applications seeking funding for ongoing operational expenses.
- Applications from applicants who have outstanding acquittals to any Council grants program.
- Applications from applicants who have outstanding debts to Council.

## Application process

**NOTE: All applications must be submitted online via Smarty Grants.**

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. (This is available on the Redland City Council's website under Grants and Sponsorship, RADF and Supporting Documents for applicants).
- Step 2:** Speak with the RADF Liaison Officer to discuss your proposal (verbally or via email). ***This is a requirement of the application process.*** Refer to page 13 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:** Applicants must submit two or three itemised quotes as a requirement of their application.
- Step 6:** Community Project Funding applications will be assessed by the RADF Volunteer Assessment Panel against the criteria (see page 8). Applicants will be notified in writing of the outcome by **30 April 2023**.



## Assessment process

Applications will be assessed on how you respond to the assessment criteria in your application and clearly articulate the artistic rationale, impact and objectives of the project and your capacity to deliver:

Criteria categorised by:

<b>Quality</b>	Can you show some evidence of the quality of your work, both in your application and previous work? Does your project engage people with relevant expertise and experience, and have you included support material to demonstrate their experience and quality of their work? Will your project provide high-quality experiences for the local community and build the capacity of the local arts and creative sectors? Is your proposed project innovative or enterprising in its approach?
<b>Reach</b>	Who is your audience? How will they be connected to your project? Is there evidence of demand for your project? Does your project respond to diversity within the community? Will it engage diverse participants including, for example, Aboriginal and Torres Strait Islander peoples, Australian South Sea Islander people, people from culturally and linguistically diverse backgrounds, gender diverse people, people with disabilities, etc.?
<b>Impact</b>	Does your project have cultural, social, or economic outcomes? How will it contribute to the Redlands community? What outcomes do you expect from your project and why are these outcomes important to you? How will they address RADF and Redland City Council objectives (see pages 5-6)?
<b>Viability</b>	Can you show evidence of good planning and achievable outcomes for your planned project? Have you articulated project methodology, including engagement of key people with appropriate skills and abilities?  Will your project bring in any revenue (ticket sales, merchandise)? (Optional) Is your budget appropriate and realistic for the size or scope of your project? Have you clearly shown your capacity to achieve your proposed project outcomes?

[Quality, Reach, Impact and Viability, as described on the Arts Queensland RADF site.](#)

### **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, 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.

### **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 Smarty Grants.

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 12 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), which 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 Letters of Support from participants or audience members within the project.
- Two or three itemised quotes as part of your application.
- A comprehensive budget using the template on the application form. If you require further assistance, please do not hesitate to contact the RADF Liaison Officer.
- 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 per cent 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 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 submit an online Outcome Report no more than eight 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 Redland City 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 2023:**

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

## **Contact information**

### **RADF information about opening and closing dates 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  
Mobile: 0409 653 125

### **Manager – Creative Arts Unit, Brad Rush**

Creative Arts Unit, Redland City Council  
(07) 3820 1179

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**Queensland  
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