

Information for applicants

Regional Arts Development Fund (RADF) Guidelines



Image: Jeremy Staples RADF – 19003 Project – *CULT-ure Map Southern Moreton Bay Islands 4184*, 2019.

Regional Arts Development Fund (RADF) Guidelines 2023 –2024

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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 Redland City Council to tailor the RADF program to suit the community's needs.
- RADF information, case studies and criteria are 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 2023–2024:

	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.
	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 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 innovations within the arts and cultural life of Redlands Coast.
- Support and nurture arts practices and development of local artists and foster a thriving creative community.
- Build local cultural capacity, sustainability, and community pride.
- Elevate First Nations creators and audiences.
- Encourage all creatives and artists to foster an engaged and creative community across all art forms.
- 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.

Key dates: Community Project Funding

ROUND ONE 2023 -24

Applications open: 2 October 2023

Applications close: 1 November 2023

ROUND TWO 2024

Applications open: 19 February 2024

Applications close: 1 April 2024

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
- Digital Arts
- Film

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 10).
- 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.
- Activities that commence before Council approval is given, RADF should not be used as a 'top-up' fund.
- Applicants who have outstanding acquittals to any Council grants program.
- 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 no 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). Refer to page 10 for contact information. It is vital to speak with the Officer prior to submitting your application.
- 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 2 or 3 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 pages 8). Applicants will be notified in writing of the outcome by **mid December 2023**.

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

NOTE: NOT CURRENTLY AVAILABLE

- 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 10 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.
- 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)

NOTE: NOT CURRENTLY AVAILABLE

- 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 9 for contact information.
- Step 3:** Apply with 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 month 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 4).
- 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. \(See pages 8-9\)](#)
- How well the project aligns with the RADF objectives and cultural priorities. How the project will benefit the community and arts sector, it is clearly articulated and scoped out and relevant to the overall cultural objectives of the Redlands community.

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), Andrea Smith, Peter Handsworth, Maria Cleary, Michelle Worthington, Jeremy Staples, Andrew Peachey, and Brett Nutley (Advisor for Indigenous Projects & Protocols).
- 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.

Assessment criteria

All applications are assessed by the RADF Assessment Panel against the below four equally weighted criteria. The indicators listed are a sample of the types of evidence needed to achieve each criterion:

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 business, making it for Queensland, building Queensland, growing our regions, investing in skills, backing our frontline 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.

Contact information

RADF information and guidelines: www.redland.qld.gov.au/grants

Email enquiries: 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, Brad Rush

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 in 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 *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.
- 2 or 3 itemised quotes as part of your application.
- 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 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 (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 2023-2024:

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.



Redland
CITY COUNCIL



Queensland
Government

Where to source logos:

- **Queensland Government crest:** <http://www.arts.qld.gov.au/aq-funding/acknowledgement>
- **Redland City Council logo:** use above logos

Resources

Available on Redland City Council's website (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)
- [Apply for an ABN](http://abr.gov.au) (abr.gov.au)
- [Queensland Government Covid-19 Plan Guidelines](#)
- [Arts Queensland Data Dictionary \(glossary of terms\)](#)

Cover image:

Lantern – Jeremy Staples-RADF-19003 Project -CULT-ure Map Southern Moreton Bay Islands 4184