

# Regional Arts Development Fund Grant Program (RADF) Guidelines

## Overview

### Purpose

- The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through Arts Queensland and eligible local Councils across the state.
- 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 priorities for the community.

### Acknowledgement

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

For further information on RADF, please contact Cook Shire Council, [mail@cook.qld.gov.au](mailto:mail@cook.qld.gov.au) or 07 4082 0500.

For information on other Arts Queensland programs and opportunities, please visit [www.arts.qld.gov.au](http://www.arts.qld.gov.au)

### RADF Committee

The RADF Committee is a local advisory group to Council. The Committee assess application and makes a recommendation to fund projects or not.

### RADF Liaison Officer

The RADF Liaison Officer is a Council officer who is the main Contact for the RADF Program, they liaise with Arts Queensland's to ensure the appropriate management of the RADF Program and the RADF Committee.

For any questions or assistance with understanding the program, contact the RADF Liaison Officer, meetings can be arranged by emailing [mail@cook.qld.gov.au](mailto:mail@cook.qld.gov.au) or call 07 4082 0500.

## Logistics

**Assistance Type:** Assistance will be provided as a one-off upfront cash contribution.

**Amount:** Funding amounts for this round are limited to \$5,000 per application.

**Submission times:** Round One – Open 6 February 2023 – Close 27 March 2023 COB

Round Two - TBC

**Applicable period:** Projects, activities and events are to commence upon receipt of your successful application and be completed by 31 December 2023.

- Only one application per organisation should be lodged to this funding program per funding round.
- This funding program is a competitive process. All applications will be subject to the eligibility requirements and assessment criteria below. The level of assistance available is limited by available funding and priorities listed in Councils Corporate and Operational plans.

## Eligibility

### Eligible applicants:

Applicants must be based in the Cook Shire area or if based outside of Cook Shire, can demonstrate how the project will directly benefit arts and culture within Cook Shire.

- Individuals including professional and emerging professional artists, arts workers, cultural workers or project coordinators.\*
- Groups and unincorporated organisations.\*
- Incorporated not-for-profit arts and cultural organisations.

\* Individual applicants, groups and unincorporated organisations without an Australian Business Number (ABN) must be auspiced by an individual or incorporated organisation with an ABN:

- All correspondence and funding will be directed to and deemed to be that of the auspice individual or organisation, which may affect eligibility to other Council funding rounds.
- All responsibility for any projects activities or events funded by Council will be deemed to be that of the auspice individual or organisation including submission of a financial report at the end of the project.
- Auspice individuals and organisations are responsible for submitting a financial report at the end of the project.

### Ineligible applicants:

- An organisation, group or individual that has not finalised acquittal requirements for previous Council funding;
- An organisation, group or individual that has overdue outstanding debts to Council for rents, rates, fees, etc.;
- A political or discriminatory group or organisation; and
- A school, university or TAFE college (P&C Associations may apply).

## Priorities

Applications to the RADF program are assessed against locally identified priorities and Queensland Government priorities. Projects that support the areas below will be given preference during assessment.

### Locally Identified Priorities\*

- Reef Awareness and Recycling
- Children and Youth
- Events Celebrating our Community Values
- Professional Development
- Governance skills, Project Planning and Management

### Identified Strategic Priorities from the Cook Shire Council Arts and Culture Strategy

- Creative Life
- Cultural Vibrancy
- Sense of Place, Identity and Community Pride
- Animated Places and Spaces
- Connectivity and Sustainability
- Cultural and Creative Enterprise

### Advancing Queensland Government Priorities\*

- Creating jobs in a strong economy
- Give all our children a great start
- Keep Queenslanders healthy
- Keep communities Safe
- Protect the Great Barrier Reef

\*Please ensure your application links back to the above priorities that have been identified.



## Project, activity or event definition and budget

Applicants are required to provide specific details of the project, activity or event in need of support. This will include the proposed start and end dates, a description of what the project is about and who will benefit, and how the grant funds will be used.

### Costs that will not be considered for funding include:

- Recurrent costs associated with day-to-day operations of an organisations or group including wages for permanent staff and office expenses.
- Retrospective funding. Commencing an activity prior to Council approval of funding is undertaken at your own risk.
- Event entertainment, UNLESS there is a developmental aspect included, i.e. musicians perform at a community event after having run developmental workshops for community members prior.
- Competitions, prize money or gifts.
- Purchase of capital items. An EXCEPTION may be made if the purchase is part of larger project (i.e. an exhibition) and the purchase is considered integral to the project.
- Accredited study, training or university courses.
- Applicants who submit unsigned applications.
- Applicants who have failed to acquit previous grant funding with Council.
- Applications that have an incomplete budget or application form.
- Applications without a co-contribution from the applicant.

### Costs that will only be considered for partial funding include:

- Catering – up to 50% as part of presentation costs for workshops, events and significant exhibitions will be considered.
- Framing – up to 30% as part of presentation costs for significant exhibitions will be considered.
- Freight – up to 50% as part of presentation costs for workshops, events and significant exhibitions will be considered.

A budget will be required as part of the application. The below table is an example of a budget that applicants may use as a guide to their application. Please note that both income and expenses must be equal amounts.

Expenditure ex GST	Total	RADF	Income (include in kind support) ex GST	Total
<b>Salaries, Fees and Allowances</b>			<b>Contribution from Artists and Others</b>	
Co-ordination/Admin (in kind)	\$525		Co-ordination/Admin (in kind)	\$525
Artist Fees	\$1254	\$1254	Venue Hire (in kind)	
Transport (Flights and Taxis)	\$480	\$480		
Accommodation	\$330	\$330		
<b>Production/Program Costs</b>			<b>Sponsorship, fundraising, donations (please note if in kind)</b>	
Venue Hire (in kind)	\$225		Workshop materials for students (donation)	\$280
Workshop materials for teacher	\$120	\$120	Venue Hire (in kind)	\$225
Workshop materials for students	\$280			
<b>Promotion (not including salaries)</b>			<b>Other funding, ie: Grants</b>	
2 x adverts in local newspaper	\$240	\$240		
<b>Administration Costs (not including salaries)</b>			<b>Earned Income</b>	
Office costs (in kind)	\$40	N/A	Office costs (in kind)	\$40
<b>RADF Grant (Total of column 3)</b>		\$2424	<b>RADF Grant (Total of column 3)</b>	\$2424
<b>TOTAL EXPENDITURE</b>	\$3494		<b>TOTAL INCOME (Include RADF grant)</b>	\$3494

\*Please note that a failure to complete the RADF budget appropriately will result in an incomplete application that will not be funded.

### GST

Organisations that are not registered for GST need to consider that when paying expenses for their funded project, most expenses will incur GST. The approved funding cannot be used to pay the GST component of expenses and this can result in a potential project budget shortfall. As such all organisations not registered for GST will be required to incur the GST costs associated with the delivery of the project.

## Assessment criteria

### The criteria for assessment are:

1. How well the application aligns with the objectives of the Regional Arts Development Fund.
2. How well the application aligns with locally identified priorities and Queensland Government priorities.
3. How well the application aligns with Councils Arts and Culture Policy, [Arts and Cultural Strategy 2021-2025](#), Corporate and Operational Plans.
4. The ability of the applicant to deliver the project, activity or event.
5. The level of demonstrated need for the project, activity or event and benefits to the wider community.
6. The level of community support for the project, activity or event.
7. Where applicable, evidence of consultation with Traditional Owners in relation to the Aboriginal Cultural Heritage Act 2003 (QLD) – Duty of Care to take all reasonable and practicable steps to ensure the activity does not harm Aboriginal cultural heritage.

### Supporting documentation **MUST** include\*:

1. Letters of support i.e. benefitting groups, community elder, workshop leader, facility owner and project partners.
2. A resume or CV for each professional or emerging professional artist and arts worker involved in the project/activity.
  - *What is a CV?*  
Curriculum Vitae – a CV or resume is a summary of a person’s career that is sent to an employer when applying for a job or to a funding body as a part of your funding application.
3. Written quotes from key artists and personnel involved in the project/activity where appropriate.
  - Quotes should include the business name, ABN, date quote was created with days of validity, equipment, materials or services, if it is a service the quote should include a timeline and payment terms and conditions.

All matters being equal, preference will be given to organisation or bodies which currently do not receive any financial assistance from Cook Shire Council.

\*Failure to supply the appropriate supporting documents for your application may result in an incomplete application that will not be funded.

## Acquittal requirements

All RADF funded activities are required to complete a Project Outcome Report. This will be provided to you by Cook Shire Council. The Project Outcome Report includes information about the success of your project, budget and support material which are required to be submitted to Cook Shire Council **within eight (8) weeks** of the completion of your project.

It is recommended you keep a copy of your application to assist in the completion of your acquittal.

Grant acquittal requirements include:

- Proof of expenditure (e.g. copy of receipts) in line with the budget submitted on application; and
- Proof that the event, activity or project took place (e.g. copies of flyers, media articles, etc.), including a photograph of completed works or attendees participating in the event/project; and
- Participation and/or audience feedback where possible; and
- Proof of the acknowledgement of Arts Queensland and Cook Shire Council funding as per the acknowledgement guidelines available online at [www.cook.qld.gov.au/radf](http://www.cook.qld.gov.au/radf) or via Council’s RADF Liaison Officer on (07) 4082 0500 or [mail@cook.qld.gov.au](mailto:mail@cook.qld.gov.au) we

For assistance with your acquittal please read the **Cook Shire Council Grants Acquittal Requirements** document

RADF funded activities must acknowledge the Queensland Government and Cook Shire Council in all promotional material, publications and products by inclusion of the RADF acknowledgement test and logos. For the use of Cook Shire Councils logo please email councils RADF Liaison Officer through [mail@cook.qld.gov.au](mailto:mail@cook.qld.gov.au) a minimum 2 weeks before poster release for approval. For further details, please see *Council’s Regional Arts Development Fund Grant Program (RADF) Acknowledgement Guidelines*.

Acknowledgement Text for RADF:

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

Queensland Government crest is available at <http://www.arts.qld.gov.au/funding/logos.html>

Cook Shire Council logo is available by emailing [mail@cook.qld.gov.au](mailto:mail@cook.qld.gov.au)

## Application and approval process

1. Applications must be completed using the appropriate form and submitted to Council with the designated time frame.

### **How do I submit my RADF application?**

- Please email all applications to [mail@cook.qld.gov.au](mailto:mail@cook.qld.gov.au) labelled **RADF Application Round 1 2022-23**. Please ensure all relevant attachments are included in the one email to prevent information being lost.
2. Applications will be received and collated by the RADF Liaison Officer.
  3. Applications will be reviewed to determine eligibility and completeness.
    - Applications must have: Quotes, CV for ALL Artists, a completed application form, Letters of Support
  4. All eligible and complete applications will be submitted to Councils RADF Committee where each application will be assessed against the selection criteria.
  5. Recommendations from the assessment process will be submitted in a report to Council for final approval, at the next ordinary monthly Council meeting. Council decisions are recorded in a resolution.
  6. All applicants will be informed of the outcome of their application.
  7. Arrangements for successful applications will be made within thirty (30) working days of approval being given.

## Conditions

### **Successful applicants will be required to:**

- Commence the project upon successful receipt of funding and money is granted.
- Submit the required acquittal documents within the agreed time frame to demonstrate that the grant has been utilised for the intended purpose.
- Return any unspent grant funds to Council with the grant acquittal.
- Notify the Council in writing of any changes to the approved project, activity or event.

## Submission

### **Completed application forms and accompanying documents may be submitted via the online form:**

For further information about the Regional Arts Development Fund program or assistance with completing the application form, please contact Councils RADF Liaison Officer on (07) 4082 0500 or [mail@cook.qld.gov.au](mailto:mail@cook.qld.gov.au)

