

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 objectives 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 or 07 4082 0500.
For information on other Arts Queensland programs and opportunities, please visit www.arts.qld.gov.au

Logistics

- Assistance Type:** Assistance will be provided as a cash contribution.
- Amount:** Limits apply to Category 1 application, please refer to category description.
No limits in place for other categories, but grants are usually between \$2,000 and \$8,000.
- Submission times:** Round One – 14th October 2019 Closes 15th November 2019
Round Two - TBC
- Applicable period:** Projects, activities and events to commence within the financial year.
- Duration of assistance:** Assistance will be provided as a one-off contribution.
- There will be two Regional Arts Development Fund grant rounds per year. A third round may be held subject to availability of funds. Please refer to Council's website or contact Council's RADF Liaison Officer for further details.
 - Only one application per organisation should be lodged to this funding program per funding round.
 - All applications must be signed by the applicant.
 - 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

- Cooktown 2020 capacity building
 - Supporting Indigenous Arts and culture
 - Celebrating local heritage
 - Showcasing local artists - visual, theatre and musical
- Community engagement and empowerment through the arts
 - Workshops and classes
- Other priorities identified include:
 - Cooktown 2020 events support,
 - Public art and promotion of Cook Shire as an arts and cultural tourism destination

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

Community Funding Categories

The following categories are open to eligible individuals, groups and organisations:

1. Professional Skill Development

For individual professional artists and arts workers living in regional Queensland to attend professional development seminars or activities; master classes; mentorships with recognised arts and cultural peers; and placements with recognised arts and cultural organisations.

- RADF grants will support intrastate and interstate activities only.
- Assistance is available for up to 75% of the total costs for travel, accommodation, course fees and materials to a maximum of \$1500 for activities in Queensland and \$2500 for activities in other states.

Applications usually need to be submitted at least six (6) weeks before the event/activity. If an opportunity for professional development unexpectedly becomes available outside of normal local RADF rounds, a Quick Response Grant may be available.

2. Community Skill Development

For community groups to engage a professional artist or arts worker to work with them on developing their arts practice, to run arts development workshops or community projects which have a significant skill development component.

- RADF grants will support travel, accommodation and fees associated with employing professional artists or arts workers to work on community projects or workshops in the local community.
- Assistance is available for up to 85% of the total costs of the project or workshop for individual applicants and up to 75% for groups and organisations.
- Generally RADF funding cannot be used to hold the same activity more than once. An EXCEPTION may be made if it can be adequately demonstrated that a new level of skill and/or a new audience will be reached.

3. Community Collections and Stories

To preserve, care for and enable access to locally held collections of significance, and collect and tell local stories from the past and the present that can demonstrate state and/or local significance. RADF grants can support:

- The development of a Statement of Significance;
- The development of collection management documents such as collection and deaccession policies and disaster management plans;
- Documentation, preservation, interpretation projects;
- Collection management training through community-based workshops; or
- Community stories documentation, which may be through various forms and mediums, including plays, videos, artwork, digital exhibitions, education programs, oral histories, educational programs and publications.

4. Cultural Tourism

For projects and activities that develop and promote communities locally distinct arts, culture and heritage both for members of that community and for visitors. Assistance is available for up to 85% of the total costs of the project for individual applicants and up to 75% for groups and organisations. RADF grants can support activities and initiatives that focus on:

- Product development by professional artists, either as individuals, or in partnership with individual community members or community groups;
- Marketing of a professional artistic, cultural or heritage product.

Project, activity or event definition

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.

A budget will also be required and a template is provided in the grant application form. Please see below for an example of a project budget.

Expenditure ex GST	Total	RADF	Income (include in kind support) ex GST	Total
Salaries, Fees and Allowances			Contribution from Artists and Others	
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		
Production/Program Costs			Sponsorship, fundraising, donations (please note if in kind)	
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			
Promotion (not including salaries)			Other funding, ie: Grants	
2 x adverts in local newspaper	\$240	\$240		
Administration Costs (not including salaries)			Earned Income	
Office costs (in kind)	\$40	N/A	Office costs (in kind)	\$40
RADF Grant (Total of column 3)		\$2424	RADF Grant (Total of column 3)	\$2424
TOTAL EXPENDITURE	\$3494		TOTAL INCOME (Include RADF grant)	\$3494

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.

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.*
- 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 and where the item/s will remain available for community use.
- Accredited study, training or university courses.
- Catering costs.

*Where funding is being sought for an event taking place after the deadline for receipt of applications and prior to assessment at the next ordinary Council meeting, the application will be considered for retrospective funding. Grant funding is NOT guaranteed until a decision is made by Council. Commencing an activity prior to Council approval of funding is undertaken at your own risk.

Costs that will only be considered for partial funding include:

- 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 significant exhibitions or projects will be considered.
- Publishing costs – up to 30% as part of presentation costs for significant exhibitions or projects will be considered.

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 Culture Strategy Document, 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 should include:

1. Letters of support.
2. An eligibility checklist for each professional or emerging professional artist involved in the project/activity.
3. A resume or CV for each professional or emerging professional artist and arts worker involved in the project/activity.
4. Written quotes from key artists and personnel involved in the project/activity where appropriate.

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

Acknowledgement requirements

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 text and logos. 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 at <http://www.cook.qld.gov.au/radf>

Responsible care for community – Progress with diversity

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.

Grant acquittals are due **eight (8) weeks** after the completion date stated on the application. It is recommended you keep a copy of your application to assist in the completions 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 or via Council's RADF Liaison Officer on (07) 4082 0500 or 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.
2. Applications will be received and collated by the RADF Liaison Officer.
3. Applications will be reviewed to determine eligibility and completeness.
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, activity or event within the financial year which the 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:

Post

RADF Liaison Officer
Cook Shire Council
PO Box 3
Cooktown Qld 4895

In Person

Cook Shire Council Administration Building
10 Furneaux Street
Cooktown Qld 4895

E-mail

mail@cook.qld.gov.au

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