



INFORMATION FOR APPLICANTS

Gladstone Region Regional Arts Development Fund (RADF)

A partnership between the Queensland Government and Gladstone Regional Council
to support local arts and culture in regional Queensland

CONTENTS

What is the Gladstone Region RADF?.....	1
What are the Gladstone Region Funding Priorities for 2016-2017?	1
Who can apply for a RADF grant?	2
What does RADF not support?	2
Australian Business Number (ABN)	3
What are the six categories of funding?.....	4
SECTION B:Your application.....	6
What should I do before I complete an application form?	6
What is the RADF grant application kit?	6
What is a RADF Liaison Officer?	6
What is a RADF Committee?	6
How do I complete the RADF grant application form?	6
What is the RADF Committee looking for?	7
What is a CV (curriculum vitae)?.....	8
Do I have to complete a budget?	8
What do I do with my completed application?.....	9
What happens next?	9
What happens if I am successful?	9
Can I alter my application after funding has been allocated?	10
I have completed my funded activity. Is there anything else I should do?	10
If I have a problem, how do I deal with any dispute resolution?.....	10
Who should I contact for more information on RADF?.....	10
Useful websites	11

WHAT IS THE GLADSTONE REGION RADF?

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.

LOCAL PRIORITIES

Local priorities are developed in consultation with the community through the RADF program and are reviewed annually.

WHAT ARE THE GLADSTONE REGION FUNDING PRIORITIES FOR 2016-2017?

1. **COMMUNITY AND COMMITTEE TRAINING TO DEVELOP THOROUGH SUBMISSIONS**
Building project development and arts business skills
2. **CAPACITY BUILD THROUGH CULTURAL TOURISM**
Capturing new audience opportunities to celebrate the Gladstone Region's unique character
3. **CULTURE AND SPACES**
Public art and art in public, heritage and identity takes to the streets and parks
4. **DOCUMENTATION**
Enhance project delivery with professional documentation

RADF is guided by principles that ensure arts funding is used in the best possible way to support professional arts outcomes and development in regional Queensland. These principles are:

1. SUPPORTING PROFESSIONAL ARTISTS AND ARTSWORKERS

RADF has a priority to support professional artists and artsworkers, including those working in a cultural development context and living in regional communities, to practise originality and innovation in the development of quality arts activities and initiatives.

2. SUPPORTING LOCALLY DETERMINED ARTS AND CULTURAL PRIORITIES

RADF supports projects that address locally determined arts and cultural priorities, as identified in Council's Community Plan and Corporate Plan, as well as the local Arts and Cultural policy.

3. SUPPORTING CULTURAL ACTIVITIES NOT SUPPORTED BY OTHER STATE GOVERNMENT AGENCIES

State Government recognises the value and importance of cultural activities and supports them through a range of government agencies, such as the Community Benefit Fund, Education, Sport and Recreation, Communities, Local Government and Planning, and Queensland Events. RADF will not support cultural activities that are the responsibility of other state government agencies, including Arts Queensland. However, RADF can be used to complement other agencies' funding programs where the project is eligible and additional funds, or other forms of support, will enable the initiative to reach its full potential.

4. SUPPORTING THE PARTICIPATION OF COMMUNITY MEMBERS IN ARTS DEVELOPMENT PROJECTS RUN BY PROFESSIONAL ARTISTS AND ARTSWORKERS

Non-professional arts and cultural activities are important to community life. RADF will support professional artists, artsworkers and cultural development practitioners to run developmental projects or activities for community groups who enjoy participating in the arts, but who are not practising professional artists.

5. SUPPORTING COMPLEMENTARY FEDERAL ARTS FUNDING

Federal Government supports a range of regional arts and cultural activities. RADF grants can be used to complement federal funding programs through the Australia Council for the Arts and the Department of Communication and the Arts.

WHO CAN APPLY FOR A RADF GRANT?

The following categories of individuals and organisations can apply for a RADF grant:

- Individual professional artists, emerging professional artists, artsworkers, cultural workers or project coordinators who:
 - are based in the Gladstone Regional Council area, or if based outside the Council area are able to demonstrate how the project will directly benefit arts and culture in the Council area
 - are permanent residents or Australian citizens
 - have an Australian Business Number (ABN) or who will be auspiced by an incorporated organisation or individual with an ABN.
- Incorporated arts and cultural organisations based in the Council area, or those based outside the Council area that are able to demonstrate how the project will directly benefit arts and culture in the Council area.
- Unincorporated organisations, auspiced by an incorporated body, that are based in the Council area, or those based outside the Council area that are able to demonstrate how the project will directly benefit arts and culture in the Council area.

WHAT DOES RADF NOT SUPPORT?

The following categories of individuals and organisations are not eligible for funding through the RADF Program:

- Applicants who submit unsigned applications.
- Applicants who have failed to acquit previous RADF grants.
- Projects for which artsworkers are paid less than the recommended rates.
- Activities that commence before Council approval is given because RADF should not be used as a 'top-up' fund.
- School arts activities EXCEPT where those activities form part of broader community cultural development processes or are part of professional arts development.
- Framing or freight — only a small proportion of these costs can be covered as part of presentation costs for significant exhibitions. As a guide only, 10% of the total framing and freight costs would be considered a small proportion.
- Catering costs, openings, launches and parties are not eligible for RADF grants, even if they are part of an exhibition or community project.
- Entertainment — funding is not available to pay for entertainment for events, UNLESS there is a developmental aspect included, e.g. musicians performing at a community event run a series of developmental workshops for community members prior to the event.
- Competitions and Eisteddfods — they are prolific and could monopolise funds. The competitive environment does not necessarily nurture emerging artists, as there is generally only one winner.
- Summer/Winter schools — RADF will support up to two places per year.

- Publishing costs — requests for grants to publish books should be directed to organisations that provide print-on-demand services. A small proportion of printing costs are eligible as part of the presentation costs for significant projects. As a guide only, 10% of the total publishing costs would be considered a small proportion.
- Purchase of capital items, e.g. equipment, buildings or vehicles. RADF gives artists and organisations opportunities for employment, professional development and a chance to practise their art. Buying capital items does not necessarily lead to these outcomes.
- Recurrent funding for arts organisations — operational expenses are ineligible under RADF including wages for permanent staff and office expenses. However, local arts and cultural organisations that have regular community activities may apply for funding annually for different projects which have a project management component.
- Accredited study, training or university courses — RADF does not fund the primary training of artists, only their professional development once they are practising.
- Workshops with arts and cultural service organisations that are part of the organisation's 'core business' — Arts Queensland has already funded these organisations to deliver core services. Please call your cultural service organisations to find out what services they can offer you that are not 'core business'.
- RADF does not support 100% of any project. Applicants are required to make a significant contribution which may be in-kind.

AUSTRALIAN BUSINESS NUMBER (ABN)

It is not mandatory for RADF applicants to possess 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.

Each professional or emerging professional 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. Possession of an ABN is only one of 12 criteria on the checklist. Artists being paid by RADF grant money must meet at least three of the 12 criteria on the checklist.

CATEGORIES OF FUNDING

1. DEVELOPING REGIONAL SKILLS

Objective — for individual professional artists and artworkers living in Gladstone Region to attend professional development opportunities with recognised arts and cultural organisations.

- RADF grants will support intrastate and interstate activities only.
- Assistance is available for up to 65 per cent of the total costs for registration, accommodation and travel to a maximum of \$1000 for activities in Queensland and \$2000 for activities in other states.

Out-of-Round submissions are available under this category for professional development opportunities that unexpectedly become available out of the normal local RADF rounds.

- Applications usually need to be submitted at least six weeks before the event/activity.

2. BUILDING COMMUNITY CULTURAL CAPACITY

Objective — for community groups to engage a professional artist or artworker to work with them on developing their arts practice or to run arts development workshops or community projects.

- RADF grants will support travel, accommodation and fees associated with employing professional artists or artworkers to work on community projects or workshops in the local community.
- Assistance is available for up to 65 per cent of the total costs of the project or workshop.

3. REGIONAL PARTNERSHIPS

Objective — to encourage innovative and energising arts and cultural projects where artists, communities and Councils work together in their community, or in partnership with another community, to achieve enhanced outcomes from RADF grants.

RADF grants will support projects that can demonstrate a partnership between:

- artists and local industry
- artists and community arts organisations
- artists and non-arts community organisations
- cross-Council collaborations.

4. CULTURAL TOURISM

Objective — for projects and activities that focus on communities' locally distinct arts, culture and heritage both for members of that community and for visitors.

RADF grants can support initiatives and activities that focus on:

- product development by professional artists, either as individuals or in partnership with individual community members or community groups
- marketing of professional artistic product.

5. CONCEPT DEVELOPMENT

Objective — to develop arts and cultural research ideas and project proposals to the implementation stage and identify funding sources outside of RADF to implement project proposals.

RADF grants will support individuals and groups who wish to engage in professional research and the development of ideas and project proposals to the implementation stage. No specific artform product is required, however, the project should demonstrate how it will contribute to future arts and cultural development.

Potential funding sources for the implementation of the project do not need to be identified prior to making the application.

6. CONTEMPORARY COLLECTIONS/STORIES

Objective — to preserve and provide 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. The priorities for this category are proposals for post-1960 heritage and Indigenous stories that can demonstrate strong community participation and ownership.

RADF grants can support:

- the development of a Statement of Significance (see *Important Definitions in the RADF Resource Kit* available at www.arts.qld.gov.au/funding/radf)
- documentation, preservation, interpretation projects. Applicants must provide a Statement of Significance with their application.
- collection management training through community-based workshops. Applicants must provide a Statement of Significance with their application.
- community stories documentation, which may be through various forms and mediums, including plays, videos, artwork, digital exhibitions, education programs, oral histories and publications. This is open to community organisations and individuals and does not need a Statement of Significance.

APPLICATION PREPARATION

It is important that you:

- Read Gladstone Regional Council's Arts and Cultural policy and the Community Plan and Corporate plan to understand the Council and Community values and goals
- ensure your application is for activity that the local community will benefit from directly and/or indirectly
- reflect on ways your activity develops your professional life.

APPLICATION PROCESS

- Stage 1: If you are new to the RADF program you must participate in an information session, complete an online information briefing or consult with the Gladstone Region RADF Liaison Officer. (No application can be considered unless Stage 1. has been completed by new applicants.)
- Stage 2: Complete and submit the Expression of Interest (EOI) (online or hardcopy) by the due date.
- Stage 3. The RADF Liaison Officer or an appointed mentor will contact you to discuss your EOI.
- Stage 4. Complete and submit the full application form, including budget and supporting documents by the due date.

It is also important for you to understand:

- the local priorities of the Gladstone Region RADF program
- the Principles of the Gladstone Region RADF program
- which of the six RADF Categories your activity will fit
- what RADF does not support

RADF LIAISON OFFICER

The Gladstone Region RADF Liaison Officer is your main contact for the RADF Program. They liaise with officers at Arts Queensland and the Gladstone Region RADF Committee.

Contact the RADF Liaison Officer if you need any help in understanding the RADF Program, grant application and process. They can give you vital information and resources and, if necessary, can either meet with you or arrange for you to meet with a RADF Committee member.

RADF COMMITTEE

The Gladstone Region RADF Committee is a local advisory group to Council. The Committee members will provide applicant mentoring, assess applications received and make recommendations to Council whether submissions are to be approved or not.

COMPLETE THE EXPRESSION OF INTEREST FORM

- Which local funding priority does your project address?
- How will the community benefit from this project?
- What evidence do you have of community need/interest in the project?
- If applying for a Developing Regional Skills grant, how will this grant help your career? How will the community benefit from this activity?
- What are the main things you will need to spend money on?
- Aside from the RADF grant, what other areas will generate income for the project?

COMPLETE THE APPLICATION FORM

1. Ask yourself these key questions when developing your activity:

- Why do I want to do it?
- Which people will be involved?
- Do they have the skills to make it happen?

2. Your application should give a snapshot of a potentially successful activity. All information required is requested on the form, so:

- research thoroughly
- prepare accurately and honestly
- provide all information on the Application Form
- describe your activity in terms that relate to Council's *Arts and Cultural Policy*, available online at <http://www.gladstone.qld.gov.au/policies>

3. Brief and clear support material strengthens your application. Include only relevant support material, such as:

- an Eligibility Checklist must be attached for each professional or emerging professional artsworkeer receiving RADF support
- letters of support from groups who will benefit
- letters of support from project partners, a community Elder, workshop leader, gallery owner
- quotes from tradespeople, publishers or other businesses cited in your budget
- CVs of all professional arts and cultural workers employed in the activity

Support material is generally not returned, so:

- provide copies (and keep the original)
- explicitly request the return of certain material (e.g. slides)
- arrange for the Committee to view the original
- make sure that your name and address are included on all support material

4. Sign your application. Unsigned applications are not eligible for funding. Keep a copy of your completed application. If your application succeeds, you will use it when you prepare your outcome report at the end of the activity.

5. If you are employing others, think of using employment contracts. For advice and examples, contact:

- Artworkers on (07) 3215 0850; 1300 780 291 (cost of a local call) or email info@artworkers.org or visit www.artworkers.org
- Arts Law Centre on (02) 9356 2566; Toll Free: 1800 221 457; email artslaw@artslaw.com.au or visit www.artslaw.com.au

6. Do not staple or bind your application as it will be photocopied for assessment.

7. The RADF committee may want more information or support material if they are uncertain about an application. Usually you will have only a short time to respond.

WHAT IS THE RADF COMMITTEE LOOKING FOR?

The RADF Committee will look for activities that:

- will develop the paid artist's professional career
- will increase the sustainability of creative communities
- will benefit their community, both directly and indirectly
- align with local priorities and/or regional plans
- align with Queensland Government priorities: www.thepremier.qld.gov.au

All applications are judged on merit with Committee decisions based on:

- the RADF Principles
- the RADF funding categories objectives
- the eligibility criteria
- Council's *Arts and Cultural policy*
- Council's Community Plan and Corporate Plan
- Council's available RADF budget for the year

CV (CURRICULUM VITAE)

Your CV or résumé is a summary of your career that you send to an employer when applying for a job or to a funding body as part of your application for funding.

Presentation is important. It should:

- be printed in a commonly used font with clear headings
- be on A4 white paper – not bound – for ease of photocopying
- be no longer than four pages, preferably two
- be up-to-date in all personal and professional details
- show the important information on the first page
- start at the current year and work backwards to build a history of your employment or experience

Include the following information:

- your contact details
- education and qualifications
- current employment status
- recent employment history
- community involvement
- awards, grants, achievements, exhibitions, performances, screenings, publications, committee and professional memberships (explain abbreviations or acronyms)
- the names of at least two referees

Some tips for success.

- Think about what your CV says – whether it is easy to read and how it is ordered
- Be dynamic in how you present your work history and skills
- Describe yourself in positive language
- Remember, you get only one chance to make a good impression

THE BUDGET

You must include a comprehensive budget using the RADF Application Form template. You must:

- Ensure your budget estimates are as accurate as possible. Inflated budget claims may affect the funding decision for your activity
- Account for all costs of your activity – expenses and income; monetary and voluntary. This includes all items listed in the income column as in-kind
- Ensure you list all forms of income, including any in-kind and all other grants you have applied for. Mark an asterisk beside grants which have already been approved
- Indicate the amount of the RADF grant that will go towards any expenditure in the column titled RADF Grant Breakdown
- in the space provided, include the total amount you are seeking from RADF as income
- ensure the income and expenditure columns balance

Complete the form exclusive of GST. If you are registered for GST, Council will pay the grant, plus GST (10%).

For more information on GST:

- Tax assistance for the Community, Voluntary and Cultural Sector call 13 30 88 or visit the website <http://www.treasury.gov.au/Policy-Topics/Taxation/GSTSAO>
- Call the Australia Taxation Office on 13 24 78 or visit the website www.ato.gov.au

For detailed information on how to complete your budget, refer to the fact sheet *How to Complete a RADF Budget Sheet* available from the RADF Liaison Officer or at www.arts.qld.gov.au

CLOSING DATES

After completing your RADF Application Form and attaching all relevant support material, you must lodge your application with the RADF Liaison Officer by the advertised closing date, available online at: <http://gragm.qld.gov.au/radf>

PROCESSING YOUR SUBMISSION

Once the funding round has closed, the RADF Liaison Officer copies, collates and sends all applications (plus assessment sheets) to the RADF Committee for assessment.

Applications are assessed on merit and by the same RADF criteria, first by individual RADF Committee members and then as a group to compare the strengths of each application.

In assessing your grant application, the RADF Committee will, as well as using the criteria, also consider:

- Has the applicant acquitted previous grants?
- Does the Committee need to seek expert advice to clarify details about the application?
- Is the applicant responsible for management of the activity?
- Has the applicant contacted the artist/s to obtain their consent to work or contacted the gallery or publisher to assess their interest?
- Has the applicant demonstrated the capability to plan and carry out the activity effectively?
- Is the budget well prepared and realistic, demonstrating sound financial management and knowledge of professional rates of pay?
- Can the applicant demonstrate matching support from their organisation or themselves, at least in-kind?
- Is RADF the best funding source for this activity?
- Is this activity in the correct grant category?

Does the activity:

- Employ, or use the skills of, an appropriate professional or emerging professional artist or arts and cultural worker? (An Eligibility Checklist is required for each artist or artsworkeer involved in the project)
 - Benefit either an individual artist or the community?
 - Reflect the aims of Council's Arts and Cultural policy
 - Help to develop arts and culture in the community, develop audiences and increase social harmony?
- Is there genuine evidence of community need and support?
 - Does the activity address principles of social justice and equal opportunity?
 - Have health and safety, insurance, copyright and licences been considered?
 - Are any conditions to be applied to the funding?

The RADF Committee meets about four weeks after the round closes, the individual assessments are compared and a group recommendation is made to Council, for ratification.

The RADF Liaison Officer then develops a contract for each successful applicant to prepare for the release of funding.

IF SUCCESSFUL

Before you receive your grant money and begin your activity, you will receive from Council:

- two copies of a RADF Letter of Offer specifying what the funding is being allocated for and any special conditions that may apply to your application
 - one copy to sign and return*
 - one copy to keep for your reference
- all relevant forms you have to complete and return for the release of funds*
- all relevant information you need to acknowledge the Queensland Government and Gladstone Regional Council who are providing the grant.

*No funds will be released until you sign and return all relevant documents to your RADF Liaison Officer.

The RADF Committee may ask for special conditions of funding to be included in your contract. These must be met through your funded activity.

Some conditions of grant are common to all RADF recipients, such as:

- Wherever possible, all funded activities must begin within the financial year of the receipt of funding
- Grants can be withdrawn if an activity is unduly delayed — you will need to reapply in the following year
- Your acknowledgement of RADF funding in all publicity about your activity and as part of the outcome
- Requesting approval from the RADF Committee for any changes to your application.

Other conditions may be developed by Council, such as:

- more information and/or evidence of the community need for a proposed workshop
- a request to:
 - address a gathering of peers after a funded activity
 - offer a workshop demonstrating new skills
 - make documentary material available to the local library

CHANGE OF PROJECT REQUESTS

Sometimes circumstances change and you cannot carry out your activity exactly as described in your application. When this happens, you **MUST**:

- notify the RADF Committee through the RADF Liaison Officer in writing or by email
- Receive approval of any change before beginning your activity

The RADF Committee (or a sub-committee) can:

- Approve the changes
- Request that you complete a new application form
- Ask you to return the funds and re-submit your application in the next round

Any agreement to alterations must be:

- Made in writing
- Endorsed by the chair of the RADF Committee
- Approved and signed by both the Chief Executive Officer (CEO) and the recipient

Please note:

If you change your application without approval, Council can ask for the funds to be returned.

COMPLETING THE PROJECT

You must complete and submit an Outcome Report to Council no more than 8 weeks after completing your funded activity. This acquits the RADF monies you spent.

If you fail to acquit your grant, you will be ineligible to apply for future funding through RADF and Arts Queensland. In some circumstances, you may be asked to repay the grant.

Your Outcome Report must provide 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
- Participant/audience feedback
- Assessing the benefits and drawbacks
- Checking your financial estimates against your actual expenditure
- Learning from any difficulties — these can often teach more than successes
- Recognising the potential for growth or new directions in your work
- Setting new priorities.

The Outcome Report may be used to promote RADF activity in the Gladstone Region.

DISPUTE RESOLUTION

Occasionally, conflict can arise between Applicants and Committee Members or Council staff. If this happens, you should, in the first instance, tell your RADF Liaison Officer about any disagreement or conflict with your application.

You have the right to request a meeting with a Committee Member or Council Staff Member to get feedback about your application or to see Minutes of Assessment Meetings.

Arts Queensland can offer advice about the RADF Program to you and the Committee, but is not available to mediate. However, the Local Government Association of Queensland can suggest local mediators.

Useful websites

The following table lists some useful websites that may help in the development of your activity:

Organisation and website	For
Gladstone Regional Art Gallery & Museum A community cultural initiative of the Gladstone Regional Council http://gragm.qld.gov.au/radf	<ul style="list-style-type: none">• news and information about the program in the Gladstone Region
Arts Queensland (AQ) http://www.arts.qld.gov.au	<ul style="list-style-type: none">• RADF information• all other Arts Queensland grant information• other funding sources benefiting arts and culture
Media, Entertainment and Arts Alliance https://www.meaa.org	Fees and awards schedule for everyone in the media, entertainment, sports and arts industries.
Australian Copyright Council http://copyright.org.au/	Information and guidance about creating copyright in Australia.
Protecting heritage places http://www.environment.gov.au/heritage	Information and guidance in obtaining a Statement of Significance.
The Arts Law Centre of Australia http://www.artslaw.com.au	Specialised legal and business advice and referral services, professional development resources and advocacy for artists and arts organisations.
Department of Aboriginal and Torres Strait Islander Partnerships (DATSIP) http://www.datsip.qld.gov.au/	Protocols are an essential component when dealing with individuals and communities. This site provides guides to assist communication across cultures.