

Regional Arts Development Fund Guidelines



Queensland Government
Arts Queensland

Queensland the Smart State

Information for Applicants

The Regional Arts Development Fund (RADF) is a Queensland Government and Local Government partnership to support local arts and culture.

Contents

SECTION A: The RADF Program.....	1
What is the Regional Arts Development Fund (RADF) Program?	1
What are the six RADF Principles?.....	1
Who can apply for a RADF grant?	2
What does RADF not support?	2
Australian Business Number (ABN).....	3
What are the eight 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?	10
Can I alter my application after funding has been allocated?	11
I have completed my funded activity. Is there anything else I should do?	11
What are the RADF Awards?	11
If I have a problem, how do I deal with any dispute resolution?.....	12
Who should I contact for more information on RADF?.....	12
Useful websites.....	122

The RADF Guidelines are available at www.arts.qld.gov.au. Based on feedback from Councils as well as input from the RADF Conference in Cairns in 2007, some revisions and amendments have been made. The Revisions as a 1 July 2008 are available on the same webpage as the RADF Guidelines.

SECTION A: The Regional Arts Development Fund (RADF) Program

The purpose of the RADF Program is to support professional artists and artworkers to practise their art, for and with communities, resulting in mutual development of the professional artists/artworkers and communities in regional Queensland.

RADF is not intended to be used as the main income source for any professional artist or artworker or for recurrent funding of projects or organisations, e.g. for the same component of the same event every year.

What is RADF?

The RADF Program, established in 1991, is a highly successful State and Local Government partnership that supports professional artists and arts practitioners living in regional Queensland. The Program focuses on the development of quality art and arts practice for, and with, regional communities.

The RADF Program's key stakeholders are the Queensland Government Department of Education, Training and the Arts through Arts Queensland and the Councils that participate in the Program. These stakeholders support arts and cultural development, RADF committees, and regional and remote communities and their arts and cultural workers.

What are the six RADF Principles?

RADF is guided by six principles that ensure arts funding is used in the best possible way. These principles are:

1. Supporting professional artists and artworkers

State Government, through Arts Queensland, has a priority to support professional artists and artworkers, 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

Local Government partners with Arts Queensland through RADF to support locally determined arts and cultural priorities, as stated in Councils' corporate plans, as well as in local arts and cultural policies. Councils can determine priorities for RADF grants from these plans and policies and support the professional arts components.

3. Supporting regional arts development in Queensland

Partnerships across the spheres of government, between arts and non-arts practitioners and organisations, and across Council boundaries are essential to regional arts development in Queensland.

4. 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.

5. Supporting the participation of community members in arts development projects run by professional artists and artworkers

Non-professional arts and cultural activities are important to community life. Many Councils support non-professional activities through their own local community grants programs. RADF will support professional artists, artworkers 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.

6. 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 Environment, Water, Heritage 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, artswriters, cultural workers or project coordinators who:
 - are based in the 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:

- Amateur arts activities **EXCEPT** for professional services to amateur arts activity. One of the main RADF aims is to develop professional artists in the regions. NOTE: Emerging professional artists are eligible for funding.
- Applicants who submit unsigned applications.
- Applicants who have failed to acquit previous RADF grants.
- Projects for which artswriters 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.
- Craft workshops — **UNLESS** a professional artist or artswriter is employed to work with a craft group to apply their skills in an innovative way to an arts development outcome.
- Murals — funding is available for murals from other government sources as part of anti-graffiti programs. RADF grants can only be allocated to murals that adhere to the RADF Principles, eligibility and program criteria.
- 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 — they are prolific and could monopolise funds. The competitive environment does not necessarily nurture emerging artists, as there is generally only one winner.
- Eisteddfods — they are essentially competitions.
- Summer/Winter schools — Councils should not support more than two places a 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. **EXCEPTION:** Capital items can be funded **only** when they are included as part of a project application and when the RADF Committee considers the purchase **integral to that project** and where the item **will remain available for community use**.
- 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 — Arts Queensland 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* (available online at www.arts.qld.gov.au/funding/radf). 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.

What are the eight categories of funding?

There are eight categories of funding available for individuals, groups or Councils. They are:

1. Developing regional skills

Objective — for individual professional artists and artworkers 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. (Arts Queensland's Career Development grants support international activities, including overseas travel.)
- 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.

Councils may also support **Quick Response Grants** under this category for opportunities for professional development 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.
- This category is also open to Councils that wish to assume a co-ordination role for projects.

3. Interest-free arts loan

Objective — for arts activities that will generate an income greater than the amount of the loan, and where no other funding source is available.

- RADF Interest-free Arts Loans will support activities that can demonstrate a prior commitment from a distributor or producer, e.g. a publisher, gallery or venue that can confirm and substantiate revenue forecasts.
- The total amount of the loan must be paid back at the conclusion of the activity.

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. 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.

6. 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.

This category is also open to Councils.

7. 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.

This category is also open to Councils.

8. Arts policy development and implementation

This category is only open to applications from Council.

Objective — to support Councils to:

- develop arts and cultural policy, cultural mapping, visioning and planning proposals
- partner on regional arts and cultural policy co-ordination activities
- cross-regional arts and cultural planning
- development of cultural tourism plans
- community consultation, facilitation and preparation of the documents (but not publishing)
- RADF Committee training.

SECTION B: Your application

What should I do before I complete an application form?

It is important that you:

- obtain a RADF grant application kit from your local RADF Liaison Officer at your Council
- read everything thoroughly
- read your Council's arts and cultural policy and corporate plan to understand the community's values and goals and Council's priorities
- ensure your application is for activity that the local community will benefit from either directly and/or indirectly
- reflect on ways your activity develops your professional life.

It is also important for you to use the resources available to:

- establish your eligibility (use the *Eligibility Checklist for Professional and Emerging Professional Artists*)
- understand:
 - what your RADF Committee is looking for
 - the six Principles of the RADF Program
 - which of the eight RADF Categories your activity will fit
 - what RADF does not support.

What is the RADF grant application kit?

The RADF grant application kit is compiled by your RADF Liaison Officer and includes information to help applicants prepare a RADF grant application, such as: an application form, fact sheets and the *Eligibility Checklist for Professional and Emerging Professional Artists*.

What is a RADF Liaison Officer?

The RADF Liaison Officer is a Council officer who is your main contact for the RADF Program. They liaise with officers at Arts Queensland to ensure appropriate management of the RADF Program and RADF Committee.

Contact your 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.

What is a RADF Committee?

The RADF Committee is a local advisory group to Council. The Committee assesses your application and recommends to Council whether it is funded or not.

How do I complete the RADF grant application form?

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

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

- Who in the community will benefit?
- How much will it cost?
- Where will I get the money from in addition to a RADF grant?

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 official RADF Grant Application Form as Arts Queensland is required to report on the RADF Program to the Queensland public
- describe your activity in terms that match your Council's RADF Program.

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

- letters of support from groups who will benefit
- letters of acceptance from a community Elder, workshop leader, project partner, gallery owner
- quotes from tradespeople, publishers or other businesses cited in your budget
- the 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. RADF committees 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?

RADF Committees are required to use a series of resources provided by Arts Queensland when assessing applications. They will look for activities that:

- will develop the paid artist's professional life
- will increase the sustainability of creative communities
- will benefit their community, both directly and indirectly
- align with local and/or regional plans

- align with state government priorities (www.thepremier.qld.gov.au).

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

- the six RADF Principles
- the eight RADF funding categories
- the eligibility criteria
- Council's arts and cultural policy
- Council's corporate plan
- Council's available RADF budget for the year.

What is a 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:

- have a well-designed front page
- be printed in a commonly used font with clear headings
- be on A4 white paper, stapled – not spiral bound – for ease of photocopying
- be no longer than four pages, preferably two.

Your CV should:

- 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 (don't use 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.

Do I have to complete a budget?

Yes. You must include a comprehensive budget using the template on the application form. This template is a standard budget form used by other arts funding bodies. 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.

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 www.gststartup.gov.au
- GST or PAYG call the ATO on 13 24 78 or visit the website www.ato.gov.au

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

What do I do with my completed application?

After completing your RADF Application Form and attaching all relevant support material, you must lodge your application with your Council's RADF Liaison Officer by the advertised closing date.

What happens next?

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 Committee members and then as a group to compare the strengths of each application.

While one Council's priorities may differ slightly from another, all applications within a Council area are assessed against that Council's priorities

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 interview the applicant or 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 artworker involved in the project)
 - benefit either an individual artist or the community?
 - reflect the aims of the Council's arts and cultural development policy, corporate plan or other published priorities?
 - help to develop arts and culture in the community, develop audiences, increase social harmony?
- Is there 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?

When the Committee meets about four (4) weeks after the round closes, the individual assessments will be compared and a group assessment made.

The RADF Committee's final recommendations are documented and presented to Council for ratification. After that, the RADF Liaison Officer develops a contract for each successful applicant to prepare for the release of funding.

What happens if I am successful?

If you are 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 State Government and 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 your Council, such as:

- the repayment schedule of an Interest-free Arts Loan
- more information and/or evidence of the community need for a proposed workshop
- more information and/or evidence that individuals cited as being involved in an activity have been contacted, have given consent and are available

- 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.

Can I alter my application after funding has been allocated?

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 in writing
- negotiate 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.

I have completed my funded activity. Is there anything else I should do?

Yes. You must complete and submit an Outcome Report to Council **no more than 8 weeks** after completing your funded activity. This acquits the local 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 show 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
- 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 is also used to nominate your activity for the RADF Awards.

What are the RADF Awards?

Each year, your Council nominates the best activities funded by RADF to Arts Queensland for entry into the annual RADF Awards. This gives nominees and the Council the chance to promote their RADF activity throughout Queensland.

Your application could be nominated if you have:

- received a RADF grant, had a fabulous outcome and followed through with a quality Outcome Report.

If I have a problem, how do I deal with any 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.

Who should I contact for more information on RADF?

For more information about the RADF Program and process, please contact the RADF Liaison Officer at your Council.

Useful websites

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

Organisation and website	For
Arts Queensland (AQ) www.arts.qld.gov.au	<ul style="list-style-type: none">• all RADF information• all other Arts Queensland grant information• other funding sources benefiting arts and culture
Media, Entertainment and Arts Alliance www.alliance.org.au/	Fees and awards schedule for everyone in the media, entertainment, sports and arts industries.
Australian Copyright Council www.copyright.org.au/information	Information and guidance about creating copyright in Australia.
Protecting heritage places www.heritage.gov.au/protecting.html	Information and guidance in obtaining a Statement of Significance.
The Arts Law Centre of Australia 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 Policy (DATSIP) www.atsip.qld.gov.au/resources/cultures.cfm	Protocols are an essential component when dealing with individuals and communities. This site provides guides to assist communication across cultures.