RADF

GUIDELINES

REGIONAL ARTS DEVELOPMENT FUND

GLADSTONE REGIONAL COUNCIL

Queensland Government

The Regional Arts Development Fund is a partnership between the Queensland Government and Gladstone Regional Council to support local arts and culture in regional Queensland.

Image: Costume designed and hand-painted by Jenny Fournier, during the *NightLife* Drawing workshop by Gladstone Life Drawing at *Luminous 2022*. Modelled by Imogene England. Photograph by Wezzy Crüze.

1. Regional Arts Development Fund (RADF) Purpose

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

The purpose of the Regional Art Development fund is to support the creation, promotion, and accessibility of arts and cultural activities, that reflect strong alignment with the identified local priorities. The fund supports local artists, performing arts, and cultural organisations, and encourages community connection opportunities supporting development in the arts sector.

By investing in local arts and cultural priorities, RADF promotes the value of arts, culture and heritage as key drivers of social change and strong, diverse and inclusive regional communities. RADF is a flexible fund, enabling local councils to tailor RADF programs and funding priorities to suit the needs of their communities.

Council's RADF Program operates through the Gladstone Regional Art Gallery and Museum (GRAGM) with the support of the RADF Committee.

2. Arts Queensland RADF Objectives

Arts Queensland's RADF Objectives are to support arts and cultural activities across Queensland that:

Increase access to arts and cultural experiences in regional Queensland	Grow employment and capacity building opportunities for artists and arts workers across regional Queensland	Deliver on local arts and cultural priorities and promote the value of arts, culture and heritage

For more information on other Arts Queensland programs and opportunities please visit https://www.arts.qld.gov.au/

3. Assessment Criteria

Below are the criteria the RADF Committee will use to assess applications received. The Assessment Criteria are those of Arts Queensland and will be used to assess and score the alignment of the Local Priorities indicated within the application.

HIGH QUALITY	STRONG IMPACT	SUSTAINABLE VALUE
Applications must demonstrate capacity to produce or contribute to high-quality arts and cultural initiatives for local communities.	Projects should create new employment opportunities and skills development for artists and arts workers in Queensland	Applications must show value for money, sound governance, ethical business practices, including adherence to industry award rates and cultural protocols.

4. Council's Local RADF Priorities and Funding Categories

4.1 Priorities

Council's Local RADF Priorities are stated in the Gladstone Region Arts & Cultural Development Plan 2018-2022 and are underpinned by the Arts & Cultural Development Policy 2019-2022. These priorities are consistent with Arts Queensland objectives. Applicants will identify which local priorities apply to their application and the committee will assess the priorities using the assessment criteria matrix.

Creative Life	**Unified, Connected Community**	**Animated Places and Spaces**	**Valued History and Heritage**
An active, vibrant arts and cultural sector with opportunities for all community members to participate according to their needs, interests and abilities	A cohesive community that values and celebrates its way of life, civic occasions and achievements	Engaging and appealing public spaces and access to quality arts and cultural facilities	A strong sense of history through the preservation, promotion and visibility of the region's rich natural and cultural heritage

Partnership and Collaboration	**Cultural Citizenship**	**Cultural and Creative Enterprise**
Productive partnerships and alliances within and external to the Region	Sound community-based leadership of a well-coordinated arts and cultural sector	An arts and cultural sector that contributes to a dynamic, resilient local economy

4.2 Funding Activities

Council's Funding Activities are based around the types of activities identified by Arts Queensland.

Community Consultation / Arts Research / Policy Development	Creative Development of New Work	Cultural Tourism	Events / Festivals	Exhibitions / Collections	Heritage Protection / Promotion
Performances	Place Making*	Professional / Career Development#	Publications	Workshops	Other

* Place Making is a multi-faceted approach to the planning, design, and management of public spaces. Placemaking capitalises on a local community's assets, inspiration, and potential, with the intention of creating public spaces that promote people's health, happiness, and well-being.

Out of rounds can only apply for professional/career development

5. RADF Committee

The role of the Gladstone Regional Council RADF Committee is to support Council with the administration program by providing independent assessment and recommendations on grant submissions received under the program. The Committee is an advisory body ensuring that funding decisions are assessed against the priorities of Gladstone Region's arts and cultural landscape.

The Committee will consist of a diverse group of individuals with experience, expertise, and/or demonstrated interest in the arts and culture sector. Membership shall reflect the geographic, cultural and artistic diversity of the Gladstone Region. All members must comply with the Code of Conduct and Terms of Reference and attend necessary training.

To maintain accessibility, diversity, and fresh perspectives within the committee, generally ordinary members who have served two consecutive terms (8 years) may be considered ineligible for a third consecutive term unless the Committee considers that there is an overriding need to retain the experience or expertise of the Committee member.

Any local artist, art and cultural workers, members of cultural groups, local organisations, or associations, and people active within the arts community are eligible to be a member of the RADF Committee.

Anyone interested in becoming a committee member can access relevant information via the GRAGM website.

6. Eligibility

6.2 Eligible Applicants

- Individual emerging and established artists, arts practitioners, and cultural workers
- Businesses
- Registered not-for-profit organisations
- Any financial or personal gain as a result of funding must be clearly declared in the application
- Groups and collectives
- Be an Australian citizen or permanent resident and reside in the Gladstone Regional Council area; or those based outside the Council area be able to demonstrate how the project will directly benefit arts and culture in the Gladstone Region
- Have an active ABN. Where an applicant does not have an ABN applicant is to complete and attached Statement by Supplier form (Australian Tax office) or obtain auspice (management of funds and acquittal by suitable partnering organisation)
- Have a bank account in the same name as the applicant, or if the applicant is under 18, the application form must be signed by their legal guardian and therefore the bank account must in the name of the legal guardian
- Have Public Liability Insurance including other forms of insurance relevant to the project; or able to obtain auspice by a suitable party. If applicants do not have sufficient insurance covering the project activity period at the time of application, they will need to ensure they take out sufficient insurance prior to entering into the funding agreement
- Have met all acquittal conditions of previous Council grant, and/or made any outstanding payments to Council
- Applicants are able to seek other grants for their proposal, however only one grant from Council is to be delivered per application. For example, you cannot receive a grant from both the Community Investment Program and RADF for the one project

6.2 Eligible Expenses

- Artists/Arts worker fees
- Production/Project costs including but not limited to; Venue hire, equipment hire, materials, project related travel, accommodation, and documentation costs
- Marketing and Promotion associated with the project
- Professional Development e.g. workshops, training, mentoring and conferences
- Community Projects that benefit the local area
- In-Kind contributions (e.g., volunteer time, donated materials as part of project budget but should be clearly identified in the application)

6.3 Ineligible Applicants

- Government and semi-government entities, including private and public educational institutions, unless the application is unrelated to their core operational business
- Political participants and advocates
- Those who have not met all acquittal conditions of previous Council grant(s), and/or have any outstanding payments to Council

6.4 Ineligible Projects

- Projects for which arts workers are paid less than the recommended industry rates
- Existing or ongoing projects or activities that do not have a clear start and finish date
- Retrospective costs, including reimbursement of costs already incurred
- Recurrent funding or regular operational costs
- The purchase of capital items including computers, buildings, vehicles, etc. hire of equipment directly related to delivery of the project are eligible
- Long-term accredited study, training or university courses that constitute the primary training of artists
- Entertainment for events unless there is a specific developmental outcome for the artist or it is necessary for the event to occur
- Insurance/licence costs, including but not limited to public liability insurance, liquor licences, event permits, etc
- School arts activities, unless those activities form part of the broader community's arts and cultural development processes or include professional arts development for students from multiple schools
- Applications that have already received RADF funding for the same program, project, or initiative in the financial year the application is lodged

6.5 Ineligible Expenses

- Activities that have already taken place or will commence prior to funding confirmation
- Goods or services that have been bought or ordered prior to funding confirmation
- Core operating costs or the costs of setting up a new business
- Agents' fees, or management fees for participating artists
- Ongoing costs associated for digital upgrades and fees
- Expenses associated with the purchase, maintenance or upgrade of any equipment that is intended to be used beyond the life of the project (consumables directly related to delivery of the project are eligible.)
- Purchase, planning or maintenance of infrastructure, including fit outs

- Fundraising activities, awards, competitions, eisteddfods, prizes, and costs associated with participating in them
- Contingency costs not specified in the original grant application
- Repayment of debts and loans
- Program or project costs covered by philanthropic funding or by other Queensland Government, local, State, or Federal government grant funding or service contracts.
- Projects that start before the application is submitted
- Projects that involve the structural development of private land
- Core operational costs, such as freight and frames, in galleries and established businesses are ineligible
- Wages for permanent staff and ongoing office expenses/stationary used for core business activity
- Catering, event launches and parties
- Purchase of property or assets
- Accredited study and training – formal education
- Prizes awards and trophies
- Merchandise and purchase of items for re-sale
- Personal Protective Equipment (PPE)

6.6 General conditions of funding

- Applications must be submitted using the SmartyGrants application form
- Successful grant applicants are required to sign a Funding Agreement and provide additional documentation, including an invoice prior to funding being released
- Successful projects are to commence after the signing of the Funding Agreement
- Organisations that receive funds from Council are required to acknowledge the contribution by Arts Queensland and Gladstone Regional Council in any publications or publicity material associated with funded activities
- Funds must be used for the purpose for which they are granted and any variations in the use of funds must receive prior written approval from Council
- The project must be completed, and funds expended within twelve (12) months of funds being granted, unless written approval has been given for an extension of the project

6.7 Goods and Services Tax (GST)

- If you **are not GST registered:** Budget amounts should **include GST** as this is part of the cost of the project.
- If you **are GST registered:** Gladstone Regional Council will pay the funds plus GST; budget amounts should therefore be **exclusive of GST.**

7. Funding Rounds

There are two (2) funding rounds each financial year. Information about each round can be found on GRAGM's or Council's websites.

Initially an Expression of Interest (EOI) for the round will be released, followed by the formal round. EOIs provide opportunity for feedback on the application prior to submitting for the formal round. If requested, mentors are available to assist applicants with their application.

7.2 Out of Round

Rapid Response 'Out of Round' applications are open year-round, or until funds are expended. They must relate directly to professional development opportunities such as masterclasses, mentorships, placements, workshops, or conferences. Applications are capped at $2,000 (ex GST), assessed only by the RADF Committee, and do not require formal Council resolution. They are intended for time-sensitive opportunities

and processed outside standard funding rounds. All approvals are reported to Council at the next scheduled RADF update for financial context.

8. Applying for RADF

8.2 Application process

Council will publicise the availability of RADF grant programs on GRAGM's and Council's websites and social media sites.

Note: It is recommended applicants take the opportunity to attend grant writing workshops and/or mentoring when available.

Expression of Interest
EOIs will open prior to the round. This is recommended for new applications or if the applicant would like feedback from the Committee prior to submitting the final application. Click on the link on either GRAGM or Council's websites and signup/login to SmartyGrants. Complete and submit the EOI by the closing date and the Gallery & Museum Education and Engagement Officer will be in contact.

Round 1 or Round 2
Visit www.gladstone.smartygrants.com.au for a link to preview the application form. We recommend the form is previewed before planning the project.

Plan the Project
Check the timing of the project with the assessment dates. Define the project scope and ensure all support materials are collated, and a budget is prepared. Check the application form to see what other information may be needed.

Round 1 or Round 2 Open
Signup/Login to SmartyGrants. Complete the application form, making sure all supporting documentation is uploaded. Once an application has been started, it can be saved and returned to at any time before the closing date.

Submit the Application
When an application is submitted, SmartyGrants will forward an email confirmation of the lodgement and a copy of the submitted application back to the applicant. If this notification is not received, please contact the Gallery & Museum Education and Engagement Officer.

Assessment
All applications are assessed against the assessment matrix by the RADF Committee

Recommendation
Recommendations for funding/no funding prepared for General Meeting
Recommendation is delivered to the next available General Meeting for Council Endorsement
(Allow 6 weeks from Round closure for the finalisation of approvals when considering your project start dates)

Council Decision
Council to vote on final recommendation at General Meeting, this can be viewed via live broadcast or in person at Council Chambers, all information on General meetings including a copy of the minutes can be found on the GRC website

Notification
Applicants will be notified in writing of the approval/rejection of their application.

Acquittal
At the end of the project, funding recipients must submit an Acquittal via SmartyGrants.

9. Application Requirements

9.2 Applications must:

- Be submitted by the published closing time and date of the EOI and/or funding round
- Be submitted via the SmartyGrants website. If there are technical difficulties completing the online application, contact the Gallery & Museum Education and Engagement Officer
- Only request funding for an activity or expense that will occur after the project start date and that directly relate to the proposal
- Meet all legal obligations, including in relation to accessibility, including access to web content; and safeguarding requirements when working with children, safety, young people, or vulnerable adults

9.2 Applications will not be accepted if:

- Received after the close dates for the rounds or are incomplete
- There is an overdue/outstanding acquittal from any Gladstone Regional Council funding agreement
- The activity or expense occurred before the funding application, projects/expenses/start date must not begin before the funding is awarded
- The Project does not meet the funding priorities and assessment criteria

9.3 Application Checklist

- The following is a checklist of required supporting documentation
- Evidence of community interest and local support for the project
- Public Liability Certificate of Currency. Applicants must maintain sufficient insurance for funded activity. If applicants do not have sufficient insurance covering the project activity period at the time of application, they will need to ensure they take out sufficient insurance prior to entering into the funding agreement. Arts Queensland may request evidence of the certificate of currency
- Risk Management Plan
- Marketing and Communication Plan
- A comprehensive project budget, refer to the budget Factsheet for more information.
- Quotes for all budgeted items, where a quote is not possible, applicant must include financial breakdown
- A current CV for all arts or cultural professionals involved in the project
- Letter of confirmation of intent from artists/cultural professionals/collaborators involved in the project
- Letter of confirmation/support from proposed venues that will be utilised for the project.
- Any additional information that will support the application
- Evidence of consultation with, and support from, those groups that will benefit from the project, e.g., People with a disability, Youth, Older Persons, First Nations etc. if applicable.
- Successful applicants might not receive the full requested amount. If full funding is critical, explain why in the application
- Significant projects with a community outcome must provide sufficient evidence of community consultation and/or support from appropriate community organisations and members

Refer to the Gladstone RADF Factsheet – Grant Writing for more information and guidance.

9.4 Financial Recordkeeping and Budget

Applicants should keep invoices/receipts related to funded activity as proof of expenditure. Council may request these as part of its Quality Assurance activities.

Refer to the Gladstone RADF Factsheet – Budget for more information and guidance.

10. Protocols and ICIP

10.1 Indigenous Cultural and Intellectual Property (ICIP)

Applicants must not infringe ICIP of any person in delivering funded activities. ICIP refers to First Nations peoples' interests in protecting their cultures, heritage and knowledge and includes the intangible and tangible aspects of cultural practices, cultural expressions, resources, and knowledge systems. Aboriginal and Torres Strait Islander peoples are the custodians of their traditional knowledge and cultural expressions, and their laws and protocols dictate how knowledge and culture can be shared and used.

For more information on ICIP please refer to the Arts Queensland Cultural Engagement Framework.

10.2 Protocols for Welcome to Country and Acknowledgement of Country

Council requires RADF recipients to arrange either a Welcome to Country or Acknowledgement of Country at each official event, meeting, or occasion associated with the project.

A Welcome to Country is delivered by Traditional Custodians of the land. An acknowledgement of Country can be delivered by any person as a way of showing respect for Australia's First Nations Peoples.

10.3 Intellectual Property Rights and Moral Rights

Applicants must not infringe Intellectual Property Rights or Moral Rights of any person in delivering funded activities. Intellectual Property Rights includes all present and future rights in relations to copyright, trademarks, designs, patents, trade, business or company names, trade secret, confidential or other proprietary rights, or any rights to registration of such rights. Moral Rights means the right of integrity of authorship (the work is not treated in a way that harms the maker's reputation), the right of attribution of authorship (the right to be identified and named as creator of the work), and the right not to have authorship falsely attributed to someone else.

For significant community projects with a produced outcome the IP owner and accessibility of the product must be indicated within the application.

For more information on Intellectual and Moral Rights obligations please refer to the Arts Law website, the Australian Copyright Council website and Arts Queensland's Terms of Funding.

10.4 Changes to the Application

If the project cannot be delivered as described in the application, the recipient must:

- Notify the RADF Committee through the Gallery & Museum Education and Engagement Officer in writing through the RADF Grant Program Variation Request; and
- Wait for approval in writing before beginning any changed activity
- Projects that have changed without prior Council approval may be declined and request for return of funding

11. Application Assessment and Decision-Making Process

11.1 Assessment Phase

Once applications close, Committee members will individually assess and score each application, this process typically takes 1–2 weeks.

Each application will be evaluated to determine whether funding will be:

- Approved in full
- Approved partially
- Declined

Note: Partial funding may be recommended if:

- There is insufficient evidence to justify full funding
- Specific costs are deemed ineligible

Nil funding may be recommended if:

- The applicant does not meet eligibility criteria
- The applicant has an overdue acquittal from any previous GRC funding (not limited to RADF)
  The application does not meet the local priorities, assessment criteria
- Failure to provide required evidence as outlined in the checklist

11.2 Committee Deliberation

After individual assessments, the Committee will meet in person to:

- Discuss all applications
- Finalise recommendations for approvals, partial funding, and declined applications

11.3 Confidentiality and Conflict of Interest

All discussions and documents related to the applications are confidential. Any Committee member with a conflict of interest must:

- Declare the conflict, and
- Be excused from the assessment process for that specific application

11.4 Council Endorsement

The Committee's recommendations are submitted to the Council for formal endorsement at the next available Council Meeting. Following the ratification Applicants will be notified of the outcome.

12. Project Completion and Acquittal

Council requires Acquittal forms be submitted by all RADF grant recipients online via SmartyGrants no less than eight (8) weeks after the project has ended. The funding recipient will be required to provide receipts and/or other evidence of payment to support the expenditure of the grant funding in the Acquittal. Failure to submit an acquittal and any information/ documentation requested, will impact future funding eligibility through Council, or result in Council requesting some or all the funding to be paid back to Council.

What will be included in the Acquittal form:

- Any changes to the funding recipient's details
- Details of the project
- Local priorities addressed by the project
- Number of attendees and participants

- Number of artists/cultural workers/other persons/volunteers employed by the project
- Number of Gladstone Region residents who attended
- Number of intrastate/interstate/international visitors
- the method the applicant used to obtain accurate demographics
- Public feedback, including testimonials. Number of survey respondents collected. % of attendees/participants rating the activity as good or excellent on a five-point scale (excellent, good, average, poor, very poor)
- Sectors partnered with (if relevant)
- Breakdown of costs and funding spend
- Supporting documentation, including photographic or video evidence. These may be utilised by Gladstone Regional Council and/ or Arts Queensland within their websites or through other media channels

12.2 Using Funding Only for Approved Purposes

Council may request the return of grant funds if they are unspent, or if the applicant has not performed all parts of the Funded Activities, or due to other breaches of the Funding Guidelines or funding agreement.

13. Acknowledgement, Marketing and Communication

Funding recipients are required to acknowledge the financial assistance provided by the Queensland Government and Gladstone Regional Council on all promotional material, publications, and products by inclusion of the RADF acknowledgement text below and logos provided to by Council with the funding agreement. By acknowledging this support, the community is informed of how public funds are being spent.

Acknowledgment Text for RADF:

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



Some examples of how to meet this requirement are listed below:

- Acknowledgement Statement at the official opening or launch of the project
- Approved logos to be displayed on signage during project construction
- Acknowledgement Statement and logos published in the organisation's newsletter
- Acknowledgement Statement and logos published on promotion material relating to the project (e.g. flyers)
- Acknowledgement Statement and logos published on the organisation's website and/or other communication platforms
- Acknowledgement Statement on the day of the event via the PA system
- Logos on event merchandise

14. Review of Guidelines and Application Forms

Council's RADF Guidelines and Application Forms are reviewed annually and released prior to the new funding year, i.e. financial year.

It is recommended to always check GRAGM's or Gladstone Regional Council's websites for the latest information before submitting an application.

15. Applicant Support

For further information visit www.gragm.qld.gov.au/radf. For additional assistance, contact the Gallery & Museum Education and Engagement Officer by phone (07) 4976 6766, or email: gragm@gladstone.qld.gov.au.

For general advice and guidance on grant writing and developing a project for support, refer to the Grant Writing Resources on the Arts Queensland website at: www.arts.qld.gov.au/arts-cumen/grant-writing-support.