



# Regional Arts Development Fund GUIDELINES

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## **SECTION A - ABOUT RADF**

### **What is RADF?**

Regional Arts Development Fund (RADF) is a partnership between South Burnett Regional Council and Arts Queensland, to support professional artists, emerging artists and arts practitioners living in regional Queensland.

RADF funding is there to assist professional arts practitioners across the arts spectrum by facilitating employment opportunities via workshops, or projects for the arts community requiring professional teachers

RADF was established in 1991 and continues to support professional artists and arts practitioners living in regional Queensland. The RADF program focuses on the development of quality art and arts practice for, and with, regional communities.

RADF invests in local arts and cultural priorities, as determined by local communities. The program promotes the role and value of arts, culture and heritage as key drivers to develop sustainable, diverse and prosperous local communities.

In 2014 the RADF program was revised with new guidelines presented to local councils, allowing councils and communities greater input into how to structure and deliver the program, to best suit their needs.

From 2015 the Fund will be delivered flexibly, and local councils can implement locally tailored RADF programs based on priorities determined by them and their communities. This means that RADF may look different in each local government jurisdiction.

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.

### **RADF Principles**

- **Local** - empower local councils to determine priorities and outcomes through arts and cultural activity to meet the aspirations and needs of their local community.
- **Participation** - ensure local communities in all areas of Queensland have access to arts and cultural initiatives, programs and opportunities that are locally relevant.
- **Quality** - focus on investing in arts and cultural outcomes which will have the highest value to local communities across Queensland.
- **Diversity** - respond to the diversity of communities, councils, arts and cultural activity and practices across Queensland and support flexible delivery models.

### **Arts Queensland RADF Core Objectives**

- Support local artists and arts and cultural activity to deliver value for local communities.
- Provide opportunities for local communities to participate in arts and cultural activities.
- Invest in locally-determined priorities delivered through arts and cultural activity.
- Contribute towards current Government targets and priorities.

### **South Burnett Regional Council RADF Objectives**

- Support skills development of South Burnett professional artists, emerging artists and arts practitioners; and
- Increase local participation in the arts in the South Burnett Region.

## **Who can apply for a South Burnett RADF grant?**

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

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

## **Australian Business Number (ABN)**

If RADF applicants do not possess a valid ABN, they must be auspicied by an individual or incorporated organisation with a valid ABN (Sponsor) who will manage the grant on behalf of the applicant.

The sponsor 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.

## **What does South Burnett Regional Council's RADF not support?**

- Applicants who submit unsigned applications.
- Applicants who have failed to acquit previous RADF grants.
- Projects for which artswokers are paid less than the recommended rates.
- Activities that commence before Council approval is given because South Burnett Regional Council's RADF should not be used as a 'top-up' fund.
- Craft workshops - UNLESS a professional artist or artswoker is employed to work with the 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.
- 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 covered by South Burnett Regional Council's RADF grants, even if they are part of an exhibition or community project.

- Entertainment - funding is not available to pay for entertainment at 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.
- Eisteddfods - these are essentially competitions.
- Summer/Winter schools - If an individual is funded to attend a McGregor Summer/Winter School or equivalent institution they will not be eligible to apply to attend that event for another 2 years.
- Publishing costs associated with the activity, project or course.
- Purchase of capital items, e.g. equipment, buildings or vehicles.
- Recurrent funding for arts organisations - operational expenses are ineligible under the Program 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 practicing.
- The Program does not support 100% of any project – maximum percentage able to be funded is 60%

## **SECTION B – Objectives of South Burnett Regional Council's RADF Program**

### **1. Local Delivery and Participation in the Arts**

**Objective** - *To support local creatives to deliver cultural activities within the South Burnett Region*

#### **Funding of 60% total project cost can be used towards:**

- Professional or emerging artist fees or artworker fees, for preparation and delivery time
- Local travel
- Accommodation within region if required
- Venue hire

#### **Funding does not cover:**

- Course Materials
- Catering
- Administrative costs
- Promotions & Marketing

#### **Conditions:**

Participants are expected to make a reasonable contribution towards costs. Applicant must demonstrate clear evidence of local community support for project by providing letters of support and lists of interested participants, where possible. Applicants are expected to hold valid Public Liability Insurance.

### **2. Technical & Professional Skills Development**

**Objective** - *To facilitate access to affordable development workshops and training, by subsidising the costs of bringing professional tutors (professional artists or artworkers) to the South Burnett to teach creative groups valuable skills.*

### **Funding towards 60% total project cost can be used towards:**

- Tutor Fees for preparation and delivery time
- Tutor travel to South Burnett
- Accommodation for tutor
- Venue Hire

### **Funding does not cover:**

- Administrative costs
- Course Materials
- Catering
- Promotions & Marketing

### **Conditions:**

Participants are expected to make a reasonable contribution towards costs. Applicant must demonstrate clear evidence of local community support for project by providing letters of support and lists of interested participants, where possible. Tutors are expected to hold valid Public Liability Insurance. Tutors must complete eligibility checklist and supply a quote.

### **Frequency of Rounds**

The RADF program will offer two (2) funding rounds per financial year subject to Council's successful application to Arts Queensland.

### **Regular Applicants**

An individual, group or organisation can only be successful for one (1) grant per round per financial year within the Community Grants Program.

### **How are South Burnett RADF Grants Assessed?**

Once the funding round has closed, the RADF Liaison Officer copies, collates and sends all applications (including completed preliminary assessment and checklist) to the Community Grants Program Assessment Panel for final assessment. Should further information be required to undertake the preliminary assessment, the RADF Liaison Officer may contact the applicant or an arts expert in the relevant stream of the arts.

## **SECTION C: YOUR APPLICATION**

### **What should I do before I complete an application form?**

It is important that you:

- Read these South Burnett Regional Council RADF Guidelines; and
- Read the South Burnett Regional Council's Community Grants Program Policy; and
- Speak with peers and gain community support for your project; and
- Ensure your application is for an activity that the local community will benefit from either directly and/or indirectly; and
- Reflect on ways your activity develops your professional life; and
- Establish your eligibility by completing the South Burnett Regional Council RADF Eligibility Checklist.

### **How do I complete the RADF grant application form?**

1. Your application should give a snapshot of a potentially successful activity.

2. All information required is requested on the form, so:
  - ✓ Research thoroughly; and
  - ✓ Prepare accurately and honestly; and
  - ✓ Provide all information on the official South Burnett Regional Council RADF Application Form.
3. Brief and clear support material strengthens your application. Include only relevant support material, such as:
  - ✓ An Eligibility Checklist and a recent CV must be attached for each professional or emerging professional artsworke receiving RADF support; and
  - ✓ Letters of support from groups who will benefit, project partners or stakeholders; and
  - ✓ Quotes from tradespeople, tutors or other businesses cited in your budget.

*Please note that your support material cannot be returned so do not provide originals.*
4. Sign your application. Unsigned applications are not eligible for funding. Keep a copy of your completed application. If your application is approved, you will need the application to prepare your outcome report at the end of the activity.
5. If you are employing others, think of using employment contracts.
6. Do not staple or bind your application as it will be photocopied for assessment.
7. The RADF Liaison Officer may request further information or support material if they are uncertain about an application. Usually you will have only a short time to respond.

#### **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; and
- Be printed in a commonly used font with clear headings; and
- Be on A4 white paper, stapled – not spiral bound – for ease of photocopying; and
- Be no longer than four (4) pages, preferably two (2); and
- Be up-to-date in all personal and professional details; and
- Show the important information on the first page; and
- Start at the current year and work backwards to build a history of your employment or experience.

Include the following information:

- Your contact details; and
- Education and qualifications; and
- Current employment status; and
- Recent employment history; and
- Community involvement; and
- Awards, grants, achievements, exhibitions, performances, screenings, publications, committee and professional memberships (don't use abbreviations or acronyms); and

- The names of at least two (2) referees.

Some tips for success are:

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

### **Do I have to complete a budget?**

Yes. You must include a comprehensive budget using the template. You must:

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

### **Who can assist me with my application?**

The first port of call for assistance with your RADF application is to speak with the RADF Liaison officer who can provide support to applicants.

The RADF Liaison Officer administers the assessment process, meetings, record keeping and correspondence of the panel.

If you have a concern regarding the outcome of an application or require further assistance understanding the RADF Program and grants process, you may contact the RADF Liaison Officer.

The RADF Liaison Officer is the primary contact between Council and Arts Queensland and ensures the appropriate management of the South Burnett Regional Council RADF Program.

### **How do I submit my 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. You can lodge an application via email, post or in person.

### **What happens if I am successful?**

If you are successful, before you receive your grant money and begin your activity, you will receive from South Burnett Regional Council:

- Two (2) copies of an 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; and
  - ✓ one copy to keep for your reference.

- All relevant forms you have to complete and return for the release of funds; and
- All relevant information you need to acknowledge the State Government and Council who are providing the grant.

You must supply a tax invoice for the full grant amount.

The Community Grants Program Assessment Panel may ask for special conditions of funding to be included in your contract. These must be met throughout your funded activity.

### **What happens if I am unsuccessful?**

Not all funding applications will be successful. If you are unsuccessful, you will be notified once the results of the funding round have been decided.

The applicant will be advised by formal letter.

You are able to request feedback by contacting the RADF Liaison Officer.

### **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 eight (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 South Burnett Regional Council's Community Grants Program. 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; and
- Assessing the benefits and drawbacks; and
- Checking your financial estimates against your actual expenditure; and
- Learning from any difficulties — these can often teach more than successes; and
- Recognizing the potential for growth or new directions in your work; and
- Setting new priorities.

### **If I have a problem, how do I deal with any dispute resolution?**

Occasionally, conflict can arise. If this happens, you should, in the first instance, tell your RADF Liaison Officer about any disagreement or conflict with the processing and/or assessment of your application.

If the matter has not been dealt with to your satisfaction, you may lodge a formal administrative action complaint with Council. Refer to Council's Website.

### **Who should I contact for more information about the RADF Program?**

For more information about the Program, please contact the RADF Liaison Officer, via email [info@southburnett.qld.gov.au](mailto:info@southburnett.qld.gov.au) or phone (07) 4189 9100.