

SOUTH BURNETT REGIONAL COUNCIL



REGIONAL ARTS DEVELOPMENT FUND GUIDELINES



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PRIVACY STATEMENT

Any application for grant funding to South Burnett Regional Council results in Council collecting the applicant's information in order to assess the application for eligibility, to establish a digital presence of the applicant's information in Council's business operations for the purposes of providing approved grant funding and may be accessed to explore promotional activities. Your information will not be given to any other person or agency unless you have given express permission, or Council is required to by law The applicant's information is handled in accordance with the Queensland Information Privacy Act 2009. For further information about Council's Privacy Statement please refer to Council's website.

SBRC acknowledges and respects the Wakka Wakka and Auburn Hawkwood people, the traditional owners of this land that we live, work and play and respect their cultures, their ancestors and their elders past, present and future generations.

ABOUT RADF

The Regional Arts Development Fund (RADF) is a grant funding program delivered as a partnership between the Queensland Government through Arts Queensland, and South Burnett Regional Council (Council).

RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. It invests in local arts and cultural priorities, as determined by the local community.

RADF is a flexible fund, enabling Council to tailor programs while furthering Arts Queensland's vision. It supports arts and cultural activities that provide value for the region's communities by:

- encouraging safe and inclusive communities;
- building regions, supporting disadvantaged Queenslanders
- stimulating economic growth
- Fostering innovation, increasing workforce participation and conserving heritage.

COUNCIL'S RADF OFFICER

Council has a dedicated officer for members of the community to discuss their creative ideas and RADF applications.

Contact details:

RADF Liaison Officer

Phone: 07 4189 9100

Email: grantsadmin@SBRC.qld.gov.au



PROGRAM OBJECTIVES

- **Local delivery and participation in the arts**
To support local creatives to deliver cultural activities within the South Burnett region and encourage participation by the community.
- **Technical and professional skills development**
Grow employment and capacity building opportunities for artists in regional Queensland including facilitating access to affordable workshops and training, and subsidising the costs of visiting professional tutors to the region.
- **Improving access to the arts and culture**
Increase access to arts and cultural experiences for the South Burnett community.

PROJECT FUNDING OPPORTUNITIES

Category 1 – RADF Quick Response Funding

This grant aims to provide quick response financial assistance to art and cultural professionals or groups to provide or undertake seminars or workshops, conferences, or arts events that cannot be funded by other means because of their nature or timing.

Grant Amount	Maximum grant \$1,000
Key Dates	Applications are open all year or until allocated funds are exhausted.
Project dates	Project must be delivered within six months from date grant is approved.
Objectives	Applications must address and provide evidence to support at least one of the Program Objectives.
Support material required	<ul style="list-style-type: none"> • Current Bio or CV • Evidence of workshop/conference registration fee • Conference, workshop, seminar event program • Project quotes

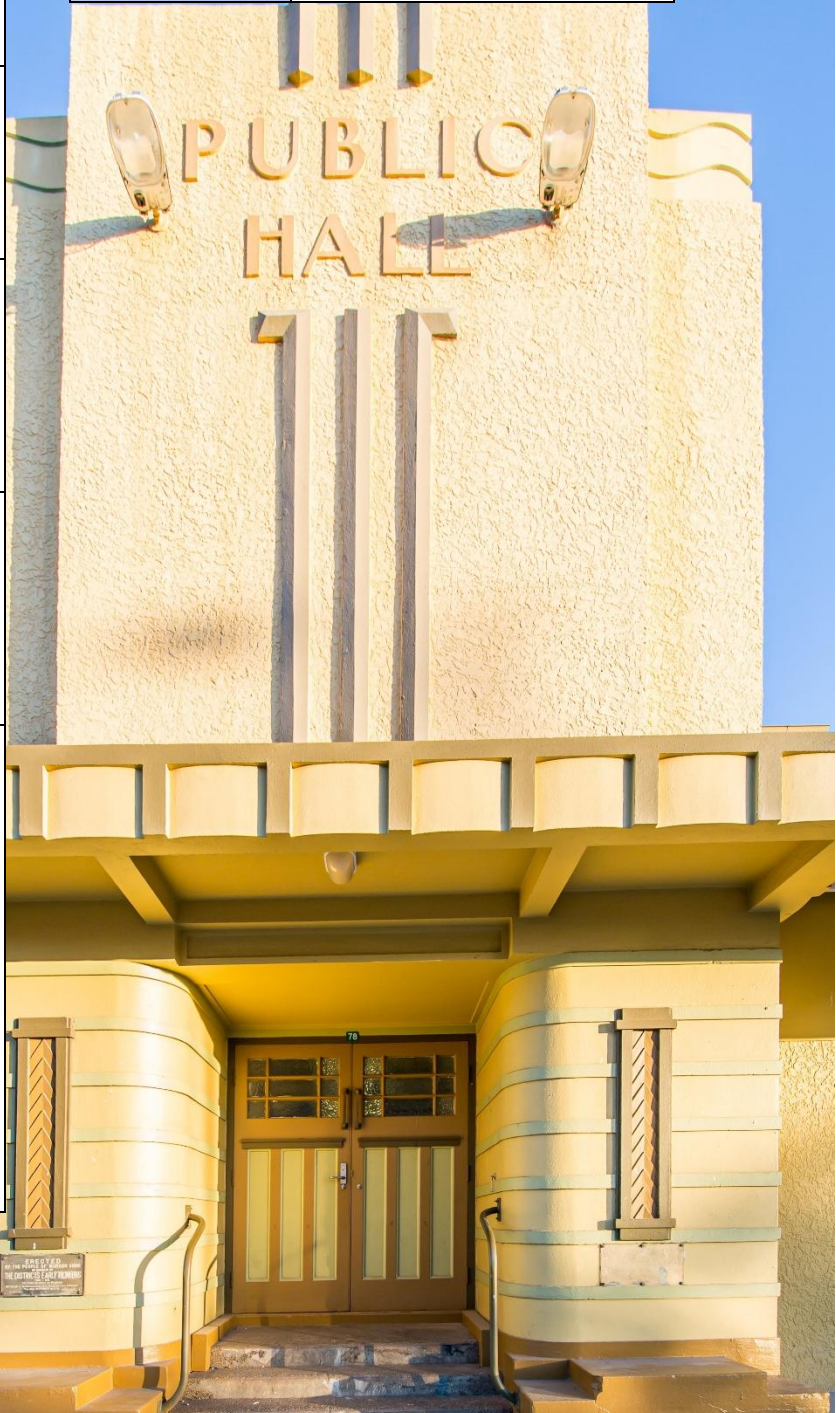


Category 2 – RADF Minor Funding

This grant provides financial support for minor projects that promote the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions.

Grant Amount	Maximum grant \$3,000
Key Dates	<p>Round 1: 1 February - 28 February</p> <p>Round 2: 1 August - 31 August</p>
Project dates	Project must be delivered within twelve months of grant approval.
Objectives	Applications must address and provide evidence of support at least one of the Program Objectives.
Mandatory requirement	All applicants must speak to the RADF Liaison Officer prior to submitting and application.
Supporting material required	<ul style="list-style-type: none"> • Artist or cultural professionals’ Bio or CV. Artists quote including rates of pay and a letter of intent • Public Liability Certificate of Currency (minimum \$20M) • Project quotes

	<ul style="list-style-type: none"> • 2 Letters of support from: <ul style="list-style-type: none"> - creative professionals and collaborators, arts and cultural organisations, and/or members of target groups that support the application.
Additional support material	Any other supporting material that is relevant and will add value to your application.



Category 3 – RADF Major Funding

This grant provides financial support for major projects that promote the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions.

Grant Amount	Maximum grant \$15,000
Key Dates	1 May - 31 May
Project dates	Project must be delivered within twelve months from the date the grant is approved.
Objectives	Applications must address and provide evidence of support at least two of the Program Objectives. The proposed project must support arts or culture across the entire South Burnett region.
Mandatory Requirement	All applicants must speak to the RADF Liaison Officer prior to submitting an application.
Mandatory Supporting material	<ul style="list-style-type: none"> • Public Liability Certificate of Currency (minimum \$20M) • Artist or cultural professionals' Bio or CV • Project quotes • Letters of confirmation from: <ul style="list-style-type: none"> - artists/professionals of their involvement in the project - venues, such as galleries, involved in the project. • Letters of support from creative professionals and collaborators, arts and cultural organisations, and/or members of your project's specific target groups.
Additional support material	<ul style="list-style-type: none"> • Any other supporting material that is relevant and will add value to your application.



PROJECT FUNDING SUMMARY

Category	Applications Open	Applications Close	Grant Amount (GST inclusive)	Total Funding Pool	Project Delivery Timeframes
RADF Quick Response	open all year round		Up to \$1,000	\$10,000	Within 6 months of approval
RADF Minor Fund <u>Round 1</u> <u>Round 2</u>	1 February	28 February	Up to \$3,000	\$30,000	Within 12 months of approval
	1 August	31 August			
RADF Major Fund	1 May	31 May	Up to \$15,000	\$15,000	Within 12 months of approval



WHO IS ELIGIBLE

INDIVIDUALS

Professional artists, emerging artists, arts workers, cultural workers, or project coordinators who are:

- based in the South Burnett region,
- or if based outside the area, can demonstrate how the project will directly benefit arts and culture in the region;
- a permanent resident or Australian citizen;
- aged 18 years or above
- if under 18 years old, have a legal guardian co-sign the application confirming financial responsibility for the funding
- registered with an Australian Business Number (ABN), or auspiced* by an incorporated organisation or individual with an ABN.
- Emerging Artist refers to an artist who is at an early stage in their career. Emerging artists will have a demonstrated some professional work in their art form and will have created a modest body of artistic work.

GROUPS

Any of the following groups that:

- are arts, culture and heritage organisations based in the region or if based outside of the area, must be able to demonstrate how the project will directly benefit arts, culture and heritage in the region;
- deliver arts, culture and heritage projects for the region aligning with Program Objectives;
- are incorporated organisations, or if not incorporated, are auspiced by an
-

incorporated organisation or individual with an ABN.

- hold public liability insurance.

WHO IS NOT ELIGIBLE

INELIGIBLE APPLICANTS

- Government agencies or departments of state or federal governments;
- Educational, religious or medical organisations, where the application is for the organisation's core business;
- Groups or individuals that have not satisfactorily acquitted a previous RADF grant.



* *Auspiced means with the support, patronage, protection, or guidance of another individual or organisation for an event or project.*

WHAT IS ELIGIBLE

ELIGIBLE PROJECTS

Projects that are eligible are those that address the Program Objectives.

ELIGIBLE EXPENSES

Funding will only cover costs related directly to delivering the project or activity itself, in accordance with the key objectives.

Eligible expenses includes, but is not limited to:

- Artist/creative/tutor professional fees (preparation and delivery)
- Artist/creative/tutor travel and accommodation expenses
- venue hire
- consumable materials – items, parts, or supplies used during the event or project.
- registration fees for professional artists, emerging artists and arts practitioners to attend schools, conferences and workshops that forms part of your own professional development

WHAT IS NOT ELIGIBLE

INELIGIBLE PROJECTS

Projects that are not eligible include those projects that:

- have already commenced
- require 100% funding, or the applicant proposed to contribute a negligible proportion of the total project funding
- projects which will generate profit for the applicant
- professional development for staff

- engage art/creative workers paid less than the commercial rates
- school arts and culture activities that form part of the school curriculum. Unless this activity forms part of the broader general community

INELIGIBLE EXPENSES

Expenses not eligible for funding include:

- operational expenses
- prize money
- framing or postage/freight
- catering costs
- openings, launches and parties, even if they are part of an exhibition or community project.
- entertainment costs unless there is a developmental aspect included e.g. musicians performing at a community event run a series of developmental workshops for community members
- publishing costs
- accredited study, training or university courses
- course materials not covered by registration/participation fees
- the purchase of capital items, e.g. equipment, buildings or vehicles
- accommodation, meals and travel associated with attendance at schools, conferences or workshops that form part of your own professional development

*Please Note- These expenses can form part of your project, but alternative funding must be sought.

ASSESSMENT CRITERIA

Project applications will be assessed against the Program Objectives and the RADF Key Performance Outcomes (KPOs).

The Program Objectives are:

- Local delivery and participation in the arts
- Technical and professional skills development
- Improving access to the arts and culture

RADF Key Performance Outcomes (KPOs).

IMPACT

- invest in a diversity of local arts and cultural projects
- engage local communities in arts and cultural activities
- support local employment and strengthening of local arts sector

QUALITY

- support quality arts and cultural initiatives based on local priorities

REACH

- support engagement with new and diverse artists, audiences, and communities
- contribute to diversity and inclusive communities; growing strong regions; and providing training, education, and employment

VIABILITY

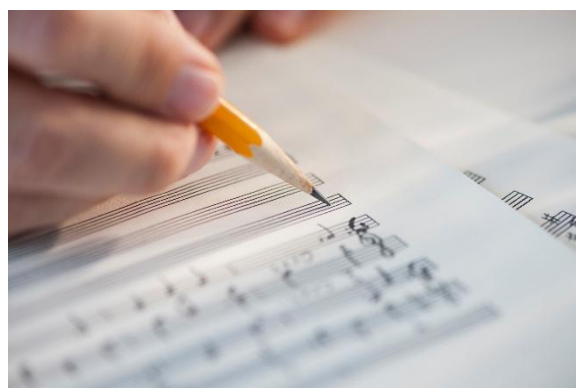
- build strong partnerships between arts and non-arts sectors
- leverage additional investment
- funding is used effectively and appropriately

OTHER ASSESSMENT CONSIDERATIONS

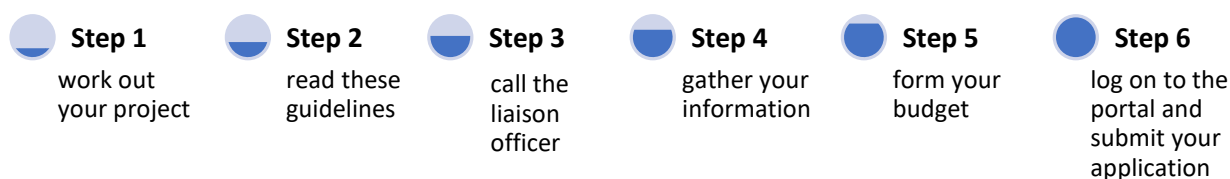
- Financial sustainability of the applicant
- Project management capability
- Social and community impact
- Proportion of project budget funding applied. Projects requiring 100% grant funding are ineligible, but Council reserves the right to not fund projects that offer a negligible contribution from the applicant.

Other considerations

- Distribution of grant funding across the region and availability of funds.
- Eligibility requirements to ensure the applicant, project, amount requested, and timeframes are eligible.
- Applicants may be fully, partially or not funded.
- Project, budget and support material, statistical information and photographic or video evidence of the event is required.
- Outcome reports require high resolution images and/or video. These may be used by Council and/or Arts Queensland on their websites or through other media channels.



HOW TO APPLY



Step 1 – Project Outline

Decide on your basic project outline and how you might implement it.

Step 2 – Read the guidelines

You must read the guidelines carefully to determine if their project meets the requirements for grant funding.

Step 3 – Speak to RADF Liaison Officer

You must discuss their funding requirements with Council’s RADF Liaison Officer before applying.

Step 4 – Gather the information

Prepare and gather the information needed to complete your application. Please ensure you have all your required attachments and they are labelled clearly.

Step 5 – Form a budget

Prepare a budget considering all expenses and sources of income.

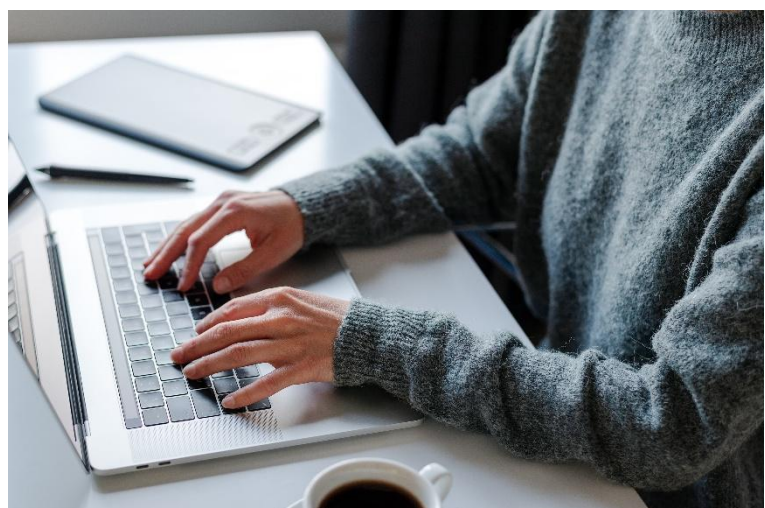
Step 6 – Submit application

You must lodge your application via Council’s online grants platform, SmartyGrants. A link to the online application form and eligibility criteria can be found on Council’s website <https://sbrc.smartygrants.com.au/>

The completed application, plus all supporting documents, must be lodged before midnight on the day of the advertised closing date.

Please note:

- no late, handwritten or incomplete applications will be accepted.
- the grant assessment and approval process can take up to two months from when the funding round closes, so this needs to be factored into your project planning.
- applicants will receive an automatic acknowledgement from Council upon submission of the application through the SmartyGrants online grants platform.



ASSESSMENT PROCESS

Applications are assessed against the assessment criteria by the SBRC Arts Culture and Heritage Advisory Committee (ACHAC).

All grant funding applications will be assessed for eligibility immediately after the application funding round closes and those deemed not eligible will be notified.

All eligible applications will be assessed within thirty (30) days after the funding round closing date (or date of submission for Quick Response Funding applications).

Applicants may be asked to provide additional information or support material for the project for the assessment process.

SBRC reserves the right to grant the full amount of funding applied for, or partial funding, with or without conditions.

COUNCIL ENDORSEMENT

Once the assessment is complete, the ACHAC will make recommendations to Council for endorsement.

This process may take up to eight (8) weeks dependant on SBRC Council meeting dates.

NOTIFICATION OF OUTCOME

Quick Response Funding applications are assessed within thirty (30) business days after the first business day of the application being received.

Minor and Major Funding applicants will be notified once Council has endorsed recommendations made by ACHAC. Applicants are advised by email of the outcome.

Unsuccessful applicants may be provided with feedback about their application from the SBRC RADF Liaison Officer if requested by the applicant.

SUCCESSFUL APPLICATIONS

PAYMENT OF FUNDING AGREEMENT

Successful applicants must enter into a Funding Agreement with Council within twenty (20) days of notification of outcome to receive funding.

If the applicant has an auspice arrangement, the Funding Agreement and payment will be made to the auspice incorporated organisation or individual.

ACKNOWLEDGEMENT REQUIREMENTS

RADF funded activities must acknowledge the Queensland Government and Council in all promotional material and publications using the below acknowledgment text and logos. Copies will also be provided to you by Council.



REPORTING AND AQUITTAL

Project Outcome Report

Grant recipients must complete an online acquittal within six (6) weeks of the project being completed, unless an extension is provided in writing by Council.

The Project Outcome Report should include project outcomes and achievements, along with the acquittal of expenditure, and copies of relevant invoices and receipts.

The report must show that the grant was used for the purpose for which it was

provided unless a change of project or variation was agreed to in writing. If the project has been completed under budget, or grant funding has been spent on ineligible items, unexpended funds will be requested to be returned.

CASE STUDY OPPORTUNITY

Arts Queensland and Council select case studies each year to highlight successful grant recipients. Individuals or groups wishing to be involved in a case study may contact Council prior to project delivery.

FAQs

Can RADF fund my entire project or do I need to make contribution?

The RADF program provides financial assistance but is not intended to be relied upon as the sole source of funding. Applicants must demonstrate they have made an ample financial contribution to the project.

Council reserves the right to part fund a grant application. Funding may also be provided with conditions.

What if I need to change my project?

If for any reason the project is not able to proceed as approved, you must contact the RADF Liaison Officer immediately.

If an amendment is being proposed, this must be submitted in writing for approval and must be no more than a 12-month extension.

Cancelled projects are required to return all RADF funds to the Council.

Goods and services tax and ABN

Grant funding is paid exclusive of GST, regardless of the tax status of the applicant.

Applicants must have an Australian Business Number (ABN). If an application does not have an ABN, they can be auspiced by an individual or organisation that has a valid ABN.

What is an Emerging Artist

Refers to an artist who is at an early stage in their career. Emerging artists will have a demonstrated and recent track record of some professional work in their art form area and will have created a modest body of artistic work.

What is an Established Artist?

Refers to an artist who has an established career, who has specialised training in the art form, who has created an extensive body of independent work, has garnered regional, state, national or international recognition from their peers as having reached an advanced level of achievement.

Can I submit a grant application for my cultural or heritage project or event?

Council supports applications that meet the Program Objectives whether they be art, musical, heritage or cultural pursuits.

All applications are assessed against the Key Performance Outcomes, so your project or event must meet all the requirements to be successful.

APPLICANT CHECKLIST

This is provided to check through your application.

Item	checked
Read the Guidelines	
Contacted the SBRC RADF Liaison Officer	
Applicant details including ABN	
Public Liability Certificate of Currency (minimum \$20million)	
Project description	
Does the project meet the objectives?	
Does the project meet the key performance outcomes?	
Project plan and milestones	
Project budget	
Project quotes	
A statement of professional experience or Bio/CV	
Letter of confirmation from artist/arts worker to deliver training	
Letter of confirmation from key venues, such as galleries, involved in the project where relevant	
Two letters of support - from creative professionals and collaborators, arts and cultural organisations, and/or members of your project's specific target groups	