

REGIONAL ARTS 
DEVELOPMENT FUND

RADF

2023-24 Fraser Coast Community Funding Program Guidelines



Queensland
Government



Fraser Coast
REGIONAL COUNCIL

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Fraser Coast Regional Council.

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The Last Collection immersive theatre experience. 2022 RADF recipient. Photo: Cody Fox.

1. What is the Regional Arts Development Fund?

The Regional Arts Development Fund (RADF) is an annual partnership between the Queensland Government through Arts Queensland and Fraser Coast Regional Council. RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. RADF is a flexible fund that supports local councils to invest in arts and cultural priorities, as determined by local communities, across Queensland.

RADF aims to support arts and cultural activities that:

- Provide public value for Queensland communities.
- Build local cultural capacity, cultural innovation and community pride.
- Deliver the Queensland Government's objectives for the community.

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

2. RADF regional priorities

The Fraser Coast RADF Community Funding Program is informed by Fraser Coast Regional Council's Corporate Plan 2023 - 2028 and the Fraser Coast Arts & Culture Strategy 2022-2026.

RADF shares the vision of the Fraser Coast becoming a leading regional centre for living heritage, lively culture, powerful stories and creative communities.

Priority will be given to applications that deliver the following outcomes:

- Support locally produced arts, culture and heritage activities that deliver personal, economic and social benefits within our region.
- Invest in professional, career and capacity development opportunities for local practitioners to extend local arts, culture and heritage practice.
- Provide opportunities for local communities to participate in and value the role of arts, culture and heritage and its contributions to resilient, diverse and sustainable communities.
- Promote the role of arts, culture and heritage to build a strong sense of place and identity.
- Encourage innovation and creativity in arts, culture and heritage.
- Nurture collaboration and partnerships within and beyond our region to maximise investment and outcomes.



Song to the Ocean.
2021 RADF recipient.
Photo: Cody Fox.

3. Eligibility

Who can apply for a RADF Grant?

- Individual emerging and established artists, arts practitioners and cultural workers
- Businesses
- Registered not-for-profit organisations
- Groups and collectives

Applicants must:

- be based in the Fraser Coast Regional Council area; or able to demonstrate how the project will directly benefit arts and culture in the Fraser Coast community
- be Australian citizens or permanent residents
- hold an ABN; or able to obtain auspice by a suitable party
- have Public Liability Insurance; or able to obtain auspice by a suitable party
- have met all acquittal conditions of previous Council grants.

Who cannot apply for a RADF Grant?

- Government agencies or departments of state or federal government.
- Educational, religious or medical organisations, where the application is for the organisation's core business.

Eligible expenses

Some examples of expenses related to your funded activity that may be eligible for funding include:

- Administration costs of the funded activity
- Arts Practitioner accommodation and travel
- Arts Practitioner fees or wages
- Advertising and promotion of the funded activity
- Career development workshops and training
- Conference or seminar fees
- Material and supplies for funded activities
- Professional training to improve arts business practices
- Venue hire

What is not eligible for RADF?

- Projects for which arts workers are paid less than the recommended industry rates.
- Projects, activities or costs that are intended for financial gain or fundraising.
- 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
- Purchase of property, capital equipment or assets.
- 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.
- Amateur arts activities, except for professional services to amateur arts activity. One of the main RADF aims is to develop emerging and established artists in the region.
- Insurance/licences, 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.



NAIDOC Week activities. 2022 RADF recipient.
Photo: Patrice Chapman.

General conditions of funding

- Applicants can only receive one (1) grant from RADF during the 2023/24 funding period (September 2023 – September 2024).
- 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 a Funding Agreement.
- Organisations that receive funds from Council are required to acknowledge the contribution by Arts Queensland and Fraser Coast Regional Council in any publications or publicity material associated with funded activities.
- Funds must be used for the purpose 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 your project.

4. Key dates

Applications open:

Wednesday 11 October 2023 for projects delivered between 12 December 2023 and February 2025.

Application submissions:

Applications can be submitted all year round with a final submission date of 12 August 2024. To reach the assessment periods, applications should be submitted by:

- Monday 13 November 2023
- Monday 12 February 2024
- Monday 6 May 2024
- Monday 12 August 2024

It is recommended that applications are submitted prior to these dates so Council Officers can check for errors and if identified, endeavour to work with the applicant to correct the application.

Please note if all RADF funds are committed during initial rounds then additional rounds of RADF will not be offered. It is recommended that you apply for funds in early rounds to avoid disappointment.

Notifications:

Applicants will be notified of the outcome of their submission via email 4-6 weeks after applications close.

Payment:

RADF funds will be paid into the applicant's nominated account within 4-6 weeks of signed Funding Agreement.

Project Completion:

Your project must be completed, and funds expended within 12 months of funds being granted, unless written approval has been given for an extension for your project.

Project Acquittal:

Acquittals for successful projects are due 28 days after the project completion date.

5. Funding categories

There are two categories of funding available for individuals, groups and organisations.

Develop

Objective

To build the capacity and develop skills of local, professional or emerging creatives through professional development or concept development.

- Specialist arts training, workshops, capacity building and professional development to extend arts and cultural professional practice in the region.
- Support Arts Practitioners who wish to engage in professional growth through concept development, grant writing techniques, budgeting and project implementation.

What funding is available?

\$500 to \$2,000, covering up to 100% of eligible expenses

Examples of eligible expenses

- Registration fees, travel and accommodation fees for attending or presenting:
 - short-term professional development training
 - professional development seminars or conferences
 - fixed-term professional workshops
 - short-term development activities with a suitably qualified mentor or established practitioner.
- Short-term venue hire for development activity.
- Marketing profile for an established or emerging artist, including professional photography, videography and/or biography.
- Concept development including professional research and development of ideas and new project proposals to the implementation stage. The project should demonstrate how it will contribute to the future arts and cultural development of the region.

Share

Objective

To engage the Fraser Coast community to value, celebrate, share and participate in arts, culture and heritage by supporting projects that strategically promote and celebrate our stories; or focus on community participation in creative experiences.

- Host and support events with and for community, that maximise opportunities for arts and cultural engagement.
- Develop arts programs and promote local creative enterprise within other key festivals and events.
- Support and develop inclusive arts projects and activities that engage and profile the diversity of individual and groups in the region.

What funding is available?

\$500 to \$10,000, covering up to 75% of eligible expenses

Examples of eligible expenses

- A community-focused arts or culture experience within other key festivals.
- A performance, activity or digital media project that shares a unique story.
- Sharing and preserving our heritage and culture collections through captivating storytelling and displays.

Please note: Only costs related directly to delivering the activity itself are eligible, such as:

- Artist/professional fees
- Travel and accommodation for visiting artists
- Project materials
- Promotion/advertising
- Venue hire
- Administration costs.

6. Applying for RADF

Application process

Council will publicise the availability of RADF grant programmes on [Council's website](#) and social media sites, in the local media and by direct email to individuals and organisations listed on the Grants Distribution list.

- 1. RADF Eligibility Checklist.** Complete the online form available at www.ourfrasercoast.com.au/radf to ensure you are eligible to apply, or view the eligibility criteria in this document.
- 2. Contact Council's RADF Liaison Officer.** They can assist with project development and general information about the application process.
- 3. Preview the SmartyGrants application form.** Visit www.ourfrasercoast.com.au/radf for a link to the preview the form. We recommend you preview the form before you begin planning your project.
- 4. Plan your project.** Check the timing of your project with the assessment dates. Define your project scope and ensure you gather all your initial application support materials and prepare your project budget.
- 5. Login to SmartyGrants.** Council's grant programs are based online via SmartyGrants. Applicants will require a SmartyGrants account to view the application form and submit their application. Once an application has been started, you can save and return anytime before the form's closing date.
- 6. Submit your application.** When an application is submitted, the applicant will receive an email confirmation of lodgement and a copy of the submitted application for the organisation's records. If this notification is not received please contact Council's RADF Liaison Officer.

Please note: If you are having difficulties accessing the SmartyGrants system, please call 1300 79 49 29 and ask to speak to the RADF Liaison Officer.

Support materials

Initial application

The following support materials should be supplied to support your application:

- A brief CV for all key personnel that the RADF grant will pay for and written confirmation of their participation (for Organisations just the artistic/creative director). This will enable the assessors to determine the quality and suitability of personnel involved. Please keep CVs to a maximum of one (1) page.
- A minimum of one (1) and up to three (3) letters of support which includes the contact details of the author.
- Copies of quotes to support your budget.

After conditional approval

You will be sent an email requesting additional support materials, including

- A signed funding agreement
- An invoice from the Applicant to Council for the amount of agreed funding
- Bank account details on an official bank statement
- Public Liability Insurance Certificate of Currency
- Copies of other insurances and licenses as relevant to your project.
- An outline of potential risks to your project and how you plan to minimise these.
- An outline of how you will deliver your project in line with Covid 19 safety standards.
- If you are hosting an event or activity, various approvals and bookings may be required.
- For proposals involving Aboriginal people and/or Torres Strait Islanders, evidence you have followed required protocols to obtain support and confirmation of involvement from the relevant communities and organisations.

Project budget

All applications require details of expenses and income and applications in the Share category require the completion of a comprehensive budget.

You must ensure that:

- If you are registered for GST, amounts entered into your budget are GST exclusive.
- Supply written quotations for any amounts over \$1000. These quotations must be no older than 60 days from the date of submission of your grant application. It is recommended that quotations are supplied for all major expenses.

The RADF Advisory Committee reserves the right to request additional information on your project.

In some instances successful applicants may not receive the full amount of requested funding, but rather a percentage of the total sought. If your project cannot proceed without full funding requested, the reasons why your project requires full funding should be explained in your application.

Contributions

Your budget may include cash and in-kind contributions.

Cash contributions may include:

- funds from applicant/organisation
- workshop fees

- ticket sales
- sponsorships

In kind contributions may include:

- administration of RADF project
- in kind provision of venue hire
- volunteer hours
- in-house marketing/design
- in kind contributions from arts and cultural workers

Industry rates

Applicants must pay at least award rates or industry recommended rates of pay to arts and cultural workers involved in the funded activity.

Pay scales and conditions may be prescribed by legally binding industrial awards and agreements, such as those monitored by the [Media, Entertainment and Arts Alliance \(MEAA\)](#). In other cases, appropriate industry standards have been recommended by arts industry organisations, such as:

- [Australian Writers' Guild](#)
- [Musician's Australia](#)
- [Australian Society of Authors](#)
- [Australian Production Design Guild](#)
- [National Association for the Visual Arts](#)

Where an industry standard clearly applies, applicants are expected to meet those rates of pay.

7. Application assessment

Applications will initially be assessed by the RADF Liaison Officer to confirm eligibility. If the grant round has not yet closed, and errors are identified, Council Officers will endeavour to work with the applicant to correct the application.

After the grant round closes, the RADF Advisory Committee will assess the applications. The RADF Advisory Committee is an independent group of industry and community representatives that reflect the diverse arts and cultural practices on the Fraser Coast.

The RADF Advisory Committee makes recommendations for project funding to Council for the final decision. In assessing the grants, Council will ensure RADF monies are allocated in a fair and equitable way and ensure best possible value for money.

Once Council has decided grant funds allocations, applicants will be advised of the outcomes.

The RADF grants program is a competitive application process. Council often receives more funding applications than it can support.

The RADF Committee uses the RADF Grant Program Guidelines and the information contained in your grant application to assess all eligible applications.

Applications are assessed on how they respond to the assessment criteria. To offer a diverse range of funding, the advisory committee may consider previous funding history of the applicant and also compare competing applications.

Council reserves the right to reject any application that does not meet the eligibility and assessment criteria and to request further information in considering applications.



Mosaic Workshop. 2022 RADF recipient. Photo: Paul Perry.

Assessment criteria

Develop

Quality

- Invest in professional, career and capacity development opportunities for local practitioners to extend local arts, culture and heritage practice.
- Proven capacity to effectively support and deliver arts, cultural or heritage services

Reach

- The potential for learnings to be shared beyond the development opportunity

Impact

- Demonstrates cultural, artistic, social or economic returns on investment
- Supports one or more strategic themes of the [Fraser Coast Arts & Culture Strategy 2022-2026](#)

Viability

- Evidence of good planning, a realistic budget and strong governance

Share

Quality

- Produces or contributes to high quality arts, cultural or heritage initiatives for local communities
- Proven capacity to effectively support and deliver arts, cultural or heritage services

Reach

- Supports locally produced arts, cultural or heritage activities
- Nurtures collaboration and partnerships within and beyond our region to maximise investment and outcomes.
- Provides opportunities for local communities to participate in, and value the role of, arts, culture and heritage's contributions to resilient, diverse and sustainable communities.

- Evidence of local demand for proposed project/s

Impact

- Demonstrates cultural, artistic, social or economic returns on investment
- Supports one or more strategic themes of the [Fraser Coast Arts & Culture Strategy 2022-2026](#)

Viability

- Evidence of good planning, a realistic budget, strong governance and project management
- Capacity to build partnerships with local businesses and government.

8. Alterations to applications

In the event circumstances change and the activity cannot be carried out exactly as described in the application, the following must be completed:

- notify the RADF Committee through Council's RADF Liaison Officer in writing or by email; and
- receive approval of any changes before beginning the activity

*Note: If the application is changed without approval, Council may request the funds be returned.

9. Notification

Successful applications

Successful applicants will receive conditional approval of funding with:

- A Letter of Offer and Funding Agreement specifying allocation of funding and special conditions that may apply to the application
- An online form to upload the funding agreement and relevant supporting documents. This must be completed in full for funds to be released
- Information to acknowledge the State Government and Council who are providing the grant.

Unsuccessful applications

Unsuccessful applicants will receive an email notification that includes feedback from the RADF Committee. For further information contact Council's RADF Liaison Officer via telephone or email.

10. Attribution, marketing and communication

Funding recipients must ensure that the Queensland Government and Council's positive reputation is maintained at all times.

Successful RADF funded activities must acknowledge the Queensland Government and the Council in all promotional material, publications and products by inclusion of the RADF acknowledgement text below and logos provided to you by Council with your funding agreement.

Acknowledgement Text for RADF funding:

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



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The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Fraser Coast Regional Council.

11. Acquittal of funding

Grant recipients must complete an on-line acquittal form within 28 days of the completion of the project. You will be required to provide receipts or other evidence of payment to support the expenditure of grant funding in your acquittal. Information supplied in your acquittal is reported to Arts Queensland in accordance with our Funding Agreement with Arts Queensland.

12. Further information and assistance

For further information visit www.ourfraserocast.com.au/radf. For additional assistance contact Council's RADF Liaison Officer, by phone 1300 79 49 29 or email: ArtsCulture@frasercoast.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-acumen/grant-writing-support

13. Glossary of terms

Activities – Activities refer to the project, program, initiative or event that will be delivered if the application is successful.

Artist – An artist is defined as an individual who creates work in the fields below as a profession or hobby.

Arts – In relation to the Australia Council for the Arts' areas of responsibility, the arts includes literature; music in all forms; theatre, musical theatre and opera; dance in all forms; other performing arts such as circus, comedy and puppetry; film and television; arts festivals; visual arts and crafts; arts education and training; Aboriginal and Torres Strait Islander arts; community arts and cultural development; emerging and experimental arts (Arts Nation, 2015.)

Arts Practitioner – An arts practitioner is defined as a practicing professional in the industry who is recognised by their peers, is committed to devoting significant time to artistic activity and/or has a career in the arts i.e. cultural worker, project coordinator, producer, curator etc.

Auspice – An individual, partnership, group or unincorporated organisation without an ABN (auspicee) must work with an incorporated auspicing organisation (auspisor) to apply for funding. The auspisor will be required to complete and submit the application in consultation with the auspicee.

Culture – Arts and culture are inextricably linked, but while the arts are expressions of culture, culture is more than the arts alone. Culture encompasses diverse avenues of expression in architecture, arts, history, language, education, leisure, media, environmental heritage, work and daily life.

Community – Community is defined as a group of people living in the same place or having a particular characteristic in common e.g. "the Fraser Coast community".

Emerging artist – An artist at an early stage in their career with no more than five years of professional experience. 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.

Established artist – An artist who is at a mature stage in their career, who has specialised training in the art form, who has created an extensive body of independent work, who has garnered national or international recognition from their peers as having reached an advanced level of achievement.

Heritage – Heritage is defined as features belonging to the culture of a particular community, such as traditions, languages, or buildings that were created in the past and still have historical significance.

In Kind – The dollar value of non-cash contributions to a project, e.g. volunteer labour, free hire of venues or equipment.

Professional development – An activity that increases an applicant's skills, provides networking opportunities, introduces the applicant's work into new markets and/or enhances the applicant's ability to earn a living through their arts or cultural work.

Project(s) – Project refers to the activity, program, initiative or event that will be delivered if the application is successful.

Youth – Youth or young people as an individual or a group aged between the 12 and 25 years.

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