

# RADF GRANT GUIDELINES

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government through Arts Queensland and Goondiwindi Regional Council to support local arts and culture in regional Queensland. RADF funds are aimed at the development of emerging and established artists, creative practitioners and producers.

## ELIGIBILITY

All applications are checked to determine applicant and project eligibility and to ensure that they are complete. Ineligible and incomplete applications will not progress to assessment.

### Who can apply for RADF funding?

- Individual emerging and established artists, producers and creative practitioners
- Businesses
- Registered not-for-profit organisations
- Schools and P&C Associations

### Applicants must:

- reside or be based in the Goondiwindi region or, if based outside the local government area, demonstrate how the project will directly benefit residents in the Goondiwindi region
- be Australian citizens or permanent residents
- hold an Australian Business Number (ABN) or be auspiced by an ABN holder
- have public liability insurance
- have met all acquittal conditions of previous council grants.

## GOONDIWINDI REGION RADF PRIORITIES

- arts and cultural development for children and young people
- exposure to wide range of art forms & cultural activities
- encourage and engage audiences and participants from diverse local demographic cultural groups
- increase access to art & culture for community members and tourists
- skill development of local artists
- support health, wellbeing and social connection through arts

## PROJECTS INELIGIBLE FOR FUNDING

### Funding is not available for applications that:

- seek costs of purchase of capital items e.g. equipment, buildings or vehicles
- seek ongoing operational expenses
- occur prior to the receipt of funding
- involve amateur arts activities and craft workshops; however professional services to these activities that deliver an arts development outcome are eligible
- seek costs associated with prizes or awards (e.g. eisteddfod prizes); however the cost of professional adjudicators at competitions are eligible.
- are accredited study, training or university courses
- seek costs for catering expenses

## PROJECT FUNDING

### What funding is available?

There is no pre-determined limit for each application, however funding is limited by available budget each year.

## CO-CONTRIBUTION

### RADF grants require a co-funding contribution. Sources could include:

- applicant cash contributions
- grants from other funding bodies
- fundraising, sponsorship and partnership contributions
- in-kind support.

The Goondiwindi Regional Council RADF program provides funding in four categories:

### **FUNDING CATEGORY ONE - DEVELOPING REGIONAL SKILLS FUNDING**

#### **What funding is available?**

Up to 70% of costs for registration, accommodation and travel only

#### **Projects eligible for funding**

- local artist attendance at professional development seminars; master classes; mentorships with recognised arts and cultural peers; and placements with recognised arts and cultural organisations

### **FUNDING CATEGORY TWO - BUILDING COMMUNITY CULTURAL CAPACITY FUNDING**

#### **What funding is available?**

Up to 70% of

- the artist/s costs including travel and accommodation
- venue hire
- other fees directly related to the project/ activity
- marketing of professional artistic product

#### **Projects eligible for funding**

- engagement of a professional artist to work with applicant to deliver arts capacity building activities
- professional adjudicators for local eisteddfods and cultural competitions (professional feedback to foster development of local talent)
- community story documentation, which may be through various forms and mediums, including plays, videos, artwork, digital exhibitions, education programs, oral histories and publications

### **FUNDING CATEGORY THREE - CULTURAL TOURISM FUNDING**

#### **What funding is available?**

Up to 70% of

- the artist/s costs including travel and accommodation
- venue hire
- other fees directly related to the project/ activity
- marketing of professional artistic product

#### **Projects eligible for funding**

- engagement of artists/ expertise to support the development of tourism product
- community project that helps to retain and promote locally distinct arts, culture and heritage
- product development by professional artists, either as individuals or in partnership with individual community members or community groups

### **FUNDING CATEGORY FOUR - ARTS BASED HEALTH AND WELLBEING FUNDING**

#### **What funding is available?**

Up to 70% of

- the artist/s costs including travel and accommodation
- venue hire
- other fees directly related to the project/ activity
- marketing of professional artistic product

#### **Projects eligible for funding**

- arts and cultural activities that support health, wellbeing and social connection
- music, dance/ movement, performing and visual arts projects with a specific focus on improving health & wellbeing in local communities, particularly older people (55+)

## BUDGET

It is compulsory to include a comprehensive budget using the template in the online application form. You must:

- ensure estimates are as accurate as possible
- list all costs associated with your project as this will strengthen the application
- include all forms of income including any in-kind
- as per the budget template include what items you are seeking an RADF Contribution towards

## APPLICATION PROCESS

Applications are open all year round.

An online RADF grant application form, and further details about RADF can be found on Council's website [www.grc.qld.gov.au](http://www.grc.qld.gov.au)

Applications should be submitted as early as possible, but no later than four (4) weeks prior to the commencement of the proposed activity (reminder - funds are limited).

Additional documents may be requested by the RADF Committee if needed to make an informed decision.

As a minimum applicants must include:

- CV's of all artist/s for which funding is being sought
- copies of quotes and budget details
- letters of support from locals who will benefit
- details of venue hire confirmation
- other supporting documents are welcome

The RADF Committee assesses each application on merit against the assessment criteria and provides a recommendation to Council on what level of funding to award and this recommendation is implemented by Council's RADF Liaison Officer.

## ASSESSMENT CRITERIA

Applicants that meet the eligibility requirements will be assessed on their merits based on the following criteria:

Criteria	Description
Quality	<ul style="list-style-type: none"><li>• evidence of artistic merit</li><li>• evidence of benefits to the local community</li><li>• evidence of strengthening the local arts and culture sector</li><li>• evidence of alignment to Council RADF priorities</li></ul>
Reach	<ul style="list-style-type: none"><li>• evidence of programs engaging diverse audiences, participants and communities, or to a specific target group</li><li>• evidence of local demand and need for proposed activity</li></ul>
Impact	<ul style="list-style-type: none"><li>• the application's ability to support local employment and to build the capacity of the local arts sector through investment in cultural infrastructure and/or community programs</li></ul>
Viability	<ul style="list-style-type: none"><li>• evidence of initiating a collaborative partnership approach to the delivery of arts and cultural services</li><li>• evidence of adequate planning and value for money, including co-contributions</li><li>• evidence of adequate consideration towards health and safety, copyright, protocols, insurance and required licences</li><li>• where applicable, does the application provide evidence of 'where to from here' to indicate the sustainability of the project</li></ul>

## IF UNSUCCESSFUL

You will receive email notification within 4 weeks that will include feedback from the RADF Community Committee who assess the applications. You can call or email the RADF Liaison Officer if you would like more detailed information.

Unsuccessful applicants are also encouraged to resubmit their application to future RADF rounds or to another grants program. Both the Queensland and Australian Governments have websites that list available grants.

## IF SUCCESSFUL

- You will receive email notification within 4 weeks, if the application has been approved by Council's RADF Committee
- You will receive a Letter of Offer specifying what the funding is being allocated for and any special conditions that may apply. This will include a letter of acceptance (you will need to print one copy to sign and return and one copy to keep for your reference)
- You will be required to return the letter of acceptance and a tax invoice before your funding can be processed by Council's finance team

## PAYMENT

Funds must be claimed before 30 September in the financial year that the grant was funded.

In some instances, there may be specific funding conditions that need to be met before payment can be made.

## CONDITIONS OF FUNDING

- 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
- You must request approval from the RADF Liaison Officer for any changes to your application prior to the changes occurring. Generally, within reason, changes are easily negotiated. However, if it is found that your request can not be approved, Council may request that you complete a new application form or ask you to return the funds and re-submit your application in a future round.
- Any agreement to alterations must be agreed to in writing by both parties
- RADF Recipients delivering activities/projects must have evidence of \$5 million per occurrence public liability insurance.

Please note: If you change your application without approval, Council can ask for the funds to be returned.

## ACKNOWLEDGEMENT CONDITION

As a condition of funding, successful applicants are required to actively and publicly acknowledge Goondiwindi Regional Council's and Arts Queensland's support in all published material associated with the funded activity. The funding agreement details the required acknowledgements. Funding recipients must ensure that the Queensland Government and Council's positive reputation is maintained at all times.

## ACQUITTAL/ OUTCOMES REPORT

All RADF funds must be acquitted within eight (8) weeks of the stated project completion date by completing and submitting a project Outcome Report online.

## RADF COMMITTEE

Council's RADF Committee consists of a minimum of six (6) members, consisting of a nominated Councillor and volunteer Committee members with various skills and expertise and geographic representation.

The RADF Committee members (other than the Councillor) are appointed through an Expression of Interest (EOI) process. EOIs are generally called only when a vacancy on the committee exists.

The RADF Committee assesses each application on merit against the assessment criteria and provide advice to Council on what level of funding to award. The RADF Committee recommendation is implemented by Council's RADF Liaison Officer.

All RADF Committee members are required to comply with Council's Code of Conduct and the Goondiwindi Regional Council RADF Committee Terms of Reference.

## APPLICANT SUPPORT

For further information about the RADF Program or help completing the application please contact Council's Liaison Officer: 4671 7400.

Alternatively you can email the grants team at [mail@grc.qld.gov.au](mailto:mail@grc.qld.gov.au).

The Regional Arts Development Fund program is subject to Council's annual budget allocations.

It is not appropriate for applicants to approach the RADF Committee directly to lobby for their project and this may impact the outcome of the application.

## APPLICANT CHECKLIST

The following documents are required for *all* applications. Please ensure the following are attached to your application:

- A current CV for all arts or creative professionals involved in the project
- Support material (for individual applicants)
- Quotes for all items requesting funding
- Letter of confirmation from key venues, such as galleries, involved in the project where relevant
- Copy of public liability insurance (not applicable for individual applicants)