**2016/17 Guidelines**

**Rockhampton Regional Arts Development Fund**

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**What is RADF?**

The Regional Arts Development Fund (RADF) is a partnership between state and local governments which invests in quality arts and cultural experiences across Queensland based on locally determined priorities.

RADF is not intended to be used as the main income source for any professional artists or arts worker or for recurrent funding of projects or organisations, (e.g. for the same component of the same event every year.)

RADF 2016-17 promotes the role and value of arts, culture and heritage as key drivers to:

Support diversity and inclusivity; grow strong regions; and provide training, education and employment opportunities for Queensland artists and local communities.

From 2015, Councils will deliver locally tailored RADF Programs based on the identified priorities, opportunities and capacities of their local communities. This means that RADF may look different place to place to best respond to the ways of working and aspirations of local communities.

For further information on RADF please contact your local Liaison officer by calling 4932 9000 or emailing radf@rrc.qld.gov.au. For information on other Arts Queensland programs and opportunities please visit [www.arts.qld.gov.au](http://www.arts.qld.gov.au).

**What are the RADF 2016-17 Priorities:**

**RADF priorities are to**:

* Projects from and about CALD community members
* Projects from and about Indigenous and Torres Straight Island community members
* Projects using new media and innovative art forms such as screen, circus and cross-art forms
* Projects from and about young people

**RADF 2016-17 Key Performance Outcomes (KPOs)**

All projects receiving RADF 2016-17 funding are required to report on their contribution towards RADF 2016-17 Key performance Outcomes (KPOs):

**IMPACT**

* RADF invests in a diversity of local arts and cultural projects
* RADF engages local communities in arts and cultural activities
* RADF supports local employment and strengthening of local arts sector

**QUALITY**

* RADF supports quality arts and cultural initiatives based on local priorities
* Local communities value RADF

**REACH**

* RADF supports engagement with new and diverse artists; growing strong regions; and providing training, education and employment

**VIABILITY**

* RADF builds strong partnerships between arts and non-arts sectors
* RADF leverages additional investment
* RADF funding is used effectively and appropriately

**RADF funding could support:**

* Development and delivery of diverse, exciting and accessible arts and cultural activities, projects and initiatives for, by and with local communities
* Value adding arts and culture into existing non-arts projects or events that could support growing new audiences or markets
* Strategic arts and culture initiatives in local communities
* Initiatives or programs to deliver cross-cultural arts and cultural outcomes
* Professional, career and skills development opportunities for local artists and arts workers
* Engagement of key target groups – youth, new arrivals and outer regional communities
* Contract of expertise to develop and/or produce arts and cultural outcomes

**How does RADF operate in my local community?**

The RADF Liaison Officer manages the local program in partnership with the RADF Community Committee which is made up of volunteers from the arts community.

Funding is budgeted annually by Rockhampton Regional Council which is added to the allocation from Arts Queensland. This is delivered over three funding rounds with applications being assessed by the RADF Committee before final approval by the Rockhampton Regional Council.

**Who can apply for a RADF Grant?**

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

1. Individual professional artists, emerging professional artists, artsworkers, cultural workers and project coordinators who:

* Are based in the Rockhampton Region, or those based outside the Council Regional that are able to demonstrate how the project will directly benefit arts and culture in the Council area.
* Are permanent residents or Australia citizens
* Have an Australian Business Number (ABN) or who will be auspiced by and incorporated organisation or individual with an ABN

1. Organisations: Incorporated arts and cultural organisations based in the Council area. Eligible organisations includearts and cultural not-for-profit organisations and Australian companies that are either based in Queensland or able to demonstrate how their project will directly benefit Queensland arts and culture.

Organisations must be registered under law as either incorporated associations or a company limited by guarantee.

One person must be nominated as the accountable representative of the collective for management, reporting and financial matters.

1. Groups: Collectives or cooperativesare community groups or groups of artists that are not incorporated but must be auspiced by an incorporated organisation including Local Government, or an individual with an ABN.

**What does RADF not support?**

The following are not eligible for funding through the RADF program:

* Applicants who submit unsigned applications.
* Applicants who have failed to acquit previous RADF grants.
* Activities that commence before Council approval is given.
* School arts activities EXCEPT where those activities form part of broader community cultural development or are part of professional arts development.
* Framing or freight
* Catering costs, openings, launches and parties are not eligible for RADF grants.
* Entertainment – funding is not available to pay for entertainment for events, UNLESS there is a developmental aspect included eg workshops prior or following the event.
* Competitions – they are prolific and could monopolise funds.
* Eisteddfods – they are essentially competitions.
* Publishing costs – requests for grants to publish books should be directed to organisations that provide print-on-demand services.
* Purchase of capital items eg equipment, buildings or vehicles.
* Recurrent funding to arts organisations – operational expenses are ineligible under RADF including wages for permanent staff and office expenses. 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 – not the primary training of artists.
* Workshops with arts and cultural organisations that are part of the organisations ‘core business’ – Arts Queensland has already funded these organisations to deliver core services.
* RADF does not support 100% of any project. Applicants are required to make a significant contribution which may be in-kind.

**Australian Business Number (ABN)**

It is not mandatory for RADF applicants to possess an ABN. However, if they do not have an ABN the application must be auspiced by an incorporated organisation or an individual with an ABN (auspice body) who manages the grant on behalf of the applicant. The auspice body 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 are the categories of funding?**

There are eight categories of funding available for individuals, groups and organisations. They are:

1. **Individual Professional Development**

For individual professional artists and artworkers living in regional Queensland to attend professional development seminars, master classes, mentorships with recognised arts and cultural peers, and placements with recognised arts and cultural organisations.

* RADF Grants will support intrastate, interstate and international activities
* Assistance is available for up to 65% of the total costs to a maximum of $1000 for Queensland travel, $1500 for interstate and $2000 for international.
* These grants may be applied for out of RADF rounds if opportunities unexpectedly become available. However, applications must be received at least 6 weeks before the event/activity.

1. **Skills Development Workshops**

For community groups to engage a professional artist or arts worker to work with them on developing their arts practice or to run arts development workshops or community projects.

* RADF grants will support travel, accommodation and fees associated with employing professional artists to work on community projects or workshops in the local community.
* Assistance is available for up to 65% of the total costs of the project or workshop.

1. **Creative Development of New Work**

For the development of new ideas, new modes of practice and new approaches to delivery that will build on the region’s creative identity. RADF will support:

* Creative development of new works across all art forms – includes visual art, music, performance and cross-disciplinary practice.
* New works that reflect the cultural diversity and identity of the region.

1. **Cultural Tourism**

For projects and activities that focus on communities’ locally distinct arts, culture and heritage both for members of that community and for visitors. RADF grants can support initiatives and activities that focus on:

* Product development by professional artists, either as individuals, or in partnership with individual community members or community groups
* Marketing of professional artistic product

1. **Collections/Stories and Exhibitions**

To provide access to local collections of significance and to collect and tell local stories from the past and present.

RADF grants can support:

* Proposals for heritage and Indigenous stories that can demonstrate strong community participation and ownership
* Community stories which can be documented in a variety of forms and mediums, including: plays, videos, artwork, digital exhibitions, oral histories and publications

1. **Regional Partnerships**

To encourage innovative and energising arts projects where artists, communities and councils work together in their community, or in partnership with another community, to achieve enhanced outcomes.

RADF will support projects that can demonstrate a partnership between:

* Artists and local industry
* Artists and community arts organisations
* Artists and non-arts community organisations
* Cross council collaborations

1. **Concept Development**

To develop arts research ideas and project proposals to the implementation stage and identify funding sources outside of RADF to implement project proposals. No specific art form product is required. However, the project should demonstrate how it will contribute to future arts development.

Potential funding sources must be identified prior to making an application and must be noted in the application form.

1. **Arts Events, Festivals and Performance**

To deliver creative community events that develop broad community support and participation and engage multiple stakeholders.

RADF will support projects that;

* Contribute to community identity and sense of place
* Demonstrate creativity and innovation
* Builds community capacity to plan and develop unique community event
* Delivers a high quality event as a public outcome

**Application process**

* Write your idea down and start adding some details around the what, who , why, when and how
* Check out the RADF application form and think about how you would respond to the questions
* Make an appointment to see the RADF Liaison officer to talk through your idea

**Next steps**

* Complete a draft application form – the pdf and word version are available to download from the Council website
* Get feedback from the RADF Liaison officer and readdress any areas that need more work – do this part of the process as many times as you need and/or have given yourself time for
* Submit you application via post, email or in person to any Rockhampton Regional Council customer service centre. Contacts are on final page.

**Assessment of Applications**

The RADF Community Committee consists of two Councillors and up to eight members of the arts community. Funding decisions are made based on the criteria outlined in the RADF Guidelines. A concise rationale for funding decisions is recorded and a report submitted to a Council meeting for approval. Applicants are advised of outcome and conditions relating to their application.

If you are not successful you will receive written notification that will include feedback from the RADF Committee.

If you are successful

* You will receive a Letter of Offer specifying what the funding is being allocated for and any special condition that may apply. This will include two copies of a letter of acceptance (one copy to sign and return/ one copy to keep for your reference).
* You will be required to return the letter of acceptance before your funding can be allocated to you
* You will receive all relevant information you need to acknowledge the State Government and Council who are providing the grant.

**Conditions of Funding**

* All RADF grant recipients must submit an Outcome Report **no more than eight weeks** after the conclusion of their activity
* Should any changes occur to project as described in the Application, the RADF Committee must be notified in writing before commencement of project

**Useful websites**

The following table lists some websites that may assist in the development of your activity.

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| **Organisation** | **Website** | **Information** |
| Arts Queensland | [www.arts.qld.gov.au](http://www.arts.qld.gov.au) | RADF  Other A.Q. Grants |
| Australia Council | [www.australiacouncil.gov.au](http://www.australiacouncil.gov.au) | Development Grants for Individuals and Groups  Grants for Arts projects |
| Australian copyright Council | [www.copyright.org.au/information](http://www.copyright.org.au/information) | Information about copyright in Australia |
| Department of Aboriginal and Torres Strait Islander Policy | [www.atsip.qld.gov.au/resources/cultures/cfm](http://www.atsip.qld.gov.au/resources/cultures/cfm) | Assists with protocols and communication across cultures |
| Media, Entertainment and Arts Alliance | [www.alliance.org.au](http://www.alliance.org.au) | Fees and awards schedule for media, entertainment, sports and arts industries |
| Queensland Heritage Branch | [www.ehp.qld.gov.au/heritage](http://www.ehp.qld.gov.au/heritage) | Information about state and local heritage places |
| The Arts Law Centre of Australia | [www.artslaw.com.au](http://www.artslaw.com.au) | Legal and business advice, referral services, professional development resources and advocacy for artists and arts organisations |

**Local Contacts**

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| **For further information contact:**  RADF Liaison Officer – Louise Hales  Phone 1300 22 55 77 or 07 4932 9000  radf@rrc.qld.gov.au  **Applications to be posted to:**  RADF Liaison Officer  Rockhampton Regional Council  PO Box 1860  Rockhampton Qld 4700 | **Customer Service Centres**  **(open Monday to Friday):** Rockhampton | City Hall - 232 Bolsover Street| 8.00amto5.00pm   Gracemere | 1 Ranger Street | 8.00am to 4.30pm  Mount Morgan | 32 Hall Street | 9.00am to 4.30pm |