

# 2018/19 Guidelines

## Rockhampton Regional Arts Development Fund

### Contents

What is RADF.....	2
What are the RADF 2018-19 Priorities .....	2
What are the RADF KPOs .....	3
Who can apply for a RADF grant .....	4
What does RADF not support .....	4
Australian Business Number (ABN) .....	5
What are the categories of funding? .....	5
Application process.....	8
Assessment process.....	8
Conditions of funding.....	8
Useful resources.....	9
Local contacts.....	9

## What is RADF?

### Purpose

- The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through Arts Queensland and eligible local councils across the state.
- RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. RADF invests in local arts and cultural priorities, as determined by local communities, across Queensland.
- RADF is a flexible fund, enabling local councils to tailor RADF programs to suit the needs of their communities.

### Objectives

RADF objectives are 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.

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.)

For further information on RADF please contact your local Liaison officer by calling 4932 9000 or emailing [radf@rrc.qld.gov.au](mailto: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).

## How does the RADF operate in my Rockhampton Region?

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.

### **What are the RADF 2018-19 Priorities for the Rockhampton Region:**

- Involvement from people with culturally and linguistically diverse backgrounds.
- Applications from Torres Strait Islander and Indigenous peoples as well as projects that target involvement from this group.
- Innovative art forms and collaborative projects between established groups.

### **RADF 2018-19 Key Performance Outcomes (KPOs)**

All projects receiving RADF 2018-19 funding are required to report on their contribution towards RADF 2018-19 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

### **Acknowledgement requirement**

All RADF funded activities must acknowledge the Queensland Government and the council in all promotional material and publications by including the RADF 2018-19 acknowledgment text and appropriate logos.

The Regional Arts Development Fund is a partnership between the Queensland Government and Rockhampton Regional Council to support local arts and culture in regional Queensland.

You can download the Queensland Government logo and style guide at [www.arts.qld.gov.au/aq-funding/acknowledgement](http://www.arts.qld.gov.au/aq-funding/acknowledgement)

### 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, artswriters, cultural workers and project coordinators who:
  - Are based in the Rockhampton Region, or those based outside the Council Region 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
2. Organisations: Incorporated arts and cultural organisations based in the Council area. Eligible organisations include arts 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.
3. Groups: Collectives or cooperatives are 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.

### 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

### **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?

### 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.

### 2. 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.

### 3. 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.

### 4. 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

## 5. 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

## 6. 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

## 7. 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.

## 8. 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 – an editable pdf is 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 your 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.

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

## Local Contacts

### 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 | 8.00am to 5.00pm

Gracemere | 1 Ranger Street | 8.00am to 4.30pm

Mount Morgan | 32 Hall Street | 9.00am to 4.30pm