



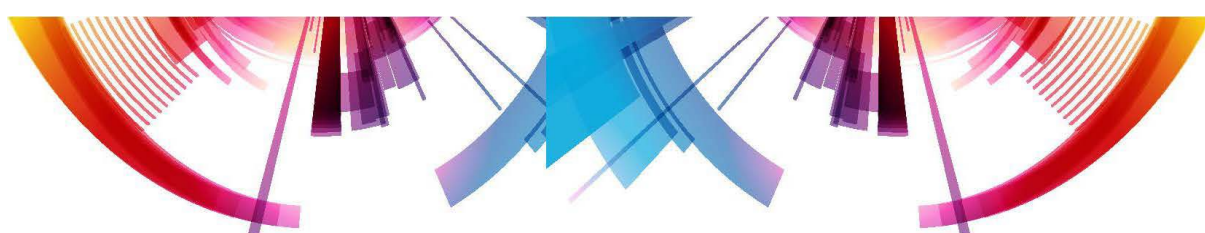
# RADF

## PROGRAM GUIDELINES



**2024-2025**





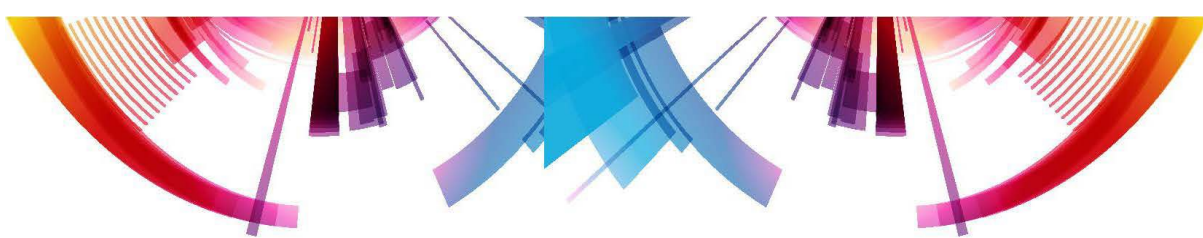
## **RADF PROGRAM GUIDELINES**

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Reviewed for 2019-2020



## **RADF PROGRAM GUIDELINES**

### **1 BACKGROUND TO THE RADF PROGRAM**

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

Under the program Councils 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 as it responds to the needs, interests, ways of working and the aspirations of local communities.

The 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 Queensland Government's objectives for the community

This program supports the arts and cultural development of regional communities across Queensland. The core funding is provided by the Queensland Government (Arts Queensland) with financial and resource contribution also being made by Quilpie Shire Council.

### **2 OBJECTIVES OF RADF**

#### **RADF Objectives**

1. Contribute value to local communities
2. Engage local communities
3. Deliver local priorities
4. Deliver Queensland Government priorities including encouraging safe and inclusive communities, building regions, stimulating economic growth and innovation and increasing workforce participation.

#### **RADF Principles**

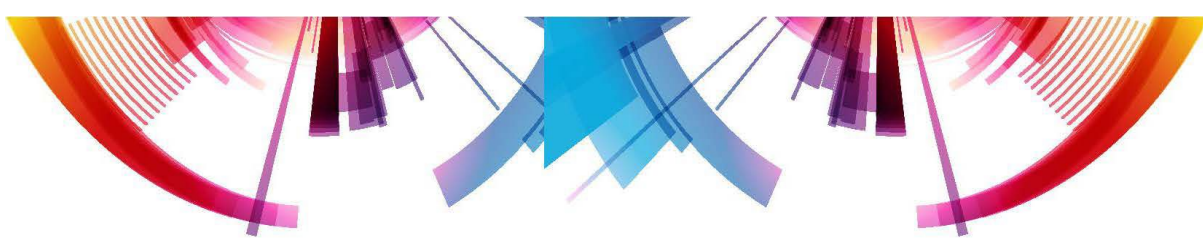
- Local – empower to determine priorities and outcomes through arts and cultural activities to meet the aspirations and needs of the local community
- Participation – ensure local community has access to arts and cultural initiatives, programs and opportunities that are locally relevant
- Quality – focus on investing in arts and cultural outcomes which will have the highest value to local communities across Queensland



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- Diversity – respond to the diversity of the community, Council, arts and cultural activity and practices across Queensland and support flexible delivery models.





## **RADF PROGRAM GUIDELINES**

### **3 RADF PROGRAM LINKAGES**

The RADF program is designed to link State Government policy with locally determined arts and cultural policy and priorities. In this regard the program aligns directly with the Quilpie Shire Council Arts and Cultural Plan. Intending applicants are asked to familiarise themselves with the principles and priorities of the Plan before submitting an EOI or an application.

### **4 HOW MUCH CAN I APPLY FOR?**

Funding is available for up to 65 percent of the total cost of the project. RADF will not support 100% of any project. If the applicant is registered for GST, Council will pay the grant, plus GST (10%).

### **5 HOW WILL YOUR APPLICATION BE ASSESSED?**

All eligible applications will be assessed by the local RADF committee against the following criteria:

- 5.1 - Eligible Applicants
- 5.3 - RADF Assessment Criteria
- 5.4 - Quilpie Shire Priorities
- Available Budget

#### **5.1 ELIGIBLE APPLICANTS**

Applicants eligible to apply to the RADF program are:

- Individual professional artists, emerging professional artists, arts workers, cultural workers or project coordinators who:
  - are based in the Council area, or if based outside the Council area are able to demonstrate how the project will directly benefit arts and culture in the Council area.
  - are permanent residents or Australian citizens.
  - meet the requirements of the 'Eligibility Checklist for Professional / Emerging Professional Artists'.
  - have an ABN or are Sponsored by an Incorporated organisation with an ABN (Australian Business Number).
- Community groups and organisations based in the Council area with an ABN or sponsored by an incorporated organisation with an ABN
- Groups or organisations that are based outside the Council area, with an ABN or are sponsored by an incorporated organisation with an ABN, that are able to demonstrate how the project will directly benefit arts and culture in the Council area.



## **RADF PROGRAM GUIDELINES**

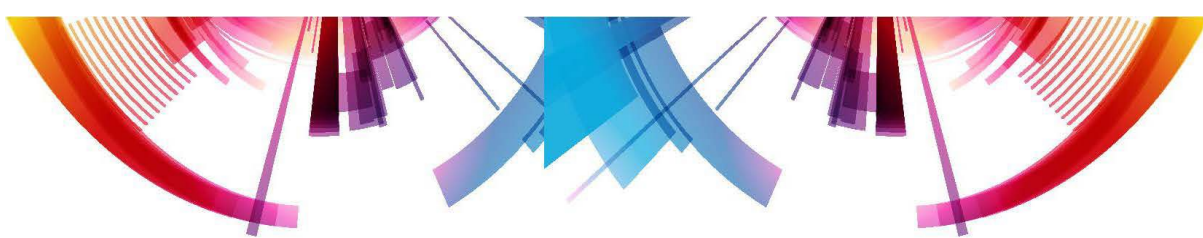
### **5.2 INELIGIBLE APPLICANTS, APPLICATIONS AND PROJECTS**

The following are ineligible for RADF support:

- Late, incomplete or unsigned applications.
- Retrospective applications (projects started or completed before notification of successful funding has been received).
- Applicants who do not have an Australian Business Number (ABN) or who are not sponsored by an organisation with an ABN.
- Requests for 100% of project costs.
- Applicants who have failed to acquit previous RADF grants.

Additionally, the following will not be considered for funding:

- Craft workshops — UNLESS a professional artist or artswoker is employed to work with a craft group to apply their skills in an innovative way to an arts development outcome.
- Framing or freight — only a small proportion of these costs can be covered as part of presentation costs for significant exhibitions. As a guide only, 10% of the total framing and freight costs would be considered a small proportion.
- Catering costs, openings, launches and parties are not eligible for RADF funding, even if they are part of an exhibition or community project.
- Entertainment — funding is not available to pay for entertainment for events, UNLESS there is a developmental aspect included, e.g. musicians performing at a community event run a series of developmental workshops for community members in conjunction with the event.
- Competitions — they are prolific and could monopolise funds. The competitive environment does not necessarily nurture emerging artists, as there is generally only one winner.
- Eisteddfods — they are essentially competitions.
- Summer/Winter schools — Councils should not support more than two places a year.
- Publishing costs — requests for grants to publish books should be directed to organisations that provide print-on-demand services. A small proportion of printing costs are eligible as part of the presentation costs for significant projects. As a guide only, 10% of the total publishing costs would be considered a small proportion.
- Purchase of capital items, e.g. equipment, buildings or vehicles. RADF gives artists and organisations opportunities for employment, professional development and a chance to practise their art. Buying capital items does not necessarily lead to these outcomes. EXCEPTION: Capital items can be funded only when they are included as part of a project application and when the RADF Committee considers the purchase integral to that project and where the item will remain property of the Quilpie Shire Council and be available for community use.
- Project management or administrative assistance costs.

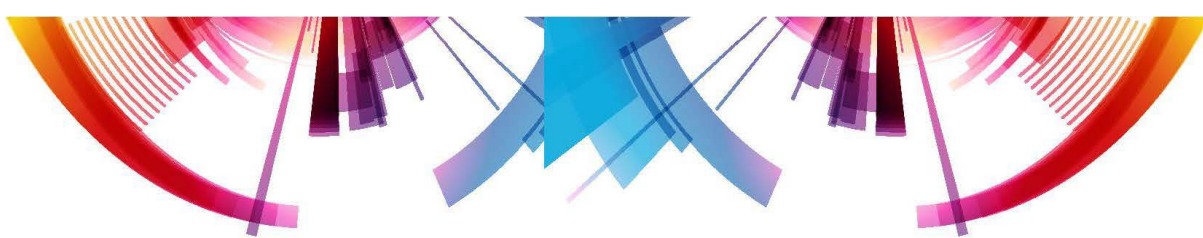


## **RADF PROGRAM GUIDELINES**

- Recurrent funding for arts organisations — operational expenses are ineligible under RADF including wages for permanent staff and office expenses. However, local arts and cultural organisations that have regular community activities may apply for funding annually for different projects which have a project management component.

### **5.3 RADF ASSESSMENT CRITERIA**

1. **QUALITY:** Artistic achievement, contribution to growing the arts sector and strengthening the community of arts within the Quilpie Shire
  - RADF invests in quality arts and cultural initiatives based on locally identified priorities
  - RADF contributes to strengthening the professional and commercial capacity of the local arts sector.
  - Enterprising, effective, entrepreneurial and innovative approaches to RADF delivery are demonstrated.
2. **REACH:** The ability to respond to and stimulate demand, providing access to, participation in and positive experiences of arts
  - RADF supports engagement with new and diverse artists, audiences / participants / target groups
  - RADF contributes to: diversity and inclusive communities; growing strong regions; and providing training, education and employment
3. **IMPACT:** Articulation of public value, contributing to the cultural profile and priorities for the Quilpie Shire
  - RADF contributes towards growing cultural tourism.
  - RADF invests in a diversity of local arts and cultural projects, community cohesion and increases community pride
  - RADF engages local communities in arts and cultural activities
  - RADF supports local employment and strengthening of local arts sector
  - RADF builds strong partnerships between arts and non-arts sectors
4. **VIABILITY:** A viable, value for money proposal
  - Effective use of RADF funding.
  - Strong governance and management of RADF operational delivery and program at a local level.
  - Local partners are engaged in supporting RADF activities / projects.
  - RADF leverages additional investment including financial and in-kind contributions by Council and others.



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### **5.4 QUILPIE SHIRE PRIORITIES**

Under the framework of the Arts and Cultural Plan, the local priorities for the Quilpie Shire are identified as:

#### **1. Our People & Community**

A creative, engaged, cohesive community which supports and acknowledges its artists and artisans

#### **2. Our Place**

An appealing, attractive Shire with quality arts & cultural facilities and amenities

#### **3. Our Past**

Preservation and celebration of our rich natural and cultural heritage

#### **4. Our Partnerships**

Productive partnerships and alliances within and external to the Region

#### **5. Our Prosperity**

An arts and cultural sector that contributes economic value and prosperity

### **5.5 FUNDING CATEGORIES**

Applications for RADF funding will be received under the following funding categories. Applicants will need to nominate a category under which their application will be considered.

#### **1. Developing Regional Skills**

For Council, individual professional artists and art workers to attend or secure professional development seminars or activities; master classes; mentorships with recognised arts and cultural peers; and placements with recognised arts and cultural organisations.

#### **2. Building Community Cultural Capacity**

For community groups to engage a professional artist or art 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 or art workers to work on community projects or workshops in the local community. \* refer budget guidelines

#### **3. Participation And Engagement**

For activities that encourage broad community engagement and/or participation in arts and cultural activities, including projects, events, festivals





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### **4. Cultural Diversity**

For projects and activities that promote cultural diversity and inclusiveness

### **5. Place Making And Public Amenity**

For projects and activities that promote place-making, sense of place and the enhancement of public appeal and amenity

### **6. Preservation Of History And Heritage**

For projects and activities that promote the preservation and/or celebration of local history and heritage

### **7. Cultural Tourism**

For projects and activities that use and or develop the community's locally distinct arts, culture and heritage and to appeal to and/or attract visitors

#### **Important Additional information:**

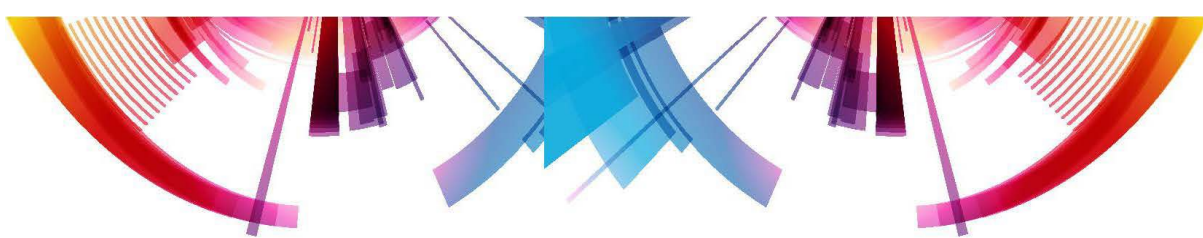
For all of the above categories applicants will be required to demonstrate genuine community support for their initiative and be able to articulate the direct benefits to the community as a result of the project or activity.

The RADF Committee may look favourably on applications that seek to:

- engage with schools & schools students
- engage with young people (aged 16-26)
- develop connections and partnerships between the arts and non-arts sectors which may include health, education, sport and tourism.

## **6 THE APPLICATION PROCESS**

1. Applicants obtain and read the Quilpie Shire RADF Guidelines
2. Applicants complete and submit an Expression of Interest Form
3. Applicants complete the Quilpie Shire RADF Application Form. In your application form you will be asked to:
  - outline the purpose and objectives of your project/activity
  - describe your project/activity
  - outline the community benefit/s
  - provide letters of support from intended beneficiaries
  - prepare a detailed budget and to include quotes for specified goods and services
  - provide CVs of all professional arts and cultural workers to be employed in your project
4. Applications are reviewed by RADF Committee with recommendation to Council for ratification



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5. Applicants are notified of the outcome of their application
6. A Letter of Offer is to be completed and returned before the release of funds
7. Once the agreement has been completed the project can commence
8. An Outcome Report is to be completed within eight (8) weeks of the project end date.

Note: A Quick Response Grant may be available generally 4-6 weeks before the event / activity (depending on available funding). Contact the RADF Liaison Officer for further information.

### **6.1 REPORTING AND ACQUITTAL REQUIREMENTS**

All RADF funded activities are required to complete a Project Outcome Report. Project Outcome Reports are available on the Quilpie Shire Council website – [www.quilpie.qld.gov.au](http://www.quilpie.qld.gov.au). The Project Outcome Report includes information about the success of your project, budget and support material which are required to be submitted to Quilpie Shire Council within **8 weeks** of the completion of your project.

## **7 ACKNOWLEDGEMENTS**

A recipient of RADF funding must acknowledge the Queensland Government and Quilpie Shire Council in all promotional material, publications and products by inclusion of the RADF acknowledgment text and logos - as provided by the Quilpie Shire Council or available on the Council website – [www.quilpie.qld.gov.au](http://www.quilpie.qld.gov.au). By acknowledging this support, you are informing the community appropriately about how public funding is being spent.

Successful applicants are to use the promotional banners in conjunction with activity / project/s available from the RADF Liaison Officer.

## **8 FREQUENTLY ASKED QUESTIONS**

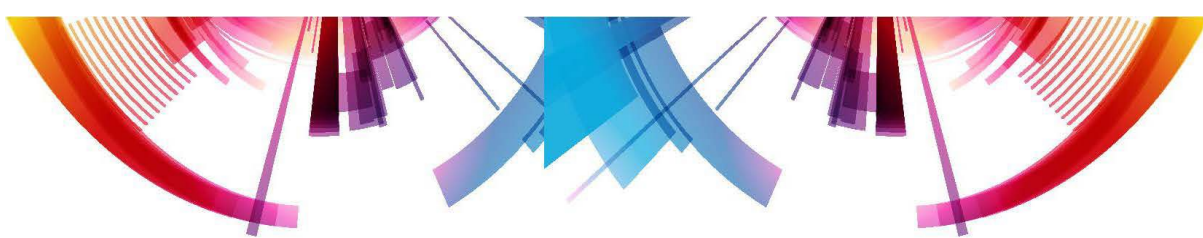
### **8.1 CAN I ALTER MY APPLICATION AFTER FUNDING HAS BEEN ALLOCATED?**

Sometimes circumstances change and you cannot carry out your activity exactly as described in your application. When this happens, you **MUST**:

- notify the RADF Liaison Officer in writing or by email;
- receive approval of any change before beginning your activity. (refer to Committee Guidelines)
- Please note: If you change your application without approval, Council can require that the funds be returned.

The Quilpie Shire Council can:

- approve the changes; or
- request that you complete a new application form; or
- ask you to return the funds and re-submit your application in the next round.



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Any agreement to alterations must be:

- made in writing;
- endorsed by the Quilpie Shire Council;
- approved and signed by both the Chief Executive Officer (CEO) and the recipient.

### **8.2 I HAVE COMPLETED MY FUNDED ACTIVITY. IS THERE ANYTHING ELSE I SHOULD DO?**

Yes.

As part of the conditions of the funding agreement, you agree to submit an Outcome Report to Council no more than 8 weeks after completing your funded activity. This acquits the RADF monies you spent.

If you fail to acquit your grant, you will be ineligible to apply for future funding through RADF. In some circumstances, you may be asked to repay the grant. Your outcome report must show evidence of the outcomes of the activity and how the RADF money was spent. It is a chance to reflect on the level of success your activity achieved by:

- Identifying key outcomes;
- Assessing the benefits and drawbacks;
- Checking your financial estimates against your actual expenditure;
- Learning from any difficulties — these can often teach more than successes;
- Recognising the potential for growth or new directions in your work;
- Setting new priorities.

## **9 WHERE CAN I GO FOR MORE HELP?**

Quilpie Shire Council RADF Liaison Officer:

**E:** [radf@quilpie.qld.gov.au](mailto:radf@quilpie.qld.gov.au)

**W:** [www.quilpie.qld.gov.au](http://www.quilpie.qld.gov.au)

**P:** (07) 4656 0500



## RADF PROGRAM GUIDELINES



### The Regional Arts Development Fund (RADF)

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





All enquiries about RADF should be directed to:

**RADF Liaison Officer**

PO Box 57, Quilpie Qld 4480

**Phone:** 07 4656 0500

**Email:** [radf@quilpie.qld.gov.au](mailto:radf@quilpie.qld.gov.au)

**Website:** [www.quilpie.qld.gov.au](http://www.quilpie.qld.gov.au)

