



Cassowary Coast  
REGIONAL COUNCIL

# **REGIONAL ARTS DEVELOPMENT FUND GUIDELINES**

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





# SECTION A: THE REGIONAL ARTS DEVELOPMENT FUND (RADF) PROGRAM

## What is RADF?

The RADF Program, established in 1991, is a highly successful State and Local Government partnership that supports professional artists and arts practitioners living in regional Queensland. The Program focuses on the development of quality art and arts practice for, and with, regional communities.

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

The Regional Arts Development Fund (RADF) invests in local arts and cultural priorities, as determined by local communities, across Queensland. RADF promotes the role and value of arts, culture and heritage as key drivers to develop sustainable, diverse and prosperous local communities.

## What are the four RADF Objectives?

Funding exists for innovative and collaborative arts projects that create a vibrant and interactive arts sector in the Cassowary Coast region through objectives that:

1. Support local artists and arts and cultural activity to deliver value for local communities
2. Provide opportunities for local communities to participate in arts and cultural activities
3. Invest in locally-determined priorities delivered through arts and cultural activity
4. Contribute towards current government priorities.

***RADF is guided by four principles that ensure arts funding is used in the best possible way to support professional arts outcomes and development in regional Queensland. These principles are:***

1. **Local** - empower local councils to determine priorities and outcomes through arts and cultural activity to meet the aspirations and needs of their local community.
2. **Participation** – ensure local communities in all areas of Queensland have access to arts and cultural initiatives, programs and opportunities that are locally relevant.
3. **Quality** – focus on investing in arts and cultural outcomes which will have the highest value to local communities across Queensland.
4. **Diversity** – respond to the diversity of communities, councils, arts and cultural activity and practices across Queensland and support flexible delivery models.

## RADF aims to:

- Provide public value for Queensland communities
- Build local cultural capacity, cultural innovation and community pride
- Deliver the Queensland Government's objectives for the community
- [www.queenslandplan.qld.gov.au/assets/images/govt-community-objectives-diagram-v1.pdf](http://www.queenslandplan.qld.gov.au/assets/images/govt-community-objectives-diagram-v1.pdf)

## Who can apply for a RADF grant?

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

- Individual professional artists, emerging professional artists, artswriters, 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.
  - have an Australian Business Number (ABN) or who will be auspiced by an incorporated organisation or individual with an ABN.
- Incorporated arts and cultural organisations based in the Council area, or those based outside the Council area that are able to demonstrate how the project will directly benefit arts and culture in the Council area.
- Unincorporated organisations, auspiced by an incorporated body, that are based in the Council area, or those based outside the Council area that are able to demonstrate how the project will directly benefit arts and culture in the Council area.

*Image: KOCA (Keeping Our Culture Alive) Lomandra Basket Weaving with Sherry Ann Diamond from Mantaka /Mona Mona Dgabayay and Trisha Walker from Jitta Art.*



## What are Council Priorities 2022-2023

- Provide opportunities to showcase and contribute to high quality arts and cultural projects
- Encourage, educate and increase opportunities to diverse sectors of the community to access, participate and appreciate arts, culture and heritage.
- Actively develop strong cultural partnerships and networks.
- Provide opportunities for artists and arts workers to develop their skills and knowledge to enhance the artistic and cultural capacity of our region.
- Develop sustainable career pathways and economic return for the Cassowary Coast cultural sector.
- Strengthening our cultural tourism.
- Provide opportunities to celebrate, showcase and share traditional knowledge of Aboriginal and Torres Strait Islander peoples

## What does RADF not support?

The following categories of individuals and organisations are not eligible for funding through the RADF Program:

- Amateur arts activities EXCEPT for professional services to amateur arts activity. One of the main RADF aims is to develop professional artists in the regions. NOTE: Emerging professional artists are eligible for funding.
- Applicants who submit unsigned applications.
- Applicants who have failed to acquit previous RADF grants.
- Projects for which artswokers are paid less than the recommended rates.
- Activities that commence before Council approval is given because RADF should not be used as a 'top-up' fund.
- School arts activities EXCEPT where those activities form part of broader community cultural development processes or are part of professional arts development.
- 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, 20% of the total framing and freight costs would be considered a small proportion.
- Catering costs, openings, launches and parties are not eligible for RADF grants, 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 prior to 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.
- 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, 20% 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 available for community use.

- 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.
- Accredited study, training or university courses — Arts Queensland does not fund the primary training of artists, only their professional development once they are practising.
- Workshops with arts and cultural service organisations that are part of the organisation's 'core business' — Arts Queensland has already funded these organisations to deliver core services. Please call your cultural service organisations to find out what services they can offer you that are not 'core business'.
- RADF does not support 100% of any project. The RADF program provides funding up to 65% of project costs. 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 (known as the 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.

Each professional or emerging professional artist receiving financial benefit from an RADF grant must complete the *Eligibility Checklist for Professional and Emerging Professional Artists* (**available online at [www.cassowarycoast.qld.gov.au](http://www.cassowarycoast.qld.gov.au)** (or ask your RADF Liaison Officer) This checklist has been developed to determine the professional or emerging professional status of all artists receiving RADF grant money. Possession of an ABN is only one of 12 criteria on the checklist. Artists being paid by RADF grant money must meet at least three of the 12 criteria on the checklist.

## What can I apply for?

### Quick Response Grants

Projects requesting funding **up to \$1,000** can apply for a Quick Response Grant, which are open all year round or until all funding has been allocated. This funding is for projects that are emergent and that fall outside of the two set funding rounds per year.

### Community Grants

Projects requesting funding **over \$1,000** can apply for a RADF Community Grant, which are held in two funding rounds, as promoted on the Cassowary Coast Regional Council website and local media.

### 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.
- **Leveraging** RADF investment to entice other funding partners to support more strategic arts and culture.
- **Initiatives in local communities** (for example, increasing amenity, community pride and liveability of local areas through infrastructure, public art, place-making projects).
- **Regional pooling** of RADF investment towards regional initiatives or programs to deliver cross-regional arts and cultural-led outcomes.
- **Professional**, career and capacity development opportunities for local artists and arts workers
- **Engagement** of key target groups such as young people or CALD communities or programs targeting particular geographic locations.
- **Engagement** of specialist expertise to support, develop and /or produce arts and cultural-driven outcomes.
- **Diverse Communities** Children and young people, older people, people with a disability, regional and remote communities, Aboriginal and Torres Strait Island people, South Sea Islander people.

### Art Forms - Cultural Categories to consider:

- Community Arts & Cultural Development
- Dance
- Heritage
- Multi-arts
- Music
- Theatre
- Visual Arts, Craft & Design
- Writing





Image: Mission Beach Art Gallery

## SECTION B: YOUR APPLICATION

### What should I do before I complete an application form?

It is important that you:

- read your Council's arts and cultural policy and corporate plan to understand the community's values and goals and Council's priorities
- ensure your application is for activity that the local community will benefit from either directly and/or indirectly
- reflect on ways your activity develops your professional life.
- It is also important for you to use the resources available to:
- establish your eligibility (use the Eligibility Checklist for Professional and Emerging Professional Artists )
- understand:
  - what your RADF Committee is looking for.
  - the four Objectives of the RADF Program.
  - the four Principles of the RADF Program.
  - what RADF does not support.

### What is a RADF Liaison Officer?

The RADF Liaison Officer is a Council officer who is your main contact for the RADF Program. They liaise with officers at Arts Queensland to ensure appropriate management of the RADF Program and RADF Committee.

To provide the best possible opportunity to successful secure funding, contact your RADF Liaison Officer to assist in understanding the RADF Program, grant application and process. They can give you vital information and resources and, if necessary, can either meet with you or arrange for you to meet with a RADF Committee member.

### What is a RADF Committee?

The RADF Committee is a local advisory group to Council. The Committee assesses your application and recommends to Council whether it is funded or not.



## How do I complete the RADF grant application form?

### 1. Ask yourself these key questions when developing your activity:

- Which activity do I want to do?
- Why do I want to do it?
- Which people will be involved?
- Do they have the skills to make it happen?
- Who in the community will benefit?
- How much will it cost?
- Where will I get the money from in addition to a RADF grant?

### 2. Your application should give a snapshot of a potentially successful activity. All information required is requested on the form, so:

- research thoroughly.
- prepare accurately and honestly.
- provide all information on the official RADF Grant Application Form.
- describe your activity in terms that relate to your Council's Arts and Cultural Policy

### 3. Brief and clear support material strengthens your application. Include only relevant support material, such as:

- an Eligibility Checklist must be attached for each professional or emerging professional artsworkeer receiving RADF support.
- letters of support from groups who will benefit.
- letters of support from project partners, a community Elder, workshop leader, gallery owner.
- quotes from tradespeople, publishers or other businesses cited in your budget.
- the CVs of all professional arts and cultural workers employed in the activity.
- Support material is generally not returned, so:
  - provide copies (and keep the original)
  - explicitly request the return of certain material (e.g. slides)
  - arrange for the Committee to view the original.
  - make sure that your name and address are included on all support material

### 4. Sign your application. Unsigned applications are not eligible for funding. Keep a copy of your completed application. If your application succeeds, you will use it when you prepare your outcome report at the end of the activity.

### 5. If you are employing others, think of using employment contracts. For advice and examples, contact:

- Arts Law Centre on (02) 9356 2566; Toll Free: 1800 221 457; email [artslaw@artslaw.com.au](mailto:artslaw@artslaw.com.au) or visit [www.artslaw.com.au](http://www.artslaw.com.au)

### 7. RADF committees may want more information or support material if they are uncertain about an application. Usually you will have only a short time to respond.

## What is the RADF Committee looking for?

RADF Committees are required to use a series of resources provided by Arts Queensland when assessing applications. They will look for activities that:

- will develop the paid artist's professional career;
- will increase the sustainability of creative communities;
- will benefit their community, both directly and indirectly;
- align with local and/or regional plans; and/or
- align with state government priorities ([www.thepremier.qld.gov.au](http://www.thepremier.qld.gov.au)).

All applications are judged on merit with Committee decisions based on:

- the four RADF Objectives;
- the four RADF Principles;
- the eligibility criteria;
- your evidenced capacity to manage your project;
- Council's arts and cultural policy;
- Council's corporate plan; and
- Council's available RADF budget for the year.

## What is a CV (curriculum vitae)?

Your CV or résumé is a summary of your career that you send to an employer when applying for a job or to a funding body as part of your application for funding.

Presentation is important. It should:

- have a well-designed front page;
- be printed in a commonly used font with clear headings;
- be on A4 white paper, stapled – not spiral bound – for ease of photocopying; and
- be no longer than four pages, preferably two.

Your CV should:

- be up-to-date in all personal and professional details;
- show the important information on the first page; and
- start at the current year and work backwards to build a history of your employment or experience.

Include the following information:

- your contact details.
- education and qualifications.
- current employment status.
- recent employment history.
- community involvement.
- awards, grants, achievements, exhibitions, performances, screenings, publications, committee and professional memberships (don't use abbreviations or acronyms).
- the names of at least two referees.
- Some tips for success.

- Think about what your CV says – whether it is easy to read and how it is ordered.
- Be dynamic in how you present your work history and skills.
- Describe yourself in positive language.
- Remember, you get only one chance to make a good impression.

## Do I have to complete a budget?

Yes. You must include a comprehensive budget using the template on the application form. This template is a standard budget form used by other arts funding bodies. You must:

- ensure your budget estimates are as accurate as possible. Inflated budget claims may affect the funding decision for your activity.
- account for all costs of your activity – expenses and income; monetary and voluntary. This includes all items listed in the income column as in-kind.
- ensure you list all forms of income, including any in-kind, and all other grants you have applied for. mark an asterisk beside grants which have already been approved.
- indicate the amount of the RADF grant that will go towards any expenditure in the column titled RADF Grant Breakdown.
- in the space provided, include the total amount you are seeking from RADF as income.
- ensure the income and expenditure columns balance.

If you are registered for GST, Council will pay the grant, plus GST (10%). For more information on GST:

- Tax assistance for the Community, Voluntary and Cultural Sector call 13 30 88 or visit the website [www.gststartup.gov.au](http://www.gststartup.gov.au).
- GST or PAYG call the ATO on 13 24 78 or visit the website [www.ato.gov.au](http://www.ato.gov.au)

## How do I submit my completed application?

Applications are lodged through Smarty Grants portal via Cassowary Coast Regional Council website.

## What happens next?

Applications are assessed on merit and by the same RADF criteria, first by individual RADF Committee members and then as a group to compare the strengths of each application.

While one Council's priorities may differ slightly from another, all applications within a Council area are assessed against that Council's priorities

In assessing your grant application, the RADF Committee will, as well as using the criteria, also consider:

- Has the applicant acquitted previous grants?
- Does the Committee need to interview the applicant or seek expert advice to clarify details about the application?
- Is the applicant responsible for management of the activity?
- Has the applicant contacted the artist/s to obtain their consent to work or contacted the gallery or publisher to assess their interest?



- Has the applicant demonstrated the capability to plan and carry out the activity effectively?
- Is the budget well prepared and realistic, demonstrating sound financial management and knowledge of professional rates of pay?
- Can the applicant demonstrate matching support from their organisation or themselves, at least in-kind?
- Is RADF the best funding source for this activity? Does the activity:
  - employ, or use the skills of, an appropriate professional or emerging professional artist or arts and cultural worker? (An Eligibility Checklist is required for each artist or artsworker involved in the project)
  - benefit either an individual artist or the community?
  - reflect the aims of the Council's arts and cultural development policy, corporate plan or other published priorities?
  - help to develop arts and culture in the community, develop audiences, increase social harmony?
  - Is there evidence of community need and support?
- Does the activity address principles of social justice and equal opportunity?
- Have health and safety, insurance, copyright and licences been considered?
- Are any conditions to be applied to the funding?
- When the Committee meets about 10 days after the round closes, the individual assessments will be compared and a group assessment made.

The RADF Committee's final recommendations are documented and presented to Council for ratification. After that, the RADF Liaison Officer develops a contract for each successful applicant to prepare for the release of funding.

## What happens if I am successful?

If you are successful, before you receive your grant money and begin your activity, you will receive from Council:

- two copies of a RADF Letter of Offer specifying what the funding is being allocated for and any special conditions that may apply to your application
  - one copy to sign and return\*
  - one copy to keep for your reference
- all relevant forms you have to complete and return for the release of funds\*
- all relevant information you need to acknowledge the State Government and Council who are providing the grant.

\*No funds will be released until you sign and return all relevant documents to your RADF Liaison Officer.

The RADF Committee may ask for special conditions of funding to be included in your contract. These must be met through your funded activity.

## **Some conditions of grant are common to all RADF recipients, such as:**

- 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
- requesting approval from the RADF Committee for any changes to your application.
- All successful applicants must acknowledge RADF funding and ensure that, in any promotional material and publications about a Project/Activity, including newspapers, websites, display signage and banners and on products created (where relevant), each RADF Recipient acknowledges the financial assistance provided by the Queensland Government and Cassowary Coast Regional Council under the RADF Program; and use the words:  
‘The Regional Arts Development Fund is a partnership between the Queensland Government and Cassowary Coast Regional Council to support local arts and culture in regional Queensland’.
- your acknowledgement of RADF funding in all publicity about your activity and as part of the outcome report - Please refer fact sheet Arts Qld & Council acknowledgment statement and logos) on Council website RADF link.

## **Other conditions may be developed by your Council, such as:**

- more information and/or evidence of the community need for a proposed workshop
- more information and/or evidence that individuals cited as being involved in an activity have been contacted, have given consent and are available
- a request to:
- address a gathering of peers after a funded activity
- offer a workshop demonstrating new skills
- make documentary material available to the local library.

## **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 Committee through the RADF Liaison Officer in writing or by email
- receive approval of any change before beginning your activity.

The RADF Committee (or a sub-committee) can:

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

Any agreement to alterations must be:

- made in writing.
- endorsed by the chair of the RADF Committee.
- approved and signed by both the Chief Executive Officer (CEO) and the recipient.

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

## **I have completed my funded activity. Is there anything else I should do?**

Yes. You must complete and submit an Outcome Report to Council no more than ( 6 ) weeks after completing your funded activity. This acquits the local RADF monies you spent.

If you fail to acquit your grant, you will be ineligible to apply for future funding through RADF and Arts Queensland. 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.

## **If I have a problem, how do I deal with any dispute resolution?**

Occasionally, conflict can arise between applicants and Committee members or Council staff. If this happens, you should, in the first instance, tell your RADF Liaison Officer about any disagreement or conflict with your application.

You have the right to request a meeting with a Committee member or Council staff member to get feedback about your application or to see minutes of assessment meetings.

If you still consider your issue unresolved then forward a letter to Council's Chief Executive Officer for a response.

Arts Queensland can offer advice about the RADF Program to you and the Committee, but is not available to mediate. However, the Local Government Association of Queensland can suggest local mediators.

## **Who should I contact for more information on RADF?**

For more information about the RADF Program and process, please contact the RADF Liaison Officer at Council or Email: [enquiries@ccrc.qld.gov.au](mailto:enquiries@ccrc.qld.gov.au).

## **Information Privacy and Right to Information**

The information you provide in your RADF grant application will be used by the Council to process and assess your application and, if successful, to process, pay and administer your grant. The council may contact other funding agencies to verify grants requested from other funding agencies in support of your project.



If your application is successful, the Council may disclose the following information to Arts Queensland:

- The information you provide in your grants application
- The amount of funding you receive
- The information you provide in your outcome report and text and images relating to your funded activity

The information may be used by the Council or Arts Queensland for reporting purposes, training, systems testing and process improvement. The information may be anonymised and used for statistical purposes.

The information may be used by the council or Arts Queensland for the promotion of RADF or the promotion of funding outcomes for arts and cultural development in Queensland. For this purpose, the information and your contact details may be provide to Queensland Government Members of a Parliament, the media and other agencies who may contact you directly. The Council and Arts Queensland may also publish the information in their Annual Reports or on their websites.

- The Council and Arts Queensland treat all personal information in accordance with the
- Information Privacy Act 2009.
- The provisions of the Right to Information Act 2009 apply to documents in the possession of the Council or Arts Queensland.

## Intellectual Property

Intellectual Property - Arts Queensland and the Cassowary Coast Regional Council acknowledge and agree that Intellectual Property Rights in works created by a RADF Recipient will not transfer to either the Council or Arts Queensland as a result of a RADF Grant Funding Agreement.

Please note as per Arts Queensland's RADF funding agreement with Cassowary Coast Regional Council:

- a. A RADF grant recipient agrees to an irrevocable, non-exclusive, non-transferable, royalty- free licence in favour of Council/Arts Queensland, that enables Council/Arts Queensland to use, reproduce and adapt the relevant Intellectual Property in the RADF Recipient's work produced pursuant to the RADF Program for the purposes of Arts Queensland publicising the RADF Program or promoting arts and cultural development in Queensland and
- b. On signing of RADF funding agreement that the RADF grant recipient does not regard the use by Council/Arts Queensland of the RADF grant recipient's work in order to publicise the RADF Program or to promote arts and cultural development in Queensland as an infringement of the RADF Recipient's Moral Rights.
- c. Please ensure that you have permissions for any images used in your project.

## Insurance

If you are to deliver a project/activity in a place where the public attend or that is accessible to the public you are required to attach a copy of your Certificate of Currency for Public Liability Insurance with your application.



1300 763 903



[enquiries@cassowarycoast.qld.gov.au](mailto:enquiries@cassowarycoast.qld.gov.au)



[cassowarycoast.qld.gov.au](http://cassowarycoast.qld.gov.au)



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38-40 Bryant Street, Tully  
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