



## **HINCHINBROOK SHIRE COUNCIL**

# **RADF Important Definitions**

### **ABN**

The Australian Business Number (ABN) is a single identifier for all business dealings with the tax office and for dealings with other government departments and agencies.

### **Acquittal**

The final stage of the grant process. In order to acquit your grant, you must submit an Outcome Report to your local council within four (4) weeks of completion of your funded activity. The HSC RADF Outcome Report is completed on the same document as the initial HSC RADF grant funding application (See also *Outcome Report*)

**Artist** (See *Professional artist or arts and cultural worker*)

### **Arts**

The Australian Culture and Leisure Classifications (ACLC) defines arts activities as "the creation, manufacturing and sale of goods and services relating to literature, radio, television, film, digital content, visual arts and crafts, design, music and performing arts". These also include "writing, drama, playing and recording music, music composition, dance, theatre, film, visual arts and crafts, design (including graphic and architectural design) and radio and television broadcasting".

### **Arts and Cultural Policy**

A document which sets directions for the future investment in arts and cultural development.

### **Artsworker**

A person who may produce arts and cultural product directly or who may manage or facilitate the development of arts and cultural activity in their community.

### **Auspicing body**

An incorporated organisation which manages a grant on behalf of an individual or collective; responsible for providing a financial report on the completion of a project, but not responsible for the artistic direction or quality of the project.

### **Biennial**

Every two (2) years.

### **Chief Executive Officer**

The council officer responsible for overseeing the Council's finances and strategic planning.

### **Collective**

Collectives or cooperatives are community groups or groups of artists that are not incorporated but may be auspicied by an incorporated association or company or local government. One person will need to be nominated as the accountable representative of the group for management, reporting and financial matters, and all members of the group will need to sign a letter confirming their involvement and support for the nominated representative. Include this letter as support material. A group should be maintained for the duration of the project.

### **Community arts**

Uses all art forms to explore and express issues of community identity, place, a sense of belonging as well as asserting community needs and differences.



**Community Cultural Development (CCD)**

Activity that affirms the community and its members as the creators and owners of their cultural practices. In collaboration with professional artists and cultural workers, communities can express their inherent creativity, celebrate their unique culture and generate activities with social and economic benefits.

**Community Use**

Refers to the advertised/organised free use of equipment by arts and cultural organisations, community groups and the general public.

**Consensus**

A group decision that is acceptable to all members of the group.

**Concept development**

The process of shaping and refining an idea for a new product into a complete description. No specific art form product is required.

**Corporate plan**

A document detailing the steps to achieve a council's mission; a major strategic planning instrument. The plan sets out the strategies which the council intends to follow in the medium term in order to achieve the policy objectives.

**Craft**

An activity (e.g. weaving, carving, pottery) that involves making things skilfully by hand, often using traditional techniques and usually for functional purposes.

**Cultural heritage**

Activities that comprise the management of sites and collections which represent the cultural environment. This means the preservation of the objects, writings and other records that reflect ways of life of various cultural groups, including items of aesthetic, scientific or social significance. These activities are most closely aligned with museums, art museums, libraries and archives.

**Cultural mapping**

A tool that can form the basis of a cultural planning process. In order to look to the future, the mapping process provides an understanding of the diverse and sometimes invisible resources and values of the community. It explores and names different cultural influences, understandings of history and place, and the roles and relationships of people in the community. Combined with an audit of the buildings, organisations and cultural practices of the community, the cultural map can provide new understandings of the issues, needs and aspirations of the community.

**Cultural planning**

Cultural planning is a process of deciding how best to use a community's cultural resources for economic and social development. Cultural planning provides a way for communities and local councils to develop a shared vision and the means for effectively coordinating community resources to build a strong and sustainable cultural industry. Like any plan, it identifies what needs to be done, by whom, in what time frame and how much it will cost, in hours and dollars. The cultural plan is the community's promise to itself, in which it determines what it needs to do in order to provide its own cultural future.

**Culture**

"Culture should be regarded as the set of distinctive spiritual, material, intellectual and emotional features of society or a social group, and that it encompasses, in addition to art and literature, lifestyles, ways of living together, value systems, traditions and beliefs". (United Nations Educational, Scientific and Cultural Organisation (UNESCO) 2002, Universal Declaration on Cultural Diversity)

**Demonstration**

A non participatory activity where an artswoker demonstrates a particular art/craft technique to a passive audience. (See also *Workshop*)

**Emerging professional artist**

Has had no more than five years experience as a professional artist. (See also *Professional Artist*).

**Extracurricular**

Activity that is held outside the standard educational curriculum taught during the school day and not expected to be delivered by educational institutions.



**Feasibility study**

A detailed investigation and analysis of a proposed development project to determine whether it is viable technically and economically.

**GST**

Goods and Services Tax: a broad-based tax of 10 per cent on most supplies of goods and services consumed in Australia.

**Heritage**

Those things or places which come or belong to a person or people by reason of birth including the culture, traditions and assets preserved from one generation to another.

**Infrastructure**

The framework needed to support arts and cultural organisations. It may be 'hard' infrastructure such as buildings and computers, or 'soft' infrastructure such as organisations and the people who manage them.

**In-kind support**

Includes volunteer labour, administrative support, rent-free accommodation or donations of materials or equipment. These contributions should be given a dollar value and must be included in your proposed budget.

**Local Government Association of Queensland (LGAQ)**

The peak body representing local government in its dealings with other governments, unions, business and the community.

**Minister for the Arts**

The elected member of Parliament responsible for the arts portfolio.

**Museum**

A museum helps people understand the world by using objects and ideas to interpret the past and present and explore the future. It preserves and researches collections, and/or makes objects and information accessible in actual and virtual environments. Museums are established in the public interest as permanent not-for-profit organisations that contribute to long term to communities. Museums may be designated by many names including gallery and keeping place.

**Not-for-profit**

Means that the articles of a legally constituted not-for-profit arts organisation state that profits or surpluses must be used to further the organisation's artistic objectives. Any profits or surpluses must not be distributed to owners, members or any other individual or group of individuals. The articles should also make provision for the transfer of assets to a similar organisation should they cease operations.

**Older person**

A person who is over 55 years of age.

**Outcome Report**

This report describes your achievements and acquits the use of public money by explaining how the RADF grant money was spent, what has been paid for and whether any money was left at the end of the project. It also includes visual documentation of the activity. The HSC RADF Outcome Report is completed on the same document as the initial HSC RADF grant funding application (See also *Acquittal*).

**PAYG**

Pay As You Go (income tax) – the money you pay directly to the Commissioner of Taxation to meet your income tax and other liabilities; usually paid each quarter.

**Peer assessment**

A process of experienced arts and cultural workers meeting to assess grant applications based on published funding criteria.

**Person with a disability**

A person who experiences loss or deterioration of personal and social functions across a range of life activities, due to a disorder, illness or injury.



**Professional development**

An activity can be considered as professional development if it increases an applicant's skills, provides networking opportunities, introduces the applicant's work into new markets and/or enhances the applicant's ability to earn a living through their arts or cultural work.

**Professional artist or arts and cultural worker**

Has specialist training in his/her field (not necessarily in academic institutions); is recognised by his/her peers (professional practitioners working in the artform area); is committed to devoting significant time to the artistic activity; and has a history of public presentation.

**Quorum**

The number of members at a meeting needed to vote on applications. It is usually half the committee plus one.

**Ratification**

Making something valid by formally approving or confirming it.

**Regional Council**

All councils in Queensland other than Brisbane City Council.

**Remote Council**

Councils identified as remote by the Local Government Association of Queensland

**Stakeholder**

A person, group, or business unit that has a share or an interest in a particular activity or set of activities.

**Statement of Significance**

A statement that indicates why a place or object is important. It is useful to explain the values of the place or object and their importance to the community or groups within the community. It may also describe features of a place or object that have intrinsic value but that have no known human affinity or values. (Australian Heritage Commission)

**Target group**

The group of people for whom the work or project is specifically created.

**Tiers of government**

Three levels of Australian government: Commonwealth, State and Local.

**Workshop**

A structured activity at which attendees gain practical experience in an artform and learn new arts skills. (See also *Demonstration*)

**Young person**

A person who is 30 years of age or under.

