



HINCHINBROOK
SHIRE COUNCIL

Frequently Asked Questions by RADF Applicants

How do I develop a RADF grant application?

Ask yourself these key questions when developing your activity:

- How does the project respond to and align with the RADF Assessment Criteria as outlined in section 1 of the RADF Guidelines?
- 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?
- Are other individuals being employed?

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

- Research thoroughly and prepare your application accurately and honestly
- Provide all information on the HSC RADF Grant Application form
- Describe your activity in terms that relate to your Council's RADF program

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 arts worker receiving RADF support – this is included with your application form.
- Letters of support from groups who will benefit
- Letters of support/acceptance from project partners, a community Elder, workshop leader, gallery owner
- Quotes from tradespeople, publishers or other businesses cited in your budget
- CV's of **all** professional arts and cultural workers employed in the activity.

Please note – support material will not be returned, so:

- Provide copies of all support material, if mailing your application (and keep the original) or provide a USB containing the files in PDF format



Sign your application. Unsigned applications are not eligible for funding. Keep a copy of your completed application. If your application succeeds, you will complete the outcome report sections (located on the same form as your initial application) at the end of the activity.

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 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. An example is available for download at www.tyto.com.au/arts/radf

Your CV should:

- Be up-to-date in all personal and professional details.
- Show the important information on the first page.
- Start at the current year and work backwards to build a history of your employment or experience. Be on A4 white paper, stapled – not spiral bound or in plastic folders – for ease of photocopying.
- Preferably, no longer than 2 pages

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.

What do I do with my completed application?

After completing your RADF Application Form and attaching all relevant support material in pdf formats, you must submit your application with Hinchinbrook Shire Council by the advertised closing dates

- **Round 1 - 4pm Monday 18 February 2019.**
- **Round 2 - 4pm Monday 06 May 2019.**

Mailed applications that are received after the closing date will only be accepted if they are postmarked with the advertised closing date. If you mail your application please notify your RADF Liaison Officer of the date that it was posted. You can submit your application by email to gallery@hinchinbrook.qld.gov.au. Emailed applications are preferred.



What happens after my RADF Grant has been submitted?

For applications requesting \$5,000 or more in RADF Funding, the applicant will be required to verbally pitch their project proposal at the RADF Committee meeting. The applicant must make themselves available and will be advised within 24 hours of receipt of their application of the date and time that the pitch of their proposal is to take place.

1. Once the funding round has closed, the RADF Liaison Officer copies, collates and sends all applications (plus assessment sheets) to the RADF Committee for assessment.
2. Applications are assessed on merit and by the same assessment criteria, first by individual RADF Committee members and then as a group to compare the strengths of each application.
3. The RADF Committee's final recommendations are documented and presented to Council for ratification.
4. All applicants are advised in writing of the outcomes of their applications
5. The RADF Liaison Officer develops a contract for each successful applicant to prepare for the release of funding.

While the aim is to complete the process within one month from close of applications, the process can take up to two months from the date applications closed to the date you receive a letter of notification advising of the outcome of your application.

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

- Has the applicant received a RADF Grant in the past 2 years? *New applicants and activities will be given preference.*
- Has the applicant acquitted previous grants? *If an applicant has not acquitted previous grants they will be ineligible for future funding.*
- 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 there a clear Project Stage/Timeline with expected completion dates of each stage?
- For projects requesting \$5,000 or more in RADF Funding is there a proposed outline of payment instalments that correspond with the project stages?
- 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 source of funding 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 paid artist or arts worker involved in the project)
 - Benefit either an individual artist or the community?
 - Reflect the aims of the Council's Corporate Plan, Economic Development Strategy or other published priorities?
 - Help to develop arts and culture in the community, develop audiences, and increase social harmony?



- Is there evidence of community need and support?
- Have health and safety, insurance, copyright and licences been considered?
- Are any conditions to be applied to the funding?

What happens if I am successful?

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

- **A Letter of Offer** from Hinchinbrook Shire Council specifying what the funding is being allocated for and any special conditions that may apply to your application
- **Two letters of acceptance** – one Original to be signed and returned to HSC and one Copy to be kept for your records
- **A request for an invoice** made out to Hinchinbrook Shire Council.
 - Applicants receiving \$4,999 or less will need to provide an initial invoice for 90% of the total amount of RADF funding approved (plus the GST amount if you are GST registered) as set out in your letter of offer. The remaining 10% of funding will require an invoice to be submitted along with the Project Outcome Report. An example invoice is available for download at www.tyto.com.au/arts/radf
 - For grants \$5,000 or more an outline indicating the payment instalment dates will be provided with your letter of offer. You must **provide an invoice for each payment instalment**. The final 10% of funding will require an invoice to be submitted along with the Project Outcome Report. An example invoice is available for download at www.tyto.com.au/arts/radf
- All relevant information you need to acknowledge the State Government and Hinchinbrook Shire 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 grants that are common to all RADF recipients:

- 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
- Your acknowledgement of RADF funding in all publicity about your activity and as part of the outcome
- Requesting approval from the RADF Committee for any changes to your application

Other conditions may be developed by Hinchinbrook Shire 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
 - attend a workshop to gain more knowledge in conducting a RADF Project and completing the required reports



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
- 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 a HSC RADF Committee member, HSC RADF Liaison Officer 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 your Outcome Report to Council **no more than 4 weeks** after completing your funded activity and provide an invoice for the remaining 10% of RADF Funding requested in your application. This acquits the local RADF monies you spent and will enable the remaining funds to be paid to you in a timely fashion.

If you fail to acquit your grant, you will not receive the final 10% of your RADF Funding and 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



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 the TYTO Regional Art Gallery on 07 4776 4725 or by emailing gallery@hinchinbrook.qld.gov.au

To keep up to date be sure to check the website www.tyto.com.au regularly and like [visitTYTO](#) on Facebook.

The Hinchinbrook Community Support Centre offers assistance with completing application forms for funding. To arrange an appointment please contact



Phone: 07 4776 1822

Email: communitysupport@hcsc.org.au

Web: www.hcsc.org.au

Useful websites

The following table lists some useful websites that may help in the development of your activity:

Arts Queensland (AQ) www.arts.qld.gov.au <ul style="list-style-type: none">• all other Arts Queensland grant information• other funding sources benefiting arts and culture	The Arts Law Centre of Australia www.artslaw.com.au Specialised legal and business advice and referral services, professional development resources and advocacy for artists and arts organisations.
Australian Copyright Council www.copyright.org.au Information and guidance about creating copyright in Australia.	Department of Aboriginal and Torres Strait Islander Policy (DATSIP) www.datsip.qld.gov.au Protocols are an essential component when dealing with individuals and communities. This site provides guides to assist communication across cultures.

