

## 1. What is the Regional Arts Development Fund?

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.

Hinchinbrook Shire Council's RADF 2017-18 programme 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.

For further information on RADF please contact your local council. For information on other Arts Queensland programs and opportunities please visit [www.arts.qld.gov.au](http://www.arts.qld.gov.au)

## 2. Important dates for 2018-19 RADF Programme

- **10 December 2018** - Applications for Round 1 & 2 RADF Funding open
- **4.00pm Monday 18 February 2019** – Round 1 Applications close. All applications for this round must be received by this date.
- **8 April 2019** – Round 1 projects must not start until this date
- **4.00pm Monday 06 May 2019** - Round 2 Applications close. All applications for this round must be received by this date.
- **8 July 2019** – Round 2 projects must not start until this date

## 3. What are the RADF 2018-19 objectives?

To support arts and cultural activities that:

1. Provide public value for Queensland communities
2. Build local cultural capacity, cultural innovations and community pride
3. Deliver local priorities
4. Deliver Queensland Government's objectives for the community

## 4. RADF 2018-19 Assessment Criteria

Project applications will be assessed on the way they meet the four RADF Criteria (Impact, Quality, Reach and Viability) as well as how well the project meets one or more of the locally determined Arts and Cultural Priorities.



## 1. QUALITY

- produces or contributes to high quality arts and cultural initiatives for local communities
- proven capacity to effectively support and deliver arts and cultural services

## 2. REACH

- Provides access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences
- Evidence of local demand for proposed programme/s
- Demonstrates community and stakeholder involvement in RADF priority setting, decision making and evaluation

## 3. IMPACT

- Demonstrates cultural, artistic, social or economic returns on investment
- Supports one or more Queensland Government objectives for the community including encouraging safe and inclusive communities, building regions, supporting disadvantaged Queenslanders, stimulating economic growth and innovation, increasing workforce participation, and conserving heritage

## 4. VIABILITY

- Evidence of good planning for strong governance and management of RADF at a local level
- Evidence of partnership capacity with partners including business and government

### Locally determined RADF Arts and Cultural Priorities

- Invest in Arts and Culture in the Shire;
- Expand Arts and Cultural Tourism within the Shire – create and embrace an ‘Arts and Culture’ destination;
- Revitalize the CBD;
- Commercially promote Hinchinbrook Shire’s natural and Arts and Cultural assets;
- Address youth and social issues;
- Provision of career development skills / career paths to attract and retain youth in the Shire
- Provision of recreation opportunities for the community.

These priorities were determined primarily through the Hinchinbrook Shire Council’s *Corporate Plan 2014-2019* and the *Economic Development Strategy Hinchinbrook 2020*.

## 5. What are the acknowledgement, reporting and acquittal processes for RADF 2018-19?

RADF 2017-18 funded activities **must acknowledge** the Queensland Government and the Hinchinbrook Shire Council in all promotional material, publications and products by inclusion of the RADF 2016-17 acknowledgment text and logos - as provided to you by Hinchinbrook Shire Council and as outlined below.

### Acknowledgement Text for RADF 2018-19

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



The Queensland Government crest is available to download at

[www.arts.qld.gov.au/aq-funding/acknowledgement](http://www.arts.qld.gov.au/aq-funding/acknowledgement)

or by contacting the TYTO Regional Art Gallery on P: 4776 4725 E: [gallery@hinchinbrook.qld.gov.au](mailto:gallery@hinchinbrook.qld.gov.au)

Hinchinbrook Shire Council logo is available by completing the Hinchinbrook Shire Council Logo Permit Form available for download at [www.tyto.com.au/art/radf](http://www.tyto.com.au/art/radf) or by contacting Hinchinbrook Shire Council's media officer on 4776 4600

### Reporting and Acquittal processes

All RADF 2018-19 funded activities are required to complete a Project Outcome Report. This will be provided to you by Hinchinbrook Shire Council and is also available to download at [www.tyto.com.au/arts/radf](http://www.tyto.com.au/arts/radf). The Project Outcome Report includes information about the success of your project, budget and support material which are required to be submitted to Hinchinbrook Shire Council within 8 weeks of the completion of your project.

- **10% of the total RADF Funding requested for your project will not be released to you until you submit a correctly completed Project Outcome Report that is accepted and acquitted by the Hinchinbrook Shire RADF Committee.**
- **Failure to submit a complete Outcome Report by the due date will result in the applicant forfeiting the final 10% of their requested funding and will affect the applicant's attempt to receive future funding.**

## 6. Hinchinbrook Shire Council RADF Funding categories

There are two funding rounds for 2018-19:

1. Round 1 applications close on **4.00pm Monday 18 February 2019** for projects beginning on/after 6 May 2019
2. Round 2 applications close on **4.00pm Monday 3 June 2019** for projects beginning on/after 8 July 2019.

Applicants can apply for up to a maximum funding amount of 70% of the total project costs. There is a maximum funding limit of \$10, 000 per application.

Successful applications requesting \$5,000 or more in RADF Funding, will receive payment in instalments. These instalments will correlate with stages of your project. For example, a project requesting \$5,000 in RADF Funding would receive an initial payment of \$2,000 to begin the project followed by two payments of \$1,250 and a final payment of \$500 upon the successful acquittal of the project. The stages of the project along with your requested payment instalment amounts should be outlined in section 2.2 of your application.

The grant round will be broad and encompassing and will include all art forms. They will offer support towards projects and programs that create vibrant arts and cultural experiences, including, but not limited to:

- Performances and exhibitions
- Increased skills and professional development opportunities for artists
- New works that extend artists and art forms
- Community arts and cultural development
- Initiatives that strengthen cultural tourism
- Enhanced cultural programs



## 7. Who is eligible for a RADF grant?

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

- 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
  - Have an Australian Business Number (ABN) or who will be auspiced by an incorporated organisation or individual with an ABN.
- Collective/Artist Run Initiative/Group: (non-incorporated) that are based in the Council area, or those based outside the Council area and are able to demonstrate how the project will directly benefit arts and culture in the Council area. Must be auspiced by an incorporated organisation, or an individual with an ABN. One person must be nominated as the accountable representative of the collective for management reporting and financial matters.
- 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.

## 8. What does RADF not support?

- 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 artswomen 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.
- Craft workshops — UNLESS a professional artist or artswoman is employed to work with a craft group to apply their skills in an innovative way to an arts development outcome.
- Murals — funding is available for murals from other government sources as part of anti-graffiti programs. RADF grants can only be allocated to murals that adhere to the RADF Principles, eligibility and program criteria.
- School arts activities EXCEPT where those activities form part of broader community cultural development processes or are part of professional arts development.
- Framing and 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 grants, even if they are part of an exhibition or community project.
- 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, 10% of the total publishing costs would be considered a small proportion.
- Purchase of capital items, e.g. equipment, buildings or vehicles.



- Recurrent funding for arts organisations — local arts and cultural organisations that have regular community activities may apply for funding annually for different projects which have a project management component.
- Operational expenses are ineligible under RADF including wages for permanent staff and office expenses.
- Accredited study, training or university courses — RADF does not fund the primary training of artists, only their professional development once they are practising.
- RADF does not support 100% of any project. Applicants are required to make a significant contribution which may be in-kind. 30% of your project must be supported by other funding or in kind contributions.

## 8. 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

## 9. Eligibility Checklist

Each professional or emerging professional artist receiving financial benefit from a RADF grant must complete the *Eligibility Checklist for Professional and Emerging Professional Artists* (available online for download from the Hinchinbrook Shire Council website). This checklist has been developed to determine the professional or emerging professional status of all artists receiving RADF grant money.

## 10. What should you do before you complete an application form?

- Read the **Frequently Asked Questions by RADF Applicants document**
- Read the [Hinchinbrook Shire Council Corporate Plan 2014 - 2019](#)
- Read the [Economic Development Strategy Hinchinbrook 2020](#)
- Read the **RADF Assessment Criteria and Locally Determined Arts and Cultural Priorities** that have been provided on page one and two of these guidelines
- Ensure your application is for an activity that the local community will benefit from either directly and/or indirectly
- Read the **RADF Important Definitions document**.
- Establish your eligibility and/or that of the artists being paid with RADF Funding in your project by using the **Eligibility Checklist for Professional and Emerging Professional Artists**
- Ensure you have a **current CV** to supply with your application
- Reflect on ways your activity develops your professional life
- Read everything thoroughly
- For assistance with your application, contact the Hinchinbrook Community Support Centre on 07 4776 1822 or by email [communitysupport@hcsc.org.au](mailto:communitysupport@hcsc.org.au)

Documents can be downloaded at [www.tyto.com.au/art/radf](http://www.tyto.com.au/art/radf)



## **11. 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 RADF.

Contact your RADF Liaison Officer if you need any help 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.

The RADF Liaison Officer is available by contacting the TYTO Regional Art Gallery on 4776 4725 or by emailing [gallery@hinchinbrook.qld.gov.au](mailto:gallery@hinchinbrook.qld.gov.au)

## **12. 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.

## **13. In-Kind Support**

In kind support includes volunteer labor, administrative support, rent free accommodation or donations of materials or equipment. These contributions should be given a monetary/dollar value and must be included in your proposed budget.

## **14. The RADF Budget**

You must include a comprehensive budget using the template on the application form. 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.
- Including copies of quotations from suppliers for goods/services will assist verification of your budget.
- Provide copies of receipts for payment of goods and services as evidence of expenditure in your Outcome Report.

