

R A D F

REGIONAL ARTS DEVELOPMENT FUND

Guidelines



Queensland
Government



Livingstone
SHIRE COUNCIL

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

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

These guidelines should be read in conjunction with Council's Community Assistance Policy.

PROGRAM SUMMARY

| Funding Type | What can be funded? |
|-------------------------------------|--|
| Individual Professional Development | <p>For individual professional artists and art-workers living in regional Queensland to attend professional development seminars, master classes, mentorships with recognised arts and cultural peers, and placements with recognised arts and cultural organisations.</p> <ul style="list-style-type: none"> ▪ RADF Grants will support intrastate, interstate and international activities ▪ Assistance is available for the costs of fees, travel and accommodation to a maximum of \$1000 for Queensland travel, \$1500 for interstate and \$2000 for international ▪ These grants may be applied for out of RADF rounds if opportunities unexpectedly become available, otherwise they are to be applied for within round and will be assessed with all applications received. |
| Skills Development Workshops | <p>For community groups to engage a professional artist or arts-worker to work with them on developing their arts practice or to run arts development workshops or community projects.</p> <ul style="list-style-type: none"> ▪ RADF grants will support travel, accommodation and fees associated with employing professional artists to work on community projects or workshops in the local community ▪ Assistance is available for up to 65% of the total costs of the project or workshop |
| Creative Development of New Work | <p>For the development of new ideas, new modes of practice and new approaches to delivery that will build on the region's creative identity. RADF will support: -</p> <ul style="list-style-type: none"> ▪ Creative development of new works across all art-forms - includes visual art, music, performance and cross-disciplinary practice ▪ New works that reflect the cultural diversity and identity of the region |

| | |
|----------------------------------|---|
| Cultural Tourism | <p>For projects and activities that focus on communities' local distinct arts, culture and heritage both for members of that community and for visitors. RADF grants can support initiatives and activities that focus on:</p> <ul style="list-style-type: none"> ▪ Product development by professional artists, either as individuals, or in partnership with individual community members or community groups. ▪ Marketing of professional artistic product. |
| Exhibitions, Collections/Stories | <p>To provide access to local collections of significance and to collect and tell local stories from the past and present. RADF can support:</p> <ul style="list-style-type: none"> ▪ Proposals for heritage and indigenous stories that can demonstrate strong community participation and ownership ▪ Community stories which can be documented in a variety of forms and mediums, including: plays, videos, artwork, digital exhibitions, oral histories and publications |
| Regional Partnerships | <p>To encourage innovative and energising arts projects where artists, communities and councils work together in their community, or in partnership with another community, to achieve enhanced outcomes. RADF will support projects that can demonstrate a partnership between:</p> <ul style="list-style-type: none"> ▪ Artists and local industry ▪ Artists and community arts organisations ▪ Artists and non-arts community organisations ▪ Cross council collaborations |
| Concept Development | <p>To develop arts research ideas and project proposals to the implementation stage and identify funding sources outside of RADF to implement project proposals. No specific art-form product is required. However, the project should demonstrate how it will contribute to future arts development.</p> <p>Potential funding sources must be identified prior to making an application and must be noted in the application form.</p> |
| Arts Events and Performances | <p>To deliver creative community events that develop broad community support and participation and engage multiple stakeholders. RADF will support projects that:</p> <ul style="list-style-type: none"> ▪ Contribute to community identity and sense of place ▪ Demonstrate creativity and innovation ▪ Builds community capacity to plan and develop unique community event ▪ Delivers a high quality event as a public outcome |

RADF PRIORITIES

The goals and priorities for the Livingstone Shire Council RADF program are:

- Building local creative leadership
- Celebrating our local artists
- Building engagement with our local community through arts and culture

OBJECTIVES AND ASSESSMENT CRITERIA

RADF will fund individuals and groups for new and established creative projects that clearly establish a community need and benefit.

Applications are assessed by their ability to meet one or more of their following objectives:

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 activities
4. **Contribute** towards current government targets and priorities

PROGRAM DETAIL

To be eligible for funding, applications must:

- demonstrate how the project will directly benefit arts and culture in the Livingstone Shire Local Government Area
- demonstrate strong alignment with RADF objectives

ELIGIBILITY

Who can apply for RADF funding?

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

1. Individual professional artists, emerging professional artists, artists, cultural workers and project co-ordinators who:
 - Are based in the Livingstone Shire Council region
 - 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
2. Incorporated arts and cultural organisations based in the Council area
3. Unincorporated organisations, auspiced by an incorporated body

Who cannot apply for RADF funding?

Applications cannot be made by:

1. Government agencies or departments of state or federal government
2. Educational, religious, and medical organisations where the application is for the organisation's core business
3. Commercial businesses unless the project/activity is directly supporting the arts or an artist/s

Applicants must:

- deliver their project within a twelve (12) month period from the date the signed letter of acceptance is received at Council;
- follow the application process as outlined below;
- have appropriate insurance and adhere to sound workplace health and safety practices at all times (copy of insurance to be provided to Council on acceptance of grant funding);
- be able to demonstrate viability
- have met acquittal condition for any previous council grants they may have received; and
- Successful applicants must attend an information session prior to the grant funds being distributed

What does RADF not support?

The following are not eligible for funding through the RADF program:

- Applicants who have failed to acquit previous RADF grants;
- Activities that commence before official approval has been provided;
- School arts activities except where those activities form part of broader community cultural development or are seen as part of professional arts development;
- Framing or freight, only a small proportion of these costs may be covered as part of presentation costs for significant exhibitions;
- Workshops with arts and cultural organisations that have received funding from Arts Queensland for delivery of core art or cultural services;
- Catering costs, openings, launches and parties;
- Entertainment, unless there is a development aspect included eg workshops prior or following the event;
- Competitions, as they are seen as prolific and could monopolise funds ie Eisteddfods;
- Publishing costs, requests to publish books should be directed to organisations that provide print-on-demand services;
- Purchase of capital items such as equipment, buildings, or vehicles;
- Project/event incidental/operational equipment items e.g. paint, paint brushes, general art materials;
- Recurrent funding to arts organisations such as operational expenses for wages and office expenses. However, activities with a specific project management component could be considered;
- Accredited study, training or university courses (not the primary training of individual artists);
- Applicants are required to make a significant contribution to the activity (this includes in-kind). Funding can not be for one hundred percent of the project.

APPLICATION AND ASSESSMENT PROCESS

1. Discuss your project ideas with our RADF Liaison Office;
2. Your application is reviewed by our community RADF Assessment Panel;
3. Our RADF Assessment Panel member/s may contact you to discuss your project.

KEY DATES

The RADF program is divided into two rounds per year and generally occur in March and October.

APPLICATION REQUIREMENTS

RADF will fund great projects rather than great applications. Successful applications will align with the program's objectives. They will be simple, short and include honest and clearly articulated information regarding:

- the benefit to you as an artist or creative worker/organisation;
- the benefit to the region in terms of arts and culture;
- the exact project e.g. start and finish dates, goals, expected outcomes;
- the confirmed support of other artists, workers, organisations, businesses and those that benefit from the project; and
- the exact costs and anticipated income.

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 (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 product.

NOTIFICATION OF FUNDING OUTCOMES

All applicants are notified in writing within approximately 2-4 weeks of the round assessment date.

PAYMENT

The delivery of the RADF program is subject to adoption of council's annual operational budget and Government funding.

RADF program funds must be claimed within three (3) months of official notification, except where an extension has been granted.

In some instances, there may be specific funding conditions that need to be met before payment can be made.

ACKNOWLEDGEMENT

As a condition of funding, successful applicants are required to actively and publicly acknowledge Livingstone Shire Council and Arts Queensland's support in all published material associated with the funded activity.

The Acknowledgement Guidelines details the required acknowledgements that successful recipients need to make in order to meet the acquittal outcomes.

In addition, funding recipients must also ensure that the Queensland Government and Council's positive reputation is maintained at all times.

ACQUITTAL

All RADF funds must be acquitted within eight (8) weeks of the stated project completion date by completing and submitting an outcome report.

Should any changes occur to the project as described in the application, the RADF Liaison Officer must be notified in writing before commencement of project.

APPLICANT SUPPORT

Council's RADF Liaison Officer can help you to develop your project and offer information on other funding opportunities.

For further information or help completing your application, please contact Council's Engagement and Events team on 1300 790 919 or arts@livingstone.qld.gov.au

Please note our office hours are 9.00am - 4.30pm Monday to Friday (excluding public holidays).

| Organisation | Website | Information |
|--|---|---|
| Arts Queensland | www.arts.qld.gov.au | RADF Other A.Q. Grants |
| Australia Council | www.australiacouncil.gov.au | Development Grants for Individuals and Group Grants for Art Projects |
| Australian Copyright Council | www.copyright.org.au/information | Information about Copyright in Australia |
| Department of Aboriginal and Torres Strait Islander Policy | https://www.dsdsatsip.qld.gov.au/our-work/aboriginal-torres-strait-islander-partnerships | Assists with protocols and communication across cultures |
| Media, Entertainment and Arts Alliance | www.meaa.org | Fees and awards schedule for media, entertainment, sports and arts industries |
| Queensland Heritage Branch | https://www.qld.gov.au/environment/land/heritage/register | Information about state and local heritage places |
| The Arts Law Centre of Australia | www.artslaw.com.au | Legal and business advice, referral services, professional development resources and advocacy for artists and arts organisations |

RADF ASSESSMENT PANEL

The Assessment Panel consists of independent community members who provide expert advice and recommendations to council officers on matters relating to the Livingstone Shire arts industry and the RADF program.

An Expression of Interest process is undertaken to encourage new members to the committee. Each committee member serves a tenure of two (2) years and is required to sign a Memorandum of Understanding.