



BARCOO SHIRE COUNCIL
REGIONAL ARTS DEVELOPMENT FUND
Guidelines and Frequently Asked Questions
Adopted at Annual General Meeting, 4th July 2016

BARCOO SHIRE COUNCIL: *Regional Arts Development Fund Guidelines*

What is the Regional Arts Development Fund? The Regional Arts Development Fund (RADF) is a partnership between state and local governments which invests in quality arts and cultural experiences across Queensland based on locally determined priorities.

RADF promotes the role and value of arts, culture and heritage as key drivers to: support diversity and inclusivity; grow strong regions; and provide training, education and employment opportunities for Queensland artists and local communities.

From 2015, Councils will deliver locally tailored RADF programs based on the identified priorities, opportunities and capacities of their local communities. This means that RADF may look different place to place as to best respond to the ways of working and aspirations of local communities.

For information on other Arts Queensland programs and opportunities please visit www.arts.qld.gov.au

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ARTS QUEENSLAND RADF 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 activity
4. Contribute towards current government priorities

RADF KEY PERFORMANCE OUTCOMES (KPOS)

All projects receiving RADF funding are required to report on their contribution towards RADF Key Performance Outcomes (KPOs):

IMPACT

- RADF invests in a diversity of local arts and cultural projects
- RADF engages local communities in arts and cultural activities
- RADF supports local employment and strengthening of local arts sector

QUALITY

- RADF supports quality arts and cultural initiatives based on local priorities
- Local communities value RADF

REACH

- RADF supports engagement with new and diverse artists, audiences and communities
- RADF contributes to: diversity and inclusive communities; growing strong regions; and providing training, education and employment

VIABILITY

- RADF builds strong partnerships between arts and non-arts sectors
- RADF leverages additional investment
- RADF funding is used effectively and appropriately

WHAT ARE THE ACKNOWLEDGMENT, REPORTING AND ACQUITTAL PROCESSES FOR RADF?

All RADF funded activities are required to complete a Project Outcome Report. This will be provided to you by Barcoo Shire Council or readily available on Council website. The Project Outcome Report includes information about

the success of your project, budget and support material which are required to be submitted to Barcoo Shire Council **within 8 weeks of the completion** of your project.

RADF funded activities must acknowledge the Queensland Government and the Council in all promotional material, publications and products by inclusion of the RADF acknowledgment text and logos - as provided to you by Barcoo Shire Council.

Acknowledgement Text for RADF :

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

Both the Queensland Government crest and Barcoo Shire Council logo is available by contacting the RADF Liaison Officer, Doreen Pitman.

BARCOO SHIRE COUNCIL RADF FUNDING CATEGORIES

RADF funds **up to 65% of total costs per applications**. Funding categories are outlined below.

OUT OF ROUND APPLICATIONS (QUICK RESPONSE)

Open year round, these grants will have a quick-turn-around process.

MAJOR GRANT ROUNDS

There are two funding rounds each year. The Barcoo Shire Council major grants round will be broad and encompassing and will include all arts streams.

This category offers 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

COUNCIL ASSESSMENT CRITERIA

All applications are assessed on merit and the proposal's ability to align with Council's key arts and cultural priorities.

Committee decisions will also be based against the following criteria which address Arts Queensland's RADF Key Performance Outcomes:

IMPACT: Ability to support local employment and build the capacity of the local arts sector

QUALITY: Evidence of artistic merit, how well the project contributes to meeting local arts and cultural priorities and its benefits to the local community

REACH: Demonstrated accessibility of the project/program to diverse audiences, participants and communities or to a specific target group

VIABILITY: Evidence of value for money and support from sources other than RADF

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.

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.
- Applicants who submit unsigned applications.
- Applicants who have failed to acquit previous RADF grants.
- Activities that commence before Council approval is given (RADF should not be used as a 'top-up' fund).
- Craft workshops — UNLESS a professional artist or arts worker is employed to work with a craft group to apply their skills in an innovative way to an arts development outcome.
- Murals: funding may be available for murals from government sources as part of anti-graffiti programs. RADF grants can only be allocated to murals that adhere to the RADF 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 or 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.
- 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 developmental workshops for community members prior to the event.
- Competitions / Eisteddfods — The competitive environment does not necessarily nurture emerging artists.
- Summer/Winter schools — Council will not support more than two places a year.
- 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— local arts and cultural organisations that have regular community activities may apply for funding annually for different projects which may have a project management component.
- Operational expenses are ineligible under RADF including wages for permanent staff and office expenses.

- RADF does not support funds for accredited study, training or university courses—RADF does not fund any components of a student’s curriculum or projects towards accreditation of their studies.
- RADF does not support 100% of any project. Applicants are required to make a significant contribution which may be in-kind. (The small arts grant will fund 100%). RADF is not intended to be used as the main income source for any professional artist or arts-worker.

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. If you are registered for GST, Council will pay the grant, plus GST (10%). Do not include this amount in your grant budget or calculations.

ELIGIBILITY CHECKLIST

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 for download from the Barcoo Shire Council webpage). This checklist has been developed to determine the professional or emerging professional status of all artists receiving RADF grant money.

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. It is strongly advised that applicants contact the RADF Liaison Officer to discuss their project prior to submitting the application. The RADF Liaison Officer can provide vital information and resources and, if necessary, can either meet with you to discuss your project idea and assist with your application or arrange for you to meet with a RADF Committee member.

WHAT IS THE RADF COMMITTEE?

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

All committee members are required to attend RADF training on an annual basis to develop a better understanding of the program and ensure funds are approved under correct criteria.

IN-KIND SUPPORT

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.**

THE RADF BUDGET

- You must include a comprehensive budget using the template on the application form.
- 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 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.

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 Key Performance Outcomes
- 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? If so think of using employment contracts.

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 proposal accurately and honestly
- provide all information on the official RADF Grant Application Form
- describe your activity in terms that relate Council's RADF Program.

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

- letters of support from groups who will benefit
- letters of acceptance from a community Elder, workshop leader, project partner, gallery owner
- quotes from tradespeople, publishers or other businesses cited in your budget
- CVs of professional arts and cultural workers employed in the activity with RADF funding.

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

- provide online links to videos or music files or provide a USB device / DVD / CD
- provide copies of all support material, if mailing your application (and keep the original)

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.

RADF committees may want more information or support material if they are uncertain about an application. Usually you will have 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.

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 – for ease of photocopying
- preferably no longer than two 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 HAPPENS AFTER YOUR RADF GRANT HAS BEEN SUBMITTED?

1. Once the funding round has closed, the RADF Liaison Officer copies, collates and sends all applications) to the RADF Committee for assessment.
2. Applications are assessed on merit and by the assessment criteria, first by individual 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 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.

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

- Has the applicant acquitted previous grants?
- 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 paid artist or arts worker involved in the project)
- benefit either an individual artist or the community?
- reflect the aims of the Council's arts and cultural 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?
- Have health and safety, insurance, copyright and licenses 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 from Council:

- A RADF Letter of Offer specifying what the funding is being allocated for and any special conditions that may apply to your application
- 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 the 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
- 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 the 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

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 by email/writing
- 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 and endorsed by the chair of the RADF Committee

Please note: If you change your activity 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 8 weeks** after completing your funded activity. 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.