



CARPENTARIA SHIRE
Outback by the Sea®

Regional Arts Development Fund (RADF) Application Package

INCLUDING GUIDELINES, APPLICATION FORM AND OUTCOME REPORT





PURPOSE OF RADF IN 2023 - 2024

RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. RADF is a flexible fund that supports local councils to invest 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.

RADF 2023 - 2024 OBJECTIVES

The RADF objectives are to support arts and cultural activities that;

- Provide public value for Queensland communities;
- Build local cultural capacity, cultural innovation and community pride; and
- Deliver Queensland Government's objectives for the community.

QUEENSLAND GOVERNMENT COMMITMENTS

Arts Queensland is committed to realising the ambitions of the Queensland Aboriginal and Torres Strait Islander Economic Participation Framework, the Queensland Multicultural Policy, the Queensland Youth Strategy and the National Arts Disability Strategy. Applications which include the following target groups as creators, participants or audiences will strengthen the implementation of Queensland Government commitments:

- Older people (over 55 years old);
- Aboriginal peoples and Torres Strait Islander peoples;
- Australian South Sea Islander peoples;
- People from culturally and linguistically diverse backgrounds;
- Young people; and
- People with disability.

Applicants are encouraged to explore how they might direct their RADF funded activities to be inclusive of these target groups as well as regional Queenslanders.

COUNCIL'S LOCALLY DETERMINED PRIORITIES 2023 - 2024

Locally determined priorities are development areas that Council and the community see as needing special attention. Feedback regarding areas of considered priority can be given to Council's RADF Liaison Officer (RLO) or RADF Committee members any time.

In 2023-2024 preference will be given to applications that address one or more of the following local priorities:

- **Indigenous Youth workshops**
- **Heritage and Lasting Projects**
- **Touring Dance and Musical productions**
- **High Quality Art workshops**

APPLICANT ELIGIBILITY REQUIREMENTS

Individuals and/or organisations applying for RADF funding must meet the following eligibility requirements;

- Be based in the local Council area, or if based outside the local Council area are able to demonstrate how the project will directly benefit arts and culture in the local Council area;
- Be a permanent resident or Australian citizen;
- Have an Australian Business Number (ABN);
- Be an incorporated cultural organisation or individual/s; or
- Be an unincorporated organisation or individual/s, auspices by an incorporated body

Note: If you are applying as a collective, the collective must nominate one member as their representative. That person is legally and financially responsible for the activity. All members of the collective should sign a letter that is presented with the application to demonstrate their involvement in and support of the activity.



RADF DOES NOT SUPPORT

The following are NOT eligible for funding through RADF;

- Amateur arts activities; EXCEPT for professional or emerging artist's services to an amateur arts activity;
- Artists or arts workers who do not have an Australian Business Number (ABN) or do not provide a completed 'Statement by a Supplier' Form from the ATO;
- Applicants who submit unsigned applications;
- Applicants who have failed to appropriately acquit previous RADF grants;
- Projects for which arts workers are paid less than the recommended rates;
- Activities that commence before Council approval is given;
- Workshops; UNLESS a professional artist or arts worker is employed to work with a group to apply their skills in an innovative way to an arts development outcome;
- 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 without demonstrated community value;
- 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 a series of developmental workshops for community members prior to the event;
- 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;
- Summer/Winter Schools; Council should not support more than two places a year;
- Printing costs; requests for grants to print books should be directed to organisations that support print-on-demand services. A small proportion of printing costs are eligible as part of the presentation costs for significant projects;
- Purchase of capital items e.g. Equipment, buildings or vehicles. RADF gives artists and organisations opportunities for employment, professional development and a chance to practice their art. Buying capital items does not necessarily lead to these outcomes. EXCEPTION: Capital items can be funded only when they are included as part of a project application and when the RADF Committee considers the purchase **integral to that project and where the item will remain available for community use**;
- Recurrent funding for arts organisations; operational expenses are ineligible under RADF including wages for permanent staff and office expenses. However, local arts and cultural organisations that have regular community activities may apply for funding annually for different projects which have a project management component; and
- Accredited study, training or university courses.



REQUIRED INFORMATION FROM ARTISTS

The following information must be provided from professional/emerging artists involved in the project:

- Resume or CV (maximum 1 x A4 page account of artist's career and up to date personal and professional details);
- Schedule of fees outlining fees charged by artist (may be combined with letter of confirmation);
- Letter of confirmation stating the artist's availability for the dates nominated in the application; and
- Eligibility Checklist (including ABN or 'Statement by a Supplier' form).

PRESENTING YOUR APPLICATION

Your application should give a snapshot of a potentially successful activity. Below are tips for preparing your application:

- Prepare your application accurately and honestly;
- Describe your activity in terms which match the Carpentaria Regional Council RADF Program; and
- Support material should be relevant to the application you are making. This may include:
 - Relevant and detailed letters of support from groups who will benefit from your program;
 - A letter of acceptance from a community elder, workshop leader, project partner or gallery owner;
 - Quotes from tradesman, publishing firms or other businesses that appear in your budget;
 - Required information from artist/s involved in the project outlining evidence of the community need for a proposed workshop; and
 - Evidence that the individuals cited as being involved in a project have been contacted, have given consent and are available for the nominated dates.



HOW YOUR APPLICATION WILL BE ASSESSED

A community committee manages RADF. When required “Expressions of Interest” are held and community members who are interested in arts and culture or people active in their community will nominate themselves to positions on the RADF Committee. The outgoing committee will make a decision as to the suitability of the nominees and appoint as they see best fit (final discretion lies with Council).

Once the funding round is closed, each RADF Committee member will be sent all the applications. There will be an assessment sheet, which they will complete as they read the applications so that all applications will be assessed by the same criteria relating to the Key Performance Outcomes (KPO’s) set out by Arts Queensland.

2023 – 2024 KEY ASSESSMENT CRITERIA

All projects receiving RADF 2023 - 2024 funding are required to report on their contribution towards RADF Key Performance Outcomes. The Arts Queensland set KPO’s for 2023 - 2024 are below:

- 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.
- REACH**
- Provides access to, and engagement in, arts and culture for diverse communities, practitioners, participants and audiences.
 - Evidence of local demand for proposed program/s.
 - Demonstrates community and stakeholder involvement in RADF priority setting, decision making and evaluation.
- IMPACT**
- Demonstrates cultural, artistic, social or economic returns on investment
 - Supports one or more of the Queensland Government objectives for the community including; creating jobs in a strong economy, giving all our children a great start, keeping Queenslanders healthy, and keeping communities safe.
- 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.

When the Committee meets, these individual assessments will be compared, and a group assessment made. The final recommendations of the Committee are taken to the next Council meeting where they are considered by Council. Council can veto Committee decisions which are not in line with its Arts and Cultural Development Policy or that interfere with Council initiatives already in process.

Applicants are then notified in writing of the success or otherwise of their application (including feedback for unsuccessful applications). A Letter of Offer will be sent to successful applicants outlining conditions associated with receiving RADF funding. The applicant must read this letter carefully and return the signed **RADF 2023-2024** and witnessed Letter of Acceptance to Council accompanied by a tax invoice for the grant amount. You will also receive the Outcome Report with the Letter of Offer. It is most important that the applicant acquit the funds allocated as soon as possible, but no later than 8 weeks after the completion of the activity. **Failure to do this will make you ineligible for further funding.**



ACQUITTING THE GRANT

All RADF funded activities are required to complete a Project Outcome Report. This will be provided to you by Council. The Project Outcome Report includes information about the success of your project, budget and support material which are required to be submitted to Council within 8 weeks of the completion of your project, as indicated in your application.

Some funding recipients may find it useful to utilise a cash book template to assist in accurate and clear financial record keeping for the acquittal process. Templates can be found online or ask the RADF Liaison Officer for assistance.

All projects receiving RADF funding are required to report on their contribution towards RADF 2023 - 2024 Key Performance Outcomes (KPOs). Remember, if you fail to acquit your grant you will be ineligible for further funding and may be asked to repay the grant.

RETURN OF UNSPENT FUNDS

If an activity does not take place the grant recipient must return funds to Council. If funds are not fully expended on this activity, this will be detailed in the outcome report and surplus funds returned. If funds are partially expended or an activity that does not go ahead, then this must be detailed in the Outcome Report and remaining funds returned to Council with the Outcome Report.



DISPUTE RESOLUTION

Occasionally, there may be conflict between Committee members or Council staff and applicants. In the first instance, direct any disagreement or conflict about an application to the RADF Liaison Officer for assistance. Applicants have the right to request a meeting with the Committee Chair or Council staff person to get feedback about their application or to see minutes of assessment meetings. Arts Queensland can offer advice about the RADF Program to both the Committee and the applicant but is not available to mediate.

RISK MANAGEMENT

In the interest of accountability and to support the staff responsible for managing your program, it is useful to design a small but attainable risk management strategy. The RADF Committee also has a responsibility to the broader community, Local and State Government in relation to their accountability and the risk management strategies they may implement may include actions such as:

- Attaching an outcome report form to the application form;
- Staggering the release of funds in the case of larger grants (discussed with applicant);
- Not releasing funds until a Letter of Acceptance and an invoice are presented;
- Having the ability to not release funds to an applicant until a month before the activity;
- Withdrawing funds if an activity is unduly delayed and discussing with the recipient to re-present their application in the next round;
- The applicant must maintain set time frames for the return of outcome reports or negotiate an extension with the RADF Committee;
- RADF Committee will only, after all efforts have been exhausted, notify in writing to the recipient informing them of their loss of eligibility for further funding and a possible request of return of funds; and
- RADF Committee will keep a record of recipients who have failed to acquit.

ACKNOWLEDGEMENT REQUIREMENTS

RADF funded activities must acknowledge, as a condition of your Agreement, the Queensland Government and Carpentaria Shire Council in all promotional material, publications and products by inclusion of the RADF 2023 - 2024 acknowledgment text and logos.

Acknowledgement Text for RADF 2023 - 2024 is as follows:

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

This includes all promotional materials such as brochures, posters, conference programs, performance programs and invitations, signage at events, all media releases, television, radio and newspaper advertisements, speeches, websites, newsletters, annual reports and promotional videos.

Organisations, individuals and councils receiving funding from the Regional Arts Development Fund program are required to place the Queensland Government and council logos in a prominent position on all material associated with the activity. On websites, a link should be placed to the home page of the Arts Queensland <http://www.arts.qld.gov.au/> and Carpentaria Shire Council <http://www.carpentaria.qld.gov.au/> websites. Where RADF provides the majority of funding, the acknowledgement should precede all other acknowledgements.

Please note that you must supply a copy of all promotional materials and publications in acquitting RADF funding. Failure to abide by these Guidelines may affect future funding decisions. In the event that breaches of the Guidelines come to the attention of Arts Queensland, the Deputy Director-General will write to you or your organisation and require a written response to explain the breach of the Acknowledgement Guidelines.

