



PAROO SHIRE COUNCIL

REGIONAL ARTS DEVELOPMENT FUND

GUIDELINES



Diprotodon Statue

An initiative with support of Paroo Shire Council

Regional Arts Development Fund

2019/20

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The RADF Guidelines are available at www.paroo.qld.gov.au. Or by contacting the RADF Liaison Officer at the Paroo Shire Council 0746 558 400

SECTION A: The Regional Arts Development Fund (RADF) Program

What is Regional Arts Development Fund (RADF)?

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 2019- 2020 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 further information on RADF please contact your local council RADF Liaison Officers. For information on other Arts Queensland programs and opportunities please visit www.arts.qld.gov.au

What are the seven priorities of funding?

Applications which align with the following 2019-2020 Paroo Priorities will be looked upon favourably during the assessment period.

1. Developing Regional Skills

For Individual professional artists and arts workers living in regional Queensland to attend professional development seminars or activities; master classes; mentorships with recognised arts and cultural peers; and placements with recognised arts and cultural organisations

- RADF grants will support activities in Australia only
- Assistance is available for up to 65% of costs, total costs to a maximum of \$1000.00 for Queensland travel and \$2000.00 for National travel
- Summer/Winter schools — Will not support more than two places a year.

2. Building Community Cultural Capacity

For Community groups to engage a professional artists or arts worker to work with them on developing their arts practice or to run arts development workshops or community projects.

- RADF grants will support travel, accommodation and fees associated with employing professional artists or arts workers to work on Community projects or workshops in the local community.
- Assistance is available for up to 65% of the project or workshop
- This category is also open to councils that wish to assume a coordination role for the project.

3. Contemporary Collection/Stories

Objective to preserve and provide access to locally held collections of significance, and collect and tell local stories from the past and present that can demonstrate State and or Local significance. The priorities for this category are proposals for the post 1960 heritage and Indigenous stories that can demonstrate strong community participation and ownership.

- Documentation, preservation, interpretation projects and collection management training through community based workshops
- Community stories which can be documented in a variety of forms and mediums, including: plays, videos, art work, digital exhibitions, education programs, oral histories and publications.

RADF Committee would look favourably to assist new applications that have either a new tutor, trainer or art form that has not been provided in the Paroo Shire previously.

4. Concept Development

To develop arts research ideas and project proposals to the implementation stage and identify funding sources outside of RADF to implement project proposals. RADF grants will support individuals and groups who wish to engage in professional research and the development of ideas project proposals to the implementation stage. No specific artform product is required. However the project should demonstrate how it will contribute to future arts development. Potential funding sources for the implantation of the project must be identified prior to making an application and must be noted in the application form.

5. Cultural Tourism

For projects and activities that focus on communities locally distinct arts, culture and heritage for members of that community and visitors.

- Product development by professional artists, either as individuals or in partnership with individual community members or community groups
- Marketing of professional artistic product.

It was recognised as a need to focus on Cultural tourism as a key priority for 15/16 i.e. place- making, street art, statues that are not only art but also generate cultural tourism in the area. This need has been determined at a community meeting in the smaller towns of our Shire. We will actively focus especially encouraging community groups in the smaller townships to apply for RADF funding with an outcome of the Shire benefiting with social and economic wellbeing.

6. Culturally Significant Activities/Workshops

We will accept culturally significant activities/workshops such as but not limited to horsemanship, motorbikes and welding that are specific to historical ways of life in the Paroo Shire area. This will ensure no loss of culture and skills in our area as well as continuation of culturally appropriate techniques for those involved to continue teaching it into the future generations, thus reflecting the historical background of the rural life style.

7. Arts Policy Development And Implementation

To support Councils to:

- To develop cultural policy, cultural mapping, visioning and planning proposals
- Partner on regional cultural policy coordination activities
- Cross regional cultural planning
- Development of Cultural tourism plans
- Community Consultation, facilitation and preparation of the documents
- RADF Committee training

Eligibility Criteria

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.
- 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.
- Unincorporated organisations, auspiced by an incorporated body, that are 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.

Ineligible Applicants and Projects

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. 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 arts workers 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 arts worker is employed to work with a craft 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. 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 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.
- 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. RADF gives artists and organisations opportunities for employment, professional development and a chance to practise 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 staff and office expenses.
- Accredited study, training or university courses — Arts Queensland does not fund the primary training of artists, only their professional development once they are practising.
- Workshops with arts and cultural service organisations that are part of the organisation's 'core business' — Arts Queensland has already funded these organisations to deliver core services.

Please call your cultural service organisations to find out what services they can offer you that are not 'core business'.

- **RADF does not support 100% of any project. Applicants are required to make a significant contribution which may be in-kind.**

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.

SECTION B: Your application

What should I do before I complete an application form?

It is important that you:

- read your Council's arts and cultural policy and corporate plan to understand the community's values and goals and Council's priorities
- ensure your application is for activity that the local community will benefit from either directly and/or indirectly
- establish your eligibility (use the *Eligibility Checklist for Professional and Emerging Professional Artists*)

What is the application process?

1. Review the Paroo Shire Council's RADF program funding guidelines.
2. Ensure your project is submitted with the timeframes for the assessment period. Applications need to be submitted at least six weeks before the event/activity, dependant of Council General Meeting Dates. Paroo Shire Council will consider **Grant Applications** for opportunities for professional development **out of the normal RADF rounds**, as long as it meets the time line required as per above.
3. Complete the RADF application form, which is available from the Paroo Shire Council website www.paroo.qld.gov.au or contact the RADF
4. Remember to include essential support material. For assistance with completing the application form, or for any enquiries about your application, please contact the Paroo Shire Council's RADF Liaison Officer, Phone: 07 46558400.
5. Submit your application to Paroo Shire Council RADF Liaison Officer,. Incomplete or late applications are deemed ineligible and will not be reviewed. Unsigned applications are not eligible for funding.
6. Applications for each round are assessed by the Local RADF advisory Committee. Applications are assessed against criteria, priorities and KPO's.
7. An assessment report is prepared by the RADF Liaison Officer with recommendations by the RADF committee to Council.
8. Recommendations for approval are then presented to Council, and Council makes the final decisions about funding at a Council meeting.
9. Applicants are notified of the outcome of their application
10. 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.

What is the RADF Committee looking for?

All applications are required to deliver on their contribution towards RADF Key Performance Outcomes (KPO's) listed below

1. 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

2. Quality

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

3. Reach

- Local people are engaged in decision making on RADF
- 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

4. Viability

- Local communities and partners are satisfied with the management of RADF at a local level
- RADF builds strong partnerships between arts and non-arts sectors
- RADF leverages additional investment
- RADF funding is used effectively and appropriately

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:

- two copies of a RADF Letter of Offer specifying what the funding is being allocated for and any special conditions that may apply to your application
 - one copy to sign and return*
 - one copy to keep for your reference
- Supply Invoice to Council to receive payment
- All relevant information you need to acknowledge the Paroo Shire Council and State Government 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.

What is the acknowledgment, processes for RADF 2019-20?

RADF 2019-20 funded activities must acknowledge the Queensland Government and the Council in all promotional material, publications and products by inclusion of the RADF 2019-20 acknowledgment text and logos - as provided to you by the Paroo Shire Council.

Acknowledgement Text for RADF 2019-20:

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

Queensland Government crest is at <http://www.arts.qld.gov.au/funding/logos.html>

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 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 RADF Committee

Please note: If you change your application without approval, Council can ask for the funds to be returned.

Outcome Report

You must complete and submit an Outcome Report to Council no more than 8 weeks after completing your funded activity. This acquits the local RADF monies you spent.

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.

The RADF committee for 2019

Deb Dunsdon

Richard Brain

Suzette Beresford

Ronnie- Marie Simpson

Cosette Dunsdon

Carol Godfrey

Judy Stewart

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The RADF Liaison's

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