

REGIONAL ARTS DEVELOPMENT FUND 2021-2022

GUIDELINES FOR APPLICANTS

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REGIONAL ARTS DEVELOPMENT FUND (RADF) 2021 – 2022 GUIDELINES FOR APPLICANTS

WHAT IS THE PURPOSE OF RADF?

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.

RADF 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.

WHAT ARE THE OBJECTIVES OF RADF?

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
- deliver the Queensland Government's objectives for the community

If you require further information on RADF, please contact Isaac Regional Council's Arts and Cultural Programs Officer on 1300 47 22 27.

Information on other Arts Queensland funding programs and initiatives is available online at www.arts.qld.gov.au

WHAT ARE COUNCIL'S LOCALLY IDENTIFIED PRIORITIES?

Isaac is a region that feeds, powers and builds communities. We are rich in resources and made richer by our people who shape our culture through their stories, values, resilience, creativity, generosity and way of life.

Creativity connects and energises our people, powers our communities by improving our health and sense of wellbeing, and provides opportunities for cultural tourism that feed creative industry development.

Council has identified four (4) priority areas for funding in 2021 – 2022 (Resolution 7199, 24 March 2020):

1. Community Resilience

Using arts and cultural initiatives as a tool for positive social impact.

RADF will support projects that aid community recovery and build local capacity and resilience following the impacts of COVID-19, natural disasters or other unforeseen events. Projects responding to some other identified community need will also be eligible for funding under this priority.

2. Local Content/Local Product

Valuing our local artists, performers, creators and arts administrators.

RADF will support initiatives that foster and sustain the development of locally produced content, product and events which provide community benefit and/or drive cultural tourism to the region.

3. Place-making

Facilitating creative activation of spaces and places.

RADF will support activities and projects that activate and/or transform spaces, places and landscapes in ways that highlight the region's unique identity and biodiversity and strengthen community connection to the environment.

4. Lifelong learning

Supporting opportunities for growth.

RADF will support activities and undertakings which provide individuals, groups and organisations with opportunities for learning, professional development and growth.

These guidelines will be updated annually following priority setting and execution of the agreement.

RADF GRANTS PROGRAM

The RADF grants program will be delivered via three rounds; prospective dates pending endorsement by Council:

Round One:

- closing Thursday 9 September 2021
- funding events/programs and activities happening after 1 December 2021 to 31 March 2022

Round Two:

- closing Thursday 11 November 2021
- funding events/programs and activities happening after 1 April 2022 to 31 July 2022

Round Three:

- closing Thursday 10 March 2022
- funding events/programs and activities happening after 1 August 2022 to 30 November 2022.

Specific projects may be initiated by Council staff to carry out Council's locally identified priorities.

ASSESSMENT CRITERIA

Each application is assessed by the members of the Isaac Arts and Cultural Advisory Committee against 4 criteria being Quality, Reach, Impact and Viability.

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's 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.

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.

WHO IS ELIGIBLE TO APPLY FOR RADF LOCAL GRANTS?

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

- Individual professional artists, emerging professional artists, arts workers, cultural workers or project coordinators who:
- Are resident in the Isaac Regional Council area ("the Council area"); or
- If based outside the Council area are able to demonstrate that the project will directly benefit arts and culture in the Council area;
- Are permanent residents or Australian citizens; and
- Have an Australian Business Number (ABN), or who will be auspiced by an incorporated organisation or an 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 that 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 that the project will directly benefit arts and culture in the Council area.

All applicants must be able to provide an ABN number and proof of insurance coverage for the funded activity in their applications. Applicants may use an auspicing arrangement to provide an ABN, insurance coverage and financial responsibility for Isaac RADF funding.

WHAT DOES RADF NOT SUPPORT?

RADF will fund up to 65% of the total expenses of any activity/project unless otherwise specified. Applicants must make a significant contribution of at least 35% which may be in-kind.

Advertising and promotional costs will be funded for not more than 10% of the total cost of advertising and promotion.

RADF supports locally driven content for local events. Presentation costs for exhibitions developed by Isaac artists and exhibited in the Isaac region are eligible for funding for not more than 20% of the total printing, framing and freight costs.

If the application involves an installation of public art (e.g. painting a mural or erecting an artwork in a local park), the applicant must include with the application evidence that they have consulted with the community and the ultimate asset owner and provide evidence confirming that both groups support this art installation. If this supporting material is not provided with the application at the time of its lodgment, the application will not be considered by the Isaac Arts and Cultural Advisory Committee.

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

- Applicants who failed to acquit previous RADF grants;
- Activities that commence before Council RADF funding approval is given;
- School arts activities EXCEPT where those activities form part of broader community cultural development processes, community recovery from adverse events (e.g. drought, cyclone, youth suicide) or are part of professional arts development;
- Funding will not be provided to organisations that have already been funded by Arts Queensland to deliver their core business services;
- Catering costs for workshops, openings, launches and parties;
- Materials for activities which create items that become the personal possessions of participants;
- Competitions (e.g. eisteddfods) – they are prolific and could monopolise funds;
- Accredited study, training or university courses – RADF does not fund the primary training of artists, only their professional development once they are practising;
- Publishing costs. Requests for grants to publish books should be directed to organisations that provide print-on-demand services;
- Operational expenses of arts and cultural organisations are not eligible for funding including wages for permanent staff, administration and office expenses but may be included as in kind contributions for specific activities;
- Applicants who seek funding to develop an exhibition or a collection;
- Entertainment for events UNLESS there is a substantive skill developmental activity for Isaac residents included (e.g. musicians performing at a community event run a series of developmental workshops for Isaac residents in the week prior to the event). For an eligible event, funding is available for up to 65% of the total cost of the event (excluding the cost of catering) to a maximum of \$1,500. An applicant may not make more than one RADF application per funding round for an event of this nature.
- Purchase of capital items (e.g. equipment, buildings or vehicles). RADF gives artists and organisations opportunities for employment, professional development and to practise their art. EXCEPTION: Capital items may be funded only:
 - when the Isaac Arts and Cultural Advisory Committee considers the items to be an integral part of an application; and
 - where the items remain available for community use. Long term storage arrangements of the items must be confirmed and advised with the RADF application.

WHAT ARE THE CATEGORIES OF FUNDING?

RADF supports four categories of funding:

1. Individual Development

This category is open to individuals to access financial support to participate in activities that build on their chosen arts practice.

Proposals may include:

- Attending professional development seminars or activities;
- Master classes;

- Mentorships with recognised arts and cultural peers;
- Artist in residence programs; and
- Placements with recognised arts and cultural organisations.

Considerations

Assessments will support intrastate and interstate activities but not overseas activities. Assistance is available for up to 65% of the total costs for registration, accommodation, travel and meals to a maximum of \$1,000 for activities in Queensland and \$2,000 for activities in other states.

2. Projects and Programs

This category is open to individuals, groups and organisations where outcomes of their activities have a broader reach within the community.

Proposals may include:

- Engaging professional artists or arts workers to run workshops or community projects that focus on developing skills of participants;
- Delivering arts and cultural projects where artists and communities work together;
- Delivering projects and activities that focus on locally distinct arts, culture and heritage such as:
 - Product development by professional artists, either as individuals or in partnership with individual community members or community groups;
 - Developing marketing strategies for a professional artistic product; and
 - Community stories documentation. This may be done via various mediums such as plays, film/video/audio, artwork, digital exhibitions, education programs, oral histories and publications.

3. Community Wellbeing

This category is open to individuals, groups and organisations proposing arts and cultural activities where artists and communities work together to create specific outcomes that build community resilience and wellbeing within marginalised or minority groups.

Projects may focus on the following areas:

- Health and wellness;
- Social justice; and
- Social inclusion and belonging.

Projects should target a specific participant or audience such as:

- Aboriginal and Torres Strait Islander peoples;
- people from culturally and linguistically diverse backgrounds;
- older people (over 55 years old); and
- young people

as creators, participants or audiences

Proposals may include:

- Engaging professional artists or arts workers to run workshops or community projects that focus on developing community resilience and wellbeing and target marginalised or minority groups;

- Delivering arts and cultural projects where artists and communities work together to create specific outcomes that build community resilience and wellbeing within marginalised or minority groups; and
- An evaluation plan detailing how the social outcomes from the project will be identified and assessed.

4. Local Priorities and Strategic Initiatives

This category is open to individuals, groups and organisations responding to identified community needs such as recovery post natural disaster, a spike in youth suicide, or any circumstances where arts practice may benefit a community's ability to process an identified issue or need.

Proposals must include:

- Evidence of the identified need and community support for the project;
- A project plan outlining the aims, nature and structure of the project as well as any collaborations/partnerships, timeframes and budgetary considerations, intended target audiences and an "access" strategy to ensure activities encourage participation by people who may be experiencing hardship;
- An evaluation plan detailing how the social outcomes from the project will be identified and assessed.

WHAT TO DO NEXT?

- Pick up the telephone and call Isaac's Arts and Cultural Programs Officer (1300 472 227) to discuss your idea or to make an appointment to meet and talk about it. The Arts and Cultural Programs Officer will give you feedback on your idea and may provide assistance with your RADF application.
- When planning your project, write your idea down and give detail on the:
 - What:
 - Who:
 - Why:
 - When: and,
 - How:
- Read the RADF Application form which may be obtained by downloading it online (www.isaac.qld.gov.au/radf). Hard copies may be obtained from Isaac Regional Council's libraries and offices;
- Complete a draft application form and email it to Isaac's Arts and Cultural Programs Officer requesting feedback;
- Address any areas needing more work making sure you give yourself enough time to lodge the application by the closing date for each funding round.

Applications must be received by 5.00pm on the closing date of the advertised funding round. The completed RADF application and attachments may be submitted by hard copy or electronic file either:

- In person at your local Isaac Regional Council Office
- or email to: records@isaac.qld.gov.au
- or post to: RADF

Isaac Regional Council PO Box 97,
MORANBAH QLD 4744

ISAAC RADF APPLICATION APPROVAL PROCESS

Unsigned applications will not be considered by the Isaac Arts and Cultural Advisory Committee.

Notification of the outcome of a RADF application is approximately seven weeks after the closing date of a Round. It is important to note that because the timeframe is indicative, unavoidable delays can occur. While every effort is made, Isaac Regional Council cannot guarantee the release of a RADF grant on a set date.

The Isaac Arts and Cultural Advisory Committee will assess all complete RADF applications and recommend selected applicants for funding, to the next Isaac Regional Council meeting. Their recommendations may vary the amount of RADF funding requested in individual applications.

After advice of Council approval of funding for selected applicants is received, Isaac's Arts and Cultural Programs Officer will forward a written Offer of Funding to successful applicants. Unsuccessful applicants will also be notified at this time.

Applicants who wish to accept their Offer of Funding are required to return a signed Acceptance of Funding and provide details for payment of their RADF funding. Isaac Regional Council's Accounts Department requires bank account information to allow an electronic transfer of funds.

Applicants who do not wish to accept an Offer of Funding should ring or email Isaac's Arts and Cultural Programs Officer as soon as possible.

REQUIRED 2021-2022 RADF ACKNOWLEDGMENT

All RADF 2021-2022 funded activities must acknowledge the Queensland Government and Isaac Regional Council in all promotional material and publications by including the 2021-2022 acknowledgment text and appropriate logos.

Acknowledgement Text for RADF 2021-2022:

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

- You may download the Queensland Government logo and style guide at www.arts.qld.gov.au/aq-funding/acknowledgement
- Isaac Regional Council's logo is available at from the Isaac Regional Council Brand, Media and Communications team. Email communication@isaac.qld.gov.au or phone 1300 472 227.

CHANGES TO ISAAC RADF FUNDED APPLICATIONS

Changes of dates, venues and other significant activity arrangements or cancellations must be notified immediately to Isaac's Arts and Cultural Programs Officer by phone and confirmed by email. This will allow Isaac Regional Council calendars and media information to be updated and the Isaac Arts and Cultural Advisory Committee to be informed as its consent is required to any changes.

ISAAC RADF REPORTING AND ACQUITTAL PROCESSES

All projects receiving RADF 2021-2022 funding are required to report on their contribution towards RADF 2021-2022 Key Performance Outcomes (KPOs):

DATA REQUIRED	DEFINITION
NUMBER OF ATTENDEES	People who attend activities and events as audience members e.g. to see an exhibition, watch a performance, listen to a talk
NUMBER OF PARTICIPANTS	People who actively participate in activities e.g. attend a class to make something, sing in a choir, participate in a training workshop.
NUMBER OF ARTISTS/ CULTURAL WORKERS EMPLOYED	People employed (on contract or permanent basis) as artists or arts and cultural workers over duration of project
NUMBER OF PEOPLE EMPLOYED IN OTHER PAID POSITIONS	People employed over the duration of project (on contract or permanent basis) who were engaged in a role other than an artistic/cultural one
NUMBER OF VOLUNTEERS	People engaged as volunteers to support delivery of your activities
TYPES OF SECTORS PARTNERED WITH (IF RELEVANT)	If partnerships (financial or non-financial) developed to deliver your activities, types of sectors partnered with - e.g. arts, health, education, business, tourism etc.

All RADF 2021-2022 funded activities must complete a Project Outcome Report. This will be provided with your Offer of Funding and can be found online at: www.isaac.qld.gov.au/radf

The Project Outcome Report includes information about the success of your project, budget and support material which must be submitted to Isaac Regional Council within 8 weeks of the completion of your project.

As part of your funded activity an evaluation process is required to respond to a Section of the Project Outcome Report. If you do not have a suitable form you may choose to use the Council Feedback form for participants. This can be found online at: www.isaac.qld.gov.au/radf

The completed and signed Project Outcome report must be returned to Isaac's Arts and Cultural Programs Officer with attachments. The attachments should include copies of participants' evaluation forms, a minimum of two photos of RADF funded activities with written photographic consent for Isaac Regional Council's and Arts Queensland's use and copies of all expenditure documents and records for the funded activity. Other information may be forwarded in support of your report.

Assistance with reporting may be obtained from Isaac's Arts and Cultural Programs Officer phone 1300 472 227 but it is important that you plan to capture all of the required reporting information as part of your project activities.

USEFUL WEBSITES

The following table lists some useful websites that may help in the development of your activity:

ORGANISATION AND WEBSITE	FOR
ARTS QUEENSLAND (AQ) WWW.ARTS.QLD.GOV.AU	All RADF information All other Arts Queensland grant information Other funding sources benefiting arts and culture
MEDIA, ENTERTAINMENT AND ARTS ALLIANCE WWW.ALLIANCE.ORG.AU/	Fees and awards schedule for everyone in the media, entertainment, sports and arts industries.
AUSTRALIAN COPYRIGHT COUNCIL WWW.COPYRIGHT.ORG.AU/INFORMATION	Information and guidance about creating copyright in Australia.
QUEENSLAND HERITAGE BRANCH HTTPS://WWW.EHP.QLD.GOV.AU/HERITAGE/	Information and guidance about state and local heritage places.
THE ARTS LAW CENTRE OF AUSTRALIA WWW.ARTSLAW.COM.AU/	Specialised legal and business advice and referral services, professional development resources and advocacy for artists and arts organisations.
DEPARTMENT OF ABORIGINAL AND TORRES STRAIT ISLANDER POLICY (DATSIP) WWW.ATSIP.QLD.GOV.AU/RESOURCES/CULTURES.CFM	Protocols are an essential component when dealing with individuals and communities. This site provides guides to assist communication across cultures.