

Regional Arts Development Fund



RADF Guidelines

2024/2025 Funding



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



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For further information on RADF please contact www.lockyervalley.qld.gov.au/RADF

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



Workshop attendees at an En Plein Air Workshop – Funded 2024

What is RADF?

The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through Arts Queensland and the Lockyer Valley Regional Council (Council) to support local arts and culture in regional Queensland.

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.

These guidelines should be read in conjunction with the *Arts and Culture Strategy 2023-2026*, which is available on Council's website at www.lockyervalley.qld.gov.au.

The RADF Objectives

RADF drives social change and strengthens communities through community grants programs and council-led initiatives that:

- Increase access to arts and cultural experiences in regional Queensland
- Grow employment and capacity building opportunities for artists across regional Queensland
- Deliver against local arts and cultural priorities and promote the value of arts, culture and heritage.

How RADF operates in the Lockyer Valley

Council's RADF Liaison Officer manages the local program in partnership with the RADF Committee which is made up of community members and two Councillors.

Terms of Reference for the RADF Committee are available on [Council's website](#).

Council offers:

- up to two grant funding rounds each financial year; and
- Quick Response grants.

Council may also allocate RADF funding for arts and culture strategic initiatives that are driven by local needs and priorities.

Applying for a RADF Grant

RADF applications must be made online through SmartyGrants. You can register at www.lockyervalley.smartygrants.com.au

Who can apply for RADF Funding?

- Individual emerging and established artists, producers and creative practitioners
- Businesses
- Registered not for profit organisations.
- Groups and collectives.

Applicants must:

- reside or be based in the Lockyer Valley region or, if based outside the local government area, be able to demonstrate how the project will directly benefit residents in the Lockyer Valley.
- be permanent residents or Australian citizens.
- hold appropriate insurance.
- have met all acquittal conditions of previous council grants.

Applicants may only submit one RADF grant application per round.

Who cannot apply for RADF Funding?

- Government agencies or Departments of State or Federal government
- Any organisations where the application is for the organisation's core business (e.g. school arts activities).
- Individuals where the application is for content directly related to educational coursework, study or research.

Eligible projects

To be eligible for RADF funding, a project must employ artists or art professionals.

RADF projects may include, but are not restricted to:

- Programs/Projects – that respond to a specific opportunity or need within the arts sector. Ongoing projects will be considered as a lower priority.
- Events – creative festivals or events that offer quality outcomes, provide opportunities for local artists, and bring residents together.
- Professional Development – projects that include opportunities for local artists to develop their skills, experiences, and networks. This may include mentorships, partnerships, workshops, and attendance at conferences or appropriate art events.

Projects not eligible for funding

RADF funding is not available for applications/projects that:

- Include entertainment for events without a specific developmental component.
- fund a competition, prize or eisteddfod.
- provide funding for framing, freight, publishing, and/or printing costs.
- are seeking 100 per cent of funding. Applicants are required to make a significant contribution to their projects, which may include in-kind contributions;
- Seek ongoing artist's or art organisation's normal operational expenses including food, beverages or catering, rent or lease costs, etc;
- Recurrent funding requests for the same projects;
- Capital expenditure including the purchase of equipment, uniforms, etc;
- Administrative costs

Funding is not available for projects that:

- Have already commenced prior to the funding round being endorsed by Council (this includes the purchase of items prior to the applicant being notified of their successful application)
- Involve the development of private land.

Co-funding contribution

RADF grants require a co-funding contribution of at least 35%. Sources could include:

- Applicant cash contributions
- Grants from other funding bodies
- Fundraising, sponsorship and partnership contributions
- Income from ticket sales
- In-kind support

Application Process

An online application process exists for RADF Funding. Visits Council's website for the online [application form](#).

The RADF Committee will meet within one fortnight of the close within the round to assess all applications received.

Recommendations are reported to the next Council meeting for endorsement.

The approval process can take up to six weeks before applicants are notified of the outcome.

Assistance with Applications

If you have specific questions about your application, project/idea, email the RADF liaison officer via galleries@lvrc.qld.gov.au

Late Applications

Any requests for late submissions should be made to the RADF Liaison Officer, prior to the round closing. If a RADF application is submitted late (with due cause) but prior to the holding of the RADF committee meeting, the committee will decide on whether the application can be considered within the round.

Funding Rounds

Funding rounds are advertised through local and social media. Funding rounds are usually open for six weeks.

If a funding round has opened, you can start filling in the form. You can save your progress and come back to the application as many times as needed.

You will need to prepare your project budget, including obtaining written quotes.

RADF may fund up to 65 per cent of the total expenses of an activity/project unless otherwise specified. Applicants are required to contribute at least 35 per cent of the total cost. The contribution can be made up of sponsorship, donations of cash, materials, expertise, grants from other funding bodies, or in-kind or volunteer labour.

Once the round has closed, eligible applications will be assessed by the RADF Committee against the Program Priorities and Key Performance Outcomes.

The Committee's recommendations are presented to Council for adoption. This process takes time – up to six weeks from the closing date of the RADF Round. Projects cannot commence until the agreements have been signed.

Quick Response Grants

Quick Response Grants applications can be made anytime from October through to June via SmartyGrants;

<https://lockyervalley.smartygrants.com.au>.

Funding is available for up to 65% of the total project costs, to a maximum of \$500.

Applications for Quick Response Grants will be assessed and decided by a panel of at least two RADF Committee members and Council's Chief Executive Officer or their delegate. Applicants will be notified within 21 days whether they have been successful.

The RADF Committee determines a budget allocation for Quick Response Grants each year, and applications will be accepted until the budget has been expended.

Assessment Criteria

- Applications must demonstrate how the project will directly benefit the creative sector of the Lockyer Valley Local Government Area. Applications will be assessed with consideration of the Lockyer Valley Arts and Culture Strategy.
- Empower and facilitate the creative sector to grow and develop their capacity and capability to be an integral part of our community.
- Connect and encourage our community and visitors to participate in programs and projects that increase opportunities for development of arts and cultural initiatives.
- Understand the importance of acknowledging, involving and engaging First Nations people and Culture.

Applications will also be assessed with the following considerations:

HIGH 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.
- Evidence of alignments to local and state priorities.

STRONG IMPACT

- Creates new employment opportunities and skills development for artists and art workers
- Builds new audiences and markets and reputation for Queensland art and cultures
- Demonstrates community and stakeholder involvement.
- Responds to community needs and helps deliver government priorities including *Creative Together*.

SUSTAINABLE VALUE

- Demonstrates value for money, sound governance and ethical business practices including paying amounts not less than industry award rates, recommended or

agreed minimum rates, and adhering to cultural protocols.

- Proposed activity has a strong delivery plan, including understanding potential risks and their management.

Notification of Successful Applicants

If your application is successful, you will receive email notification and a Letter of Offer specifying the details of the funding and any conditions that may apply.

Before funding can be allocated, you must digitally sign a Letter of Acceptance. Please keep a copy of the signed document.

Projects must not start until you have signed the Letter of Acceptance.

Notification of Unsuccessful Applicants

If your application is not successful, you will receive email notification including feedback.

Conditions of RADF Funding

- Grants may be withdrawn if an activity is unduly delayed – you will need to reapply.
- You must acknowledge the support you received through the RADF program in all publicity about your activity and as part of any outcomes presented to the community.
- Projects must not start until you have signed the Letter of Acceptance.
- A Project Outcome Report must be completed electronically within four weeks of the project completion.
- Participants are expected to contribute towards workshop costs (i.e., people attending workshops are expected to pay a workshop/materials fee). This must be included as an income when budgeting.



Changing an Approved Project

You must request approval from the RADF Liaison Officer and/or RADF Committee for any changes to an approved project prior to those changes occurring. Any change request must be in writing and must include:

- The nature of the change;
- The reason for the change;
- How it may affect the project and/or budget; and
- A new project end date (if relevant).

If the changes are reasonable, they can be easily negotiated. However, if it is found that your request cannot be approved, you may be requested to:

- Return the funds; and
- Resubmit your application in a future round.

Any agreement to alterations must be made in writing and endorsed by the RADF Liaison Officer.

Please note if you change your approved project without approval, Council can ask for the funds to be returned.

Acknowledgement Process

RADF funded projects and activities must acknowledge the Queensland Government and Council in all promotional material, publications, and products by inclusion of logos and the following text –

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

Please contact the RADF Liaison Officer for a RADF logo banner and use guidelines.

In addition, the RADF Liaison Officer has small and large format pullup banners available for use at RADF funded events or activities.

Project Feedback

Regardless of the amount of funding you have received, please consider how you will collect public feedback (e.g., written responses and photographs) regarding the quality of your project. This will not only assist with your

acquittal process but also provide evidence to support future applications. The RADF Liaison Officer is available assist you planning this process if required.

The Reporting and Acquittal Process

A Project Outcome Report must be completed for all RADF funded projects and activities.

The Project Outcome Report must:

- Be completed online on the SmartyGrants platform within four weeks of the completion of your project; and
- Include information about the success of the project or activity, including a budget and other supporting material (photographs, testimonials, receipts, etc.).

Please note:

- Any unspent grant funding needs to be returned to Council.
- If you need an extension of time in which to complete your Project Outcome Report, please contact the RADF Liaison Officer as soon as possible.
- If Council fails to receive a completed Project Outcome Report after a series of reminders have been sent, Council may seek to have the RADF funds returned.
- Any applicant with an outstanding Project Outcome Report will be ineligible for future funding.
- Applicants should familiarise themselves with the Project Outcome Report template prior to commencing the project to identify the information required for completion of the report.
- Some acquittals may be subject to an audit by Council. All grant recipients are required to keep accurate financial records which must be made available to Council should the applicant be selected for an audit.

Hashtags for Social Media Use

#RADFLockyerValley
#LockyerValleyArts
#LVRC