

Regional Arts Development Fund



RADF Guidelines

2022/2023 Funding Round 1



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

What is RADF?

The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government 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.

RADF is a flexible grant fund that enables local councils to tailor RADF programs to suit the needs of their communities.

Within the Lockyer Valley, 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 the region.

Council's RADF program promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions.

The RADF Objectives

The objectives of RADF 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



Workshop attendees performing at fRETfEST @ FORRIE
– RADF Funded 2019

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 for professional development activities.

Council may also use RADF funding to undertake strategic initiatives in arts and culture.

Assessment Criteria

Applications for RADF funding will be assessed on quality, reach, impact and viability in the local context.

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.

IMPACT

- Demonstrates cultural, artistic, social or economic returns on investment.
- Supports local and regional artisans, suppliers and vendors.

VIABILITY

- Evidence of effective planning for strong governance and management.
- Evidence of partnership capacity with partners, including business and government.

Local RADF Program Priorities

Council is committed to supporting the development and diversity of cultural activities

across the region and has identified key objectives for arts and culture in the region:

- **Valuing our diverse arts and culture**

Encouraging community members to express themselves culturally and to celebrate the diverse cultures that feature across the region.

- **Encouraging creative opportunities**

Providing opportunities for involvement in the arts by people of all ages, bringing people of different backgrounds together to explore the possibility of intercultural outcomes.

- **Creating vibrant public place and spaces.**

Supporting cultural facilities, outdoor cultural festival and events, and public artworks.

Applying for a RADF Grant

Organisation, groups and individuals can apply for funding under the RADF Program. RADF applications must be made online through SmartyGrants. You can register at www.lockyervalley.smartygrants.com.au

Individuals must be:

- professional artists, emerging artists, art or cultural workers, or project coordinators;
- based in the Lockyer Valley region, or able to demonstrate the project will directly benefit arts and culture in the region; and
- be permanent residents or Australian citizens.

Any organisation or group must:

- be an incorporated not-for-profit organisation or a company limited by guarantee that has been endorsed by the Australian Taxation Office as a charity, tax exempt fund or deductible gift recipient; and
- have \$20 million public liability insurance.

To be considered for RADF funding, applicants must:

- have successfully acquitted any previous RADF grants;
- complete the entire application form, including attaching essential supporting material; and
- show how the project will have direct benefits to arts and culture in the region

Council can apply for RADF funding for initiatives that are driven by local needs or priorities and provide for arts or cultural development locally.

Things to consider before applying for RADF Funding

- What is the project about?
- Who will be involved?
- What partnerships will be formed?
- When and where will the project take place?
- What will be the outcome of the project?
- What are the project costs?
- How much grant funding is required?
- Can I fund at least 35 per cent of the project costs?
- Does the project fit in with Council's identified priorities?

Funding Rounds

Funding rounds are advertised through local and social media. Funding rounds are usually open for application for four 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 (generally valued at \$43 per hour (Volunteering Queensland)).

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 - so please be patient.

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. (Funding may be capped if over-subscribed.)

Items that may be funded by RADF include:

- Artist fees (at award rates)
- Venue hire
- Project co-ordinator fees
- Some travel expenses
- Some marketing and recording expenses
- Some material expenses

Ineligible projects

The following are not eligible for RADF funding:

- Amateur arts activities, unless employing a professional to build capacity;
- Projects seeking 100 per cent of funding. Applicants are required to make a significant contribution to their projects, which may include in-kind contributions;
- Projects that have already commenced prior to the funding round (including the purchase of items prior to the applicant being notified of their successful application);
- Funding for an 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;

- Competitions or eisteddfods, accredited study, training or university courses;
- Framing, freight or publishing costs;
- School arts activities (core business of educational or other organisations);
- Entertainment, unless there is a development component.

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.

Quick Response Grants for Professional Development

Applications for Quick Response Grants for professional development can be made anytime from October through to June via SmartyGrants; <https://lockyervalley.smartygrants.com.au>. The Committee determines a budget allocation for Quick Response Grants for each year, and applications will be accepted until the budget has been expended.

Applications for Quick Response Grants should include information about the professional development activity and anticipated expenses, including accommodation.

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 14 days whether they have been successful.

Assistance with Applications

The RADF Liaison Officer is available to talk through your project/idea and can provide feedback and clarification.

The RADF Liaison Officer can also connect you with a person who can assist with your grant application.

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. You can contact the RADF Liaison Officer for further feedback on your application.

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.



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).

Generally, 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.

The Queensland Government crest is available from: <http://www.arts.qld.gov.au/aq-funding/acknowledgement>

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