



Cassowary Coast  
REGIONAL COUNCIL

**REGIONAL ARTS  
DEVELOPMENT FUND  
GUIDELINES**

August 2024



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



## **REGIONAL ARTS DEVELOPMENT FUND (RADF) GUIDELINES 2024-2026**

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
- Invest in local arts and cultural priorities as determined by local communities
- Is a flexible fund, enabling local councils to tailor RADF programs to suite the needs of their communities

### **OBJECTIVES**

RADF supports arts and cultural activities that:

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

### **RADF IN CASSOWARY COAST REGIONAL COUNCIL**

Cassowary Coast Regional Council is committed to the ongoing support of art and cultural development within the region to strengthen and celebrate our diverse communities

RADF will fund individuals and groups for new and established creative projects that clearly demonstrate a community need and benefit.

These guidelines should be read in conjunction with the Cassowary Coast Regional Council Arts and Culture Policy. <https://www.cassowarycoast.qld.gov.au/downloads/file/1380/arts-and-culture-pdf>

At least one of the strategic priorities below must be addressed in the project description of all RADF applications. Applications will be assessed by their ability to meet one or more of the following strategic priorities:

1. Support local artists, arts and cultural activity to deliver value for local communities
2. Provide opportunities for local communities to participate in arts and cultural activities
3. Invest in locally determined priorities delivered through arts and cultural activities
4. Contribute to current government targets and priorities

Applications should also align with Arts Queensland [Creative Together \(arts.qld.gov.au\)](https://arts.qld.gov.au). The priorities are:

- A resilient and connected community.
- A place distinguished by its environment.
- A growing and sustainable creative region.
- Skills development program.

## WHO CAN APPLY FOR A RADF GRANT

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

### Individuals

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, can 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.

### Group/Unincorporated body

Collectives or cooperatives are community groups or groups of artists that are not incorporated but must be auspiced by an incorporated organisation (including local government) or an individual with an ABN. One person must be nominated as the accountable representative of the collective for management, reporting and financial matters.

### Organisation

Eligible organisations include arts and cultural not-for-profit organisations and Australian companies that are either based in Queensland or able to demonstrate how their project will directly benefit Queensland arts and culture.

Organisations must be registered under law as either incorporated associations or a company limited by guarantee.





All applicants must:

- Have successfully acquitted previous RADF grants.
- Complete the application in its entirety through Council's Smarty Grants Platform (paper based applications are no longer accepted).
- Include essential support material including artist information for each professional or emerging artist receiving financial benefit.
- Submit the application by the round due date and time.
- Have an ABN (or be auspiced by individual/ organisation with an ABN).
- Be based in the Cassowary Coast Local Government Area, or if based outside the region, applicants must demonstrate how the project will directly benefit arts and culture in the Cassowary Coast region.
- Discuss the application with Council's RDO (RADF Liaison Officer) before being submitted.

**AUSPICE:** 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 financial report on completion of the project. It is not responsible for the artistic direction or quality of the project.

## **WHAT DOES RADF NOT SUPPORT**

- 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 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.
- 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, 20% of the total framing and freight costs would be considered a small proportion.
- Prize money for competitions and eisteddfods or supporting of such
- Catering costs, hospitality, food and beverages, alcohol, openings, launches and parties are not eligible for RADF grants, even if they are part of an exhibition or community project. These can be included in your RADF project, however alternative funding must cover these costs.
- 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, 20% 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 or operational expenses such as wages, rent, insurance, telephone, clothing, uniforms, relocation costs etc.
- Retrospective funding, that is, projects or initiatives that have already started or are completed
- Accredited study, training or university courses — Arts Queensland does not fund the primary training of artists, only their professional development once they are practicing.
- Organisations offering professional development for staff
- Start Up: RADF funds can not be used to fund start up costs for new arts and or cultural organisations
- 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.

The RADF program provides funding up to 65% of project costs. Applicants are required to make a significant contribution which may be in-kind.

## **DO I HAVE TO COMPLETE A BUDGET?**

You must include a comprehensive budget using the template provided on Smarty Grants. This template is a standard template used by other arts funding bodies.

- Ensure your budget estimates are as accurate as possible
- Account for all your activities – expenses and income, monetary and voluntary and include all items listed in the income column as in kind
- Ensure you list all forms of income, including any in kind and all other grants you have applied for.
- Indicate the amount of RADF grant that will go towards any expenditure in the column titled RADF grant breakdown
- In the space provided include the total amount you are seeking from RADF as income
- Ensure the income and expenditure columns balance
- Ensure quotes over \$500.00 are to be submitted from local suppliers where local suppliers exist (as per Council's procurement policy) otherwise quotes will be accepted from non- local suppliers

Note: eligible applicants may apply up to \$5000 for their RADF project.

## CO-FUNDING CONTRIBUTION

RADF grants require in kind support of at least 10% towards the project expenses that will be made by the applicant. In kind contributions are non-monetary forms of support example volunteer labour (valued at \$46.62 per hour as per ABS) donated goods, services provided at no cost, administrative support.

## APPLICATION AND DECISION PROCESS

1. Applicants contact the RADF Liaison Officer – applicants must contact and or meet with Council's RLO prior to the application being submitted
2. Applications are submitted via Smarty Grants – Applications can be commenced and saved as they are progressed and can be returned to it at a later time. Late applications will not be accepted.
3. Applications reviewed – the RADF Advisory Committee will meet to assess each application. Please note the assessment process can take up to 21 days to complete.
4. RADF Advisory Committee provides a recommendation to Council – the RADF round funding recommendations, as assessed by the RADF Committee, are submitted to Council at the next available Local Government Meeting.
5. Council considers the endorsement – Council determines the final approval of RADF grant recommendations from the RADF Committee and endorses the RADF outcome. Note that Council reserves the right to request further information from the applicant.
6. Council approves the allocation of RADF funding to approved projects.
7. Successful applicants will be required to enter into a Funding Agreement along with Terms and Conditions and return to Council for progression to payment.
8. Unsuccessful applicants will be notified in writing, and reasons why unsuccessful

## QUICK RESPONSE GRANTS

Projects requesting funding up to \$1,000 can apply for a Quick Response grant, which are open all year round or until funding has been allocated.

This funding is for projects that are emergent and that fall outside of the two set funding rounds per year.

Quick Response grants are approved by the RADF Committee (minimum of 4 members to approve) and a general notification within 14 days of applying.



## ASSESSMENT CRITERIA

Applications will be assessed on:

- Eligibility of the project
- How well the RADF criteria are addressed
- How well the project aligns with Council projects
- Criteria aligned with Arts Queensland (Creative Together)
- How well the project aligns with RADF objectives and priorities
- How the project will benefit the community

The RADF Advisory Committee will make decisions based on the following criteria as per Arts Queensland RADF Key Performance Outcomes:

<b>Impact</b>	<ul style="list-style-type: none"><li>- The applicant's ability to support local and regional artists and suppliers</li><li>- Demonstrates cultural, social, artistic or economic benefit to the broader community</li></ul>
<b>Quality</b>	<ul style="list-style-type: none"><li>- Contributes to high quality arts initiatives based on local priorities</li><li>- Capacity to support and deliver arts services</li></ul>
<b>Reach</b>	<ul style="list-style-type: none"><li>- Evidence of demand for local and need for proposed activity</li><li>- Evidence of delivering project to a diverse target audience or community</li></ul>
<b>Viability</b>	<ul style="list-style-type: none"><li>- Evidence of good planning and project management capacity</li><li>- Evidence of value for money for the delivery of the project</li><li>- Evidence of consideration for required permits and licences</li></ul>

## SUPPORTING DOCUMENTATION

Applicants are required to provide relevant support material including artist details, quality of previous work, demand or interest for your project. Additional support material may be requested by the RADF Committee and Council. Items include:

- Artist details: Curriculum Vitae (Resume) from all professional arts and cultural workers employed in the activity. Include name, qualifications, previous experience with projects of a similar nature)
- Examples of previous work: include an example of artist's previous work, with images/links to websites where relevant
- Letters of support: Letter from artist(s) availability and willingness to undertake the work
- Written quotes: quotes supporting the budget over \$500
- Evidence of project planning: concepts/project plans
- Eligibility Checklist: required for each artist or arts worker involved in the project



## **PROCESS FOR SUCCESSFUL APPLICANTS**

- Letter of Offer sent to applicant specifying what the funding is being allocated for and any terms and conditions that may apply.
- Letter of Offer returned to Council signed before the funding can be allocated to applicant
- Grant funds dispersed to the successful applicant/s
- Event details shared with Council for promotion (where applicable).
- Any changes to the project must be submitted for approval to the RADF Liaison Officer
- Project completed and an Outcome Report submitted to Council eight (8) weeks after the completion of the event and any unspent funds to be returned.

## **LOGO AND ACKNOWLEDGEMENT**

RADF funded activities must acknowledge the Queensland Government and Cassowary Coast Regional Council in all promotional material and publications as per the Logo and Acknowledgement Statement within your Letter of Offer.

## **CHANGE OF PROJECT**

If for any reason the project is not able to proceed as approved, grant recipients must contact the RADF Liaison Officer immediately. This includes changes to delivery dates/location or performers. Cancelled projects are required to return funds to the grant pool.

## **CASE STUDY**

Arts Queensland and Council select case studies each year to highlight successful grant recipients.

## **CONFLICT RESOLUTION**

Occasionally, conflict can arise between applicants and committee members or Council staff. If this happens applicants should, in the first instance, advise the RADF Liaison officer about any disagreement or conflict with the application. Alternatively, please contact Arts Queensland.

## **FURTHER INFORMATION**

For more information about the RADF program and process, please contact the RADF Liaison Officer at Council on email: [community@ccrc.qld.gov.au](mailto:community@ccrc.qld.gov.au).

Writing a successful grant can be hard work and take time. Please refer to Arts Qld Art Acumen grant writing support page for further assistance <https://www.arts.qld.gov.au/arts-acumen/grant-writing-support>

<i>How many applications can I submit to RADF?</i>	One project application is eligible per funding round
<i>What if I am still completing my previously funded RADF project?</i>	You are unable to make an application to the RADF program if previous project is not completed
<i>What if I applied previously, but was not successful?</i>	If your previous RADF application was unsuccessful you may re apply in the next round.
<i>What does <u>based</u> in the council area mean?</i>	Based in the Cassowary Coast Regional Council geographical service area
<i>My organisation is not based in the council area. How do I demonstrate the benefit to the Cassowary Coast Community?</i>	If you are not based in the Cassowary Coast area, you will be required to provide additional information in your application on how your proposed project will benefit and provide art and cultural outcomes for the region eg evidence of community need (letters of support, surveys)
<i>Do I need to complete the Eligibility Checklist?</i>	Each professional or emerging professional artist receiving a financial benefit from a RADF Grant must complete the Eligibility Checklist which forms part of the RADF Application Form
<i>What is the timeframe for completion of the project?</i>	Applicants must deliver their project within 12 months of grant approval date
<i>Do I need an ABN?</i>	You must have an active Australian Business Number (ABN) to apply for RADF funding. If you don't have an <a href="#">ABN</a> you may apply using auspice arrangements
<i>What does the eligibility requirement to have completed and acquitted any previous RADF funded projects mean?</i>	You must have completed all previous RADF projects (if any) and submit your outcome report, or you will not be eligible to apply
<i>If I'm the auspice body for an applicant without an <u>ABN</u> can I submit my own project in the same round?</i>	Yes, providing only one application is your own
<i>Can I apply for other funding for my project/event if I have RADF funding?</i>	Projects may have multiple funding streams, RADF does not support or fund 100% of any project. Other funding can be used to support your project. Other income must be outlined in the budget
<i>Is there a cap on the total amount of RADF funding requested?</i>	RADF applicants may apply up to \$5,000 Consideration will be given to the total funding pool available. RADF does not fund 100% of the project, and will only fund 65% Note funding for each round is limited and if funds are expended, the RADF Committee may reduce funding amounts or encourage applicants to re-apply in the future funding rounds.
<i>Is there a minimum percentage of income I need to show in my budget, outside the RADF funding request?</i>	RADF does not support 100% of the income you need to deliver the project. You must show income from other sources (cash/in kind) in your budget.
<i>What does In Kind Support mean?</i>	Real project costs provided free of charge or at a discounted rate, such as volunteer labour, services, administration costs. These contributions should be given a dollar value and should be included in the proposed budget

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<i>How do I estimate how many people will engage in my project?</i>	In your application, you will need to provide an estimate of how many people will attend your activities as audience members and participants.
<i>What support material is required?</i>	Refer to RADF Application
<i>If my application is successful, how often do I report to council?</i>	You will need to provide an Outcome report within eight (8) weeks of the completion of your project
<i>Who will assess my application?</i>	Assessment is conducted by Cassowary Coast Regional Council's RADF Advisory Committee who make recommendations to Council
<i>How do I submit my application?</i>	Smarty Grants is the online application portal used to receive RADF applications. Applicants register by creating a username and password to access the application form and documents.
<i>What if I have technical issue with Smarty Grants?</i>	Refer to Smarty Grants Help Guide <a href="https://applicanthehelp.smartygrants.com.au/help-guide-for-applicants/">https://applicanthehelp.smartygrants.com.au/help-guide-for-applicants/</a> and Applicant FAQ <a href="https://applicanthehelp.smartygrants.com.au/applicant-faq%27s/">https://applicanthehelp.smartygrants.com.au/applicant-faq%27s/</a> The RADF Liaison Officer may be able to provide some limited advice only.

## **TERMINOLOGY**

<i>Activity</i>	Refer to project
<i>Artist</i>	Individual that creates artworks as a profession or hobby
<i>Arts practitioner</i>	A practicing professional in the industry who is recognised by their peers eg cultural worker, project co-ordinator
<i>Audience</i>	A group of spectators at a public event/listeners or viewers collectively;
<i>Auspice</i>	<u>Auspic</u> ing is where someone other than the applicant takes responsibility for all the legal and financial obligations, including how the grant is spent and ensuring the funded activity is completed and acquitted on time
<i>Community benefit</i>	Tangible and intangible benefits that can include positive cultural social and economic and environmental outcomes
<i>Demand</i>	Can take the form of history of attendance/participation, confirmed interest from project partners, letters of support
<i>Emerging Artist</i>	An artist who is at the beginning of their career, who is developing a body of work and building recognition
<i>Established Artist</i>	An artist who is at a mature stage of their career, who has specialised training in their artform
<i>In Kind</i>	Real project costs provided free of charge or at a discounted rate, such as volunteer labour, administrative support

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<i>In Kind</i>	Real project costs provided free of charge or at a discounted rate, such as volunteer labour, administrative support
<i>Participants</i>	People who actively engage in your activities eg attend a classes or training workshop
<i>Outcome report</i>	Is required for a record for the acquittal of the RADF activity or project that needs to be submitted at the end of your project.
<i>Professional development</i>	An activity that increases an applicant's skills, provides networking opportunities, introduces the applicants work to a new market or enhances an applicant's ability to earn a living through their <u>art work</u>





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