



Regional Arts Development Fund (RADF) Grant Program

2021/2022

GLOSSARY OF TERMS

This glossary contains a number of terms and phrases that applicants should be familiar with when planning and writing their application and completing their acquittal.

An **aboriginal person** is someone who:

- Is of Aboriginal descent
- Identifies as an Aboriginal person
- Is accepted as an aboriginal person by the community in which he or she lives or have lived.

The **acquittal report** is due within 28 days from the completion date of your project. The acquittal report explains the outcomes of the project and how the funds were spent. It demonstrates that the funding has been used for the purpose for which it was provided, including a financial report and receipts to validate your expenditure.

Art forms:

- Performing arts: including music (of all forms including opera, orchestral music and musical theatre), theatre, dance (of all forms from ballet to jazz to culturally specific styles), circus and physical theatre, performance art, puppetry, comedy etc.
- Literary arts: including creative writing, such as novels, short stories, poetry, screenwriting, playwriting etc.
- Visual arts: including ceramic arts, design, drawing, glass craft, jewellery making, metal craft, painting, photography, print-making, sculpture, textile arts such as clothing and wearables, video and filmmaking, cartoons, art installations, carvings, furniture, other crafts, heritage artefacts, design etc.

An **artist** is a creative person who has specialist training in their field (not necessarily in academic institutions), committed to devoting significant time to their artistic activity or practice and who creates art or cultural value as identified with their profession.

An **arts worker** is a person who works in the arts sector to support or manage artists or arts programs.

Artist Run Initiatives (ARIs) are unincorporated collectives of professional practising visual artists, craft practitioners and designers and incorporated not-for-profit arts organisations that identify as an ARI. ARIs are characterised by the following qualities: they are managed and operated by artists, they operate on a not-for-profit basis, they have a continuing program of creative activities.

Number of **attendees** is the number of people who attend activities as audience members - e.g. to see an exhibition, watch a performance, listen to a talk, etc.

An **auspice body** is an incorporated entity or an individual with an ABN that manages a grant on behalf of an individual or an unincorporated group or entity. An auspice body is responsible for providing a financial report on the completion of a project. It is not responsible for the artistic direction or quality of the project.

Australian South Sea Islander people are descendants of South Sea Islanders brought to Australia for labor purposes from the 1860's to just after the turn of the twentieth century.

Children are people aged 0-11 years

A **community** is any group of people who identify through a common element which may be: geographically specific, shared cultural heritage, age group or a community of interest e.g. the community of acapella singers, or a community defined by age, gender, ability, diversity or language group.

Community arts - Uses all art forms to explore and express issues of community identity, place, a sense of belonging as well as asserting community needs and differences.

Community benefit describes tangible and intangible benefits and opportunities to members of the public accessing or participating in the funded project and can include cultural, social, economic and environmental outcomes.

Community engagement is the process of getting communities involved in matters that affect their lives, for example encouraging more people to enjoy and take part in arts and cultural activities.

Concept development refers to the process of shaping and refining an idea for a new product into a complete description. No specific art form product is required.

Core business refers to the activities of an entity that incur fixed costs or discretionary costs which cannot be attributed to a specific project. Fixed costs are costs that would be incurred by the entity, even if the entity's projects did not eventuate.

Craft worker is a craft practitioner who creates objects using ceramics, textiles, metals or other materials.

Cultural worker is a person who manages or facilitates the development of cultural activity.

Creative developments – when developing your funding application or reporting your outcomes creative developments refers to the number of discrete creative processes to be developed or which have been developed (e.g. concept development for public art work, script writing) which may include presentation of work in progress but does not involve public presentation or performance of completed work.

Creative producer is the term applied to someone who enables the making of a creative product including management of finances, marketing, associated legal and royalty issues. A creative producer may or may not have a technical role in the development of a creative product e.g. a music producer may not necessarily produce the music.

Demand is the level of community expectation, desire or need for a particular product, service or experience. Evidence of demand can take the form of history of attendance / participation, confirmed interest from project or program partners, letters of support and financial investment at a local level.

Demonstration is a non-participatory activity where an artswoker demonstrates a particular art/craft technique to a passive audience. (See also *Workshop*)

Development opportunities are cultural activities that have a development intention, for emerging or established artists of any age and skill level.

Eligible means that the applicant or project satisfies the conditions for funding.

Emerging artist is an artist at an early stage in their career with no more than five (5) years of professional experience. Emerging artists will have a demonstrated and recent track record of some professional work in their art form area, and will have created a modest body of artistic work.

Established artist is an artist who is at a mature stage of their career, who has specialised training in the art form, who has created an extensive body of independent work, and who has garnered national or international recognition from their peers as having reached an advanced level of achievement.

Equipment (non-consumables) refers to items purchased to be used during the project but can continue to be used after the completion of the project.

Excellence in the context of the Townsville City Council RADF Grants Program means powerful artistic outcomes that have an inspirational and transformative impact.

Evidence of demand – ‘Evidence’ is the proof that what is claimed or stated is true or valid. For example, evidence of community demand for a particular arts or cultural program or product may include survey results, letters of support, number of Facebook likes, or attendance figures for a previous or similar event in the community. See 'Demand'.

Exhibitions - when developing your funding application or reporting on your outcomes, exhibitions refers to number of exhibitions that are to be developed and/or have been developed and presented, regardless of how many individual works are included within the exhibition.

GST stands for Goods and Services Tax. If an applicant or auspicing organisation is GST registered, 10% GST will be added to the grant as an itemised GST gross-up. If an applicant or auspicing organisation is not GST registered, the 10% GST will be added to the grant, but not itemised as GST. For advice on GST, please contact a tax advisor or the Australian Taxation Office on 13 24 78 or via its website at www.ato.gov.au .

In-kind contribution or in-kind support is the dollar value of non-cash contributions to a project e.g. office space, staff time or voluntary labour that would otherwise have needed to be paid for. It includes volunteer labour, administrative support, rent-free accommodation or donations of materials or equipment. These contributions should be given a dollar value and must be included in the proposed budget. In-kind contributions should be valued at normal purchase rates (or fair market value) and, if requested, you should be able to provide justification for the values you place on these items.

Innovation is the creating of something new or different.

Investment is the provision of value toward something for its growth, development, sustainability and/or maintenance.

Materials (consumables) refers to items purchased to be used during the project and are used up by the completion of the project.

New works is a performance or artwork that has not had a public presentation.

Not-for-profit organisation is an organisation whose constitution states that any profits or

surpluses must be used to further the objectives of the organisation, rather than benefit an individual or group of individuals.

Number of attendees - is the number of people who attend activities as audience members e.g. to see an exhibition, watch a performance, listen to a talk, etc.

Number of participants – is the number of 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 – the total number of people employed as artists or arts and cultural workers over the duration of a project.

Number of people employed in other paid positions – the total number of people employed over the duration of a project, who are engaged in a role other than an artistic or cultural one.

Number of volunteers - Total number of people engaged as volunteers to support the delivery of a project.

Volunteer work is:

- Unpaid (reimbursement of out-of-pocket expenses is not considered payment).
- Provided in the form of time, service or skills (donations of money or goods is not included)
- Formally agreed.

Older people are people who are over 55 years of age.

Outcome vs. Output – an outcome is the end result or consequence of an output. An output is 'what we did' while an outcome is 'the difference it made'. For an arts and culture program, an output might be a festival, while outcomes might include an increase in cultural employment, high community satisfaction with the festival program, and/or increased use of a public space.

Number of **participants** is the number of people who actively participate in activities - e.g. attend a class to make something, sing in a choir, participate in a training workshop.

A **partnership** is an agreement between a professional artist, arts worker, creative producer or cultural organisation and public non-government or private sector organisations or another entity. The agreement must provide arts and cultural professionals with access to resources and opportunities that would otherwise be unavailable to them.

Peers are individuals who have engaged with your work and could comment on its artistic/cultural merit.

People from culturally and Linguistically Diverse Backgrounds are people from diverse communities with diverse language, ethnic background, nationality, dress, traditions, food, societal structures, art and religion characteristics.

Productions – when developing your funding application or reporting your outcomes, productions refers to the number of live productions/ seasons, recordings or broadcasts to be presented or have been presented within a single continuous timeframe, regardless of the number of individual performances and locations or number of shorter works contained within.

Performances - when developing your funding application or reporting your outcomes, performances is the number of live performances to be presented or have been presented,

produced or co-produced.

Performance indicators are measurable outcomes intended to evaluate a project or funded activity.

Professional artist or arts and cultural worker is a person who has specialist training in his/her field (not necessarily in academic institutions); is recognised by his/her peers (professional practitioners working in the artform area); is committed to devoting significant time to the artistic activity; and has a history of public presentation.

Professional development is an activity that increases an applicant's skills, provides networking opportunities, introduces the applicant's work into new markets and/or enhances the applicant's ability to earn a living through their arts or cultural work.

Public art is a concept or work created by an artist/s in any medium, permanent, temporary or ephemeral, which enables stimulation of one or more of the senses and is situated in a place of public access. For the Townsville City Council, public art may take the form of:

- Permanent public art is artworks which will be or have been placed on the council's public art register. The life expectancy of permanent public art work is five years. However, permanent public artworks may exceed this.
- Temporary public art is artwork that is not designed to last. A temporary or short-lived public artwork may remain anywhere from a few hours up to approximately 24 months.
- Site specific is where an artwork has been designed for a set location and draws on elements which influence the site (be they constructed or natural) to create the final effect.

Public value is the measure of value of a project's contribution to the Queensland community. For a RADF program, public value would be determined as artistic, social, cultural and/or economic returns on public investment. RADF applicants must be able to demonstrate the proposed program's public value, as defined above, within the assessment criteria.

Publications – when developing your funding application or reporting your outcomes, publications is the number of books, journals, arts magazines, literary publications, one-off publications such as major catalogues or curatorial essays, industry/sector development newsletters, CDs and scores that are to be published or have been published in print or digital media.

The **RADF Committee** is a group of peers and industry experts who assess applications for funding with advice from art form peers and other industry experts as required. RADF Committee members are selected for their experience and knowledge.

Return on investment is an outcome relating to an artistic, social, cultural or economic purpose. For example an artistic outcome might be innovation in an arts festival's ongoing programming; a cultural outcome might be increased local awareness of community history; a social outcome might be increased community engagement with a local cultural facility; and an economic outcome might be a diversified income base for the next local festival.

A **stakeholder** is a person, group, or business unit that has a share or an interest in a particular activity or set of activities.

Sustainability is the continuation of the project outcomes beyond the period of funding. The purpose of assessing project sustainability is to ensure that projects funded will not need further funding to enable the outcomes to be completed or sustained.

A **target group** is the group of people for whom the work or project is specifically created.

A **Torres Strait Islander** person is some who:

- Is of Torres Strait Islander descent
- Identifies as a Torres Strait Islander person
- Is accepted as a Torres Strait person by the community in which he or she lives or have lived.

Unique is work that demonstrates rare, defining and attractive qualities in terms of artistic and cultural offering to a community.

A **workshop** refers to a structured activity at which attendees gain practical experience in an artform and learn new arts skills. (See also *Demonstration*)

Youth/young people are people aged between 12-25 years

FURTHER INFORMATION AND ASSISTANCE

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 www.townsville.qld.gov.au
