

# Regional Arts Development Fund (RADF) Grant Program

**2019/2020**

## GUIDELINES

### COMMUNITY GRANTS PROGRAM

#### REGIONAL ARTS DEVELOPMENT FUND (RADF)

The Regional Arts Development Fund (RADF) encourages eligible individuals and organisations to engage the community in great projects. The RADF Committee, which assesses all eligible applications, is a diverse group of local creatives who are seeking to support imaginative, innovative and creative projects.

#### PURPOSE

- » 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 communities, across Queensland.
- » RADF is a flexible fund, enabling local councils to tailor RADF programs to suit the needs of their communities.

#### OBJECTIVES

RADF has three key objectives:

- » Provide public value for Queensland communities.
- » Build local cultural capacity, cultural innovation and community pride.
- » Deliver Queensland Government's objectives for the community.

#### FUNDING AVAILABLE

- » Applications for over \$1,000 and up to \$10,000 per application are invited.
- » You can only receive one (1) grant from RADF per financial year.

Note: The amount of the total funding pool is determined by the Funding Agreement between Arts Queensland and the Townsville City Council.

#### APPLICATION INFORMATION

Funding Rounds	In 2019/20 financial year, there will be two (2) RADF Grant rounds.  Round 1 Applications will open on Thursday 10 <sup>th</sup> October 2019 at 5.00pm and close at 11.59pm (AEST) on Sunday 10 <sup>th</sup> November 2019.
Project commencement date	All successful grant applicants are required to sign a Funding Agreement prior to funding being released. Successful projects are to commence after Friday 20 <sup>th</sup> December 2019.

Project completion date	Your project must be completed, and funds expended within 12 months of funds being granted, unless written approval has been given for an extension for your project.
Acquitting your project	Acquittals for successful projects are due 28 days after the project completion date.

NB: the word 'project' refers to the project, activity, proposal or event that will be delivered if your application is successful.

## PROJECT CATEGORIES

Townsville City Council's RADF grant funding has specific categories that projects should fall into. These categories were determined as priorities following the engagement at the RADF workshop held in February 2016. Details of how your project fits within the relevant category/s should be addressed in your application. You can select more than one category:

### a. Building Community Cultural Capacity

Support for professional career and capacity development activities for local artists and arts workers.

Examples of grant proposals include:

- Community groups engaging a professional artist or arts worker to work with them on developing their arts practice, to run arts development workshops or community projects.
- The costs for individual artists and arts workers to attend professional development seminars and activities; master classes, mentorships with recognised arts and cultural peers.

### b. Concept development

RADF grants will support individuals and groups who wish to engage in professional research and the development of ideas and project proposals to the implementation stage. No specific art form product is required; however, the project should demonstrate how it will contribute to the future arts and cultural development of the city.

Potential funding sources for the implementation of the project should be identified prior to making an application.

### c. Collaborative projects or multiple art forms

RADF grants will support individuals or groups that incorporate collaboration with other artists or cross art forms, to build inclusive communities, encourage partnerships and sharing of resources within the region.

Collaboration includes leveraging sponsorship, cross marketing of events, pooling resources and the development of a peer mentoring system to assist artists in project development, grant writing and skill development.

### d. Community involvement

Support for projects that reach the community through participation and audience experience. Proposed projects should support the community's access to and participation in a range of artistic, cultural and entertainment activities. As well as encourage active and healthy lifestyles through accessible public facilities and community initiatives.

## ELIGIBILITY CRITERIA

To be eligible to apply, applicants can be:

- » an individual professional artist, emerging professional artist, arts worker, cultural worker or project coordinator who holds an Australian Business Number (ABN) or will be auspiced by a not-for-profit, properly constituted incorporated body or individual with an ABN, or;

- » a not-for-profit\*, properly constituted incorporated body or be auspiced by such a body which is able to accept legal and financial responsibility for the project.

To be eligible to apply, applicants must;

- » be based in the Townsville City Council Local Government area, or if based outside the council area, then be able to demonstrate how the project will directly benefit arts and culture in the council area;
- » be free of debt to Townsville City Council and have no outstanding acquittals from previous Townsville City Council grant applications;
- » hold, or have an auspicing organisation with, public liability insurance to the value of ten million dollars per claim; or occurrence giving rise to a claim; and
- » be able to demonstrate how the project will meet a local demand or need within the Townsville community.

*\*Australian Taxation Office definition: An organisation is non-profit/not-for-profit if it is not carried on for the profit or gain of its individual members. This applies for direct and indirect gains, both while the organisation is being carried on and on its winding up. We accept an organisation as non-profit/not-for-profit if its constitution or governing documents prohibit distribution of profits or gains to individual members and its actions are consistent with the prohibition.*

NB. If council is unable to establish an organisation's not-for-profit status, additional evidence may be requested following the submission of an application.

#### **WHO CANNOT APPLY**

- » Government agencies or departments of state or federal government.
- » Educational, religious or medical organisations, where the application is for the organisations core business.

#### **EXAMPLES OF ELIGIBLE COMPONENTS**

Some examples of eligible components in a RADF application are:

- » Purchase of consumable items involved in the delivery of the project.
- » Hire of equipment or venues required to deliver the project.
- » Fees for the engagement of mentors, artists and contractors involved in the development of the project.
- » Concept development.
- » Advertising and marketing of the workshop or event.
- » Payments for engaging a professional artist or arts worker to run skill building workshops.
- » Costs associated with engaging professional artists or arts workers to work on community projects or workshops within the Townsville community. Includes:
  - travel;
  - accommodation;
  - registration fees;
  - professional fees associated with engaging a workshop facilitator;
  - consideration will be given for project wages to employ a person for the duration of the project. A documented case outlining the rationale for the need to employ a person for the project, their responsibilities and duties and calculation of wages and related costs must be attached to the funding application.

Examples of RADF projects that have received funding can be found at:

<https://www.townsville.qld.gov.au/community-support/grants-and-funding/cultural-grants>

#### **WHAT WILL NOT BE FUNDED**

The following projects costs are excluded from the program:

- » Purchase of capital equipment – the purchase of office equipment (such as computers or photocopiers), portable shade structures/gazebos, machinery, vehicles, trailers, air conditioners, white goods, tables, chairs, PA systems or capital equipment of any kind.

- » Capital works – including the cost of repairs, extensions or renovations to buildings.
- » Retrospective costs – including reimbursement of costs already incurred and funding for projects which have already taken place or began prior to the application being approved by council.
- » Salaries and on-going related costs that are part of an organisation's normal operations.
- » Costs associated with the hiring of council owned or coordinated venues and public spaces such as waste fees, staffing fees and costs, council staff overtime, venue supervisor wages and hire of council equipment free of charge.
- » Prize money, prizes or trophies.
- » Grant proposals that may lead to dependence on council grant funds.
- » Projects which support or oppose political or religious organisations, includes projects that are considered to primarily deliver a religious or political message.
- » Projects that do not promote social cohesion or inclusiveness.
- » Projects that duplicate existing services or programs.
- » Projects deemed to be for primarily commercial purposes.
- » Payment of debt or loans.
- » Projects which are considered to be a requirement under an existing funding or service agreement with another organisation.
- » General operating expenses – funding will not cover expenses such as electricity, lease rent payments, telephone, uniforms etc. that are part of an organisations ongoing expenses.

### **ART IN PUBLIC SPACES**

Applications for work which could be considered as art in public spaces (i.e. street art, ephemeral art, urban installations etc.) must be accompanied by a letter of support for the specific project from the Creative Director, Galleries, Townsville City Council. Applications which do not have a current letter of support will not be considered.

### **WAIVER OF VENUE AND PARK HIRE FEES**

Council has the ability to provide assistance via the waiving of venue and park hire fees for council owned and coordinated venues and public spaces. You should apply for the waiver of these fees in your application.

Applicants who wish to apply for a waiver of venue and park hire fees will need to contact council's Customer Contact Centre on 13 4810 and obtain a written quotation to attach to their grant application.

Council is unable to provide assistance with waiving of associated costs such as:

- » Waste fees;
- » Staffing fees and costs;
- » Council staff overtime;
- » Venue supervisor wages; and
- » Hire of council equipment free of charge.

### **THE RADF BUDGET**

All applicants are required to include a comprehensive budget using the budget template which can be downloaded at the beginning of the online RADF application form. You must ensure that:

- » All amounts entered into your budget must be GST exclusive.
- » Supply written quotations. These quotations must be no older than 60 days from the date of submission of your grant application.

The RADF Committee reserves the right to request additional information on your project.

Information and advice on pay scales and conditions prescribed by legally binding industrial awards and agreements may be found on the websites of organisations such as:

- Media, Entertainment and Arts Alliance - <https://www.meaa.org/>

- Australian Writers' Guild - <https://awg.com.au/>
- The Australian Production Design Guild (APDG) - <http://www.apdg.org.au/>
- The Australian Society of Authors - <https://www.asauthors.org/>
- The National Association for the Visual Arts - <https://visualarts.net.au/>

If you are not using an industrial award or agreement for the payment of fees to arts and cultural workers, the RADF Committee will consider a fee for service proposal but details of the proposal must be attached to your RADF Grants application.

For general advice and guidance on developing a budget, refer to the Arts Acumen Budget Preparation Toolkit on the Arts Queensland website at: <https://www.arts.qld.gov.au/arts-acumen/resources/funding-application-writing>

#### **NOTE:**

RADF may fund the full cost of a project. However, in some instances successful applicants may not receive the full amount of requested funding, but rather a percentage of the total sought. If your project cannot proceed without full funding requested, the reasons why your project requires full funding should be explained in your application.

#### **PROJECT PLAN**

All applicants are required to submit a project plan as part of their RADF grant application. The project plan should be as comprehensive as possible and in line with the size and nature of your project. The project plan is reviewed by the RADF Committee to assess issues such as your overall project plan, the project time frames and if the project can be realistically completed within 12 months of RADF funds being granted, if the resources available to your project are realistic, if your overall budget and the funding requested from RADF grants funds are supported by your project plan and linkages to other information provided in your application. A lack of detail in your project plan may affect the success of your application.

#### **SUPPORT MATERIALS**

If applicable to your application, the following support materials the following support materials should be supplied to support your application:

- » An eligibility check list for Professional and Emerging Professional Artists for each artist and artworker involved in your project/activity.
- » A brief CV for all key personnel that the RADF grant will pay for (no longer than one A4 page per person) and written confirmation of their participation (for Organisations just the artistic / creative director). The purpose of this is to enable the assessors to determine the quality and suitability of personnel involved. CV's more than one A4 page may not be fully read by the assessors.
- » Letters of support which includes the contact details of the author.

#### **ASSESSMENT CRITERIA**

All applications are assessed by the RADF Committee against Arts Queensland criteria and the Townsville City Council categories for RADF funding:

##### **Arts Queensland criteria**

These criteria are to be addressed in your RADF grant application.

##### **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 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.

For further information go to: <https://www.arts.qld.gov.au/regional-arts-development-fund>

### **SUBMITTING YOUR APPLICATION**

All applications are to be submitted online using the application form available on our website. If you do not have access to the internet, please contact Community Grants on 13 4810

### **ASSESSMENT PROCESS**

All applications will be assessed in accordance with council's Community Grants Policy. After Council has received your application:

- » Council officers review all applications for eligibility against the RADF Program Grant Guidelines. Ineligible applicants will be notified that their application is ineligible.
- » Applications are initially assessed by the RADF Committee, comprised of local artists and arts workers.
- » The RADF Committee makes grant funding recommendations to the Community and Cultural Development Committee for review.
- » Final recommendations and decision making occurs at an Ordinary Council Meeting.
- » All applicants will receive an email with the result of their application. .

The RADF grants program is a competitive application process. Townsville City Council receives more funding applications than it can support. The RADF Committee uses the RADF Grant Program Guidelines and the information contained in your grant application to assess all eligible applications. Therefore, successful applications are those that best respond to the assessment criteria. Townsville City Council reserves the right to reject any application that does not meet the eligibility and assessment criteria and to request further information in considering applications.

### **ACQUITTAL OF FUNDING**

- » Grant recipients must complete an on-line acquittal form within 28 days of the completion of the project.
- » You will be required to provide receipts or other evidence of payment to support the expenditure of grant funding in your acquittal.
- » Information supplied in your acquittal is reported to Arts Queensland in accordance with our Funding Agreement with Arts Queensland.

### **CONDITIONS OF FUNDING**

- » Applications must be submitted using the Regional Arts Development Fund (RADF) grant online application form.

- » Funds must be used for the purpose which they are granted and any variations in the use of funds must be approved in writing by council. Any variations to the approved use of funds as outlined in your Funding Agreement must receive prior written approval from council.
- » Funds must be expended within 12 months of being granted, unless written approval has been given for an extension.
- » All successful grant applicants are required to sign a Funding Agreement prior to funding being provided. Successful projects are to commence after 8 March 2019 and the signing of a Funding Agreement.
- » Organisations that receive funds from council are required to acknowledge the contribution by Arts Queensland and Townsville City Council in any publications or publicity material associated with funded activities. Refer to links <http://www.arts.qld.gov.au/aq-funding/acknowledgement> and <https://www.townsville.qld.gov.au/community-support/grants-and-funding/guides-and-forms>
- » Grant recipients who fail to comply with the funding guidelines or Funding Agreement will be required to reimburse council in full for the grant received. Time frames and conditions for reimbursement of funds will be determined by council in negotiation with the grant recipient.
- » All projects are encouraged to demonstrate originality and social/environmental sustainability.
- » Late applications will not be considered.
- » For proposals involving Aboriginal people and/or Torres Strait Islanders, evidence you have followed required protocols to obtain support and confirmation of involvement from the relevant communities and organisations.

## ADDITIONAL RESOURCES

The following resources are designed to assist you to develop your RADF Grant Program application.

### 1. GLOSSARY OF TERMS

This glossary contains a number of terms and phrases applicants may need to be familiar with when planning and writing their application.

To read and/or print a copy of this glossary go to: <https://www.townsville.qld.gov.au/community-support/grants-and-funding/cultural-grants>

### 2. USEFUL WEBSITES

- Arts Queensland - <https://www.arts.qld.gov.au/arts-acumen>
- Creative Victoria - Making Art with Communities Work: [http://creative.vic.gov.au/data/assets/pdf\\_file/0005/57065/Community\\_Partnerships\\_Workguide\\_lor\\_es\\_2014edit.pdf](http://creative.vic.gov.au/data/assets/pdf_file/0005/57065/Community_Partnerships_Workguide_lor_es_2014edit.pdf)
- Arts Law Centre of Australia – <https://www.artslaw.com.au/>
- Australian Copyright Council - [http://www.copyright.org.au/acc\\_prod/ACC/Home/ACC/Home.aspx?hkey=24823bbe-5416-41b0-b9b1-0f5f6672fc31](http://www.copyright.org.au/acc_prod/ACC/Home/ACC/Home.aspx?hkey=24823bbe-5416-41b0-b9b1-0f5f6672fc31)
- Australia Council for the Arts - <http://www.australiacouncil.gov.au/>
- Protocols for Working with Indigenous Artists - <http://www.australiacouncil.gov.au/about/protocols-for-working-with-indigenous-artists/>

## FURTHER INFORMATION AND ASSISTANCE

☎ 13 4810

✉ [communitygrants@townsville.qld.gov.au](mailto:communitygrants@townsville.qld.gov.au)

🌐 [www.townsville.qld.gov.au](http://www.townsville.qld.gov.au)