



Regional Arts Development Fund (RADF) Grant Guidelines 2024/2025



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1. WHAT IS THE REGIONAL ARTS DEVELOPMENT FUND (RADF)?

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

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

Objectives

RADF objectives are to support arts and cultural activities 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.

2. RADF GRANT CATEGORIES AND DELIVERY TIMEFRAMES

Categories:	Round	Open date:	Closing date:	Outcome advised by:
• Creative Projects	ROUND 1	5 August 2024	15 September 2024	30 October 2024*
	ROUND 2	27 January 2025	9 March 2025	30 April 2025*
• Creative Capacity and Professional Development	ROLLING ROUND	5 August 2024	30 June 2025 or when all funds are expended	Up to six weeks from application date**

* Notification of application outcome may change depending on Council meeting dates.

** Applications will be assessed in the first week of every month therefore timeframe of notification of outcome will vary depending on application date.

- Projects must be completed within 12 months of the outcome notification date of the round.
- Outcome reports are due 4 weeks from the date of project completion.

3. WHO CAN APPLY?

- An incorporated not-for-profit community organisation
- Applicants with an auspice arrangement with an organisation as above
- Businesses or enterprises that provide creative or cultural services
- Individuals over 18 years of age (applicants under 18 years of age must nominate an auspice organisation to administer the grant on their behalf).

In addition, applicants must:

- Hold \$20M public liability insurance and other forms of insurance relevant to the project (E.g., Volunteers Insurance, Workers Compensation Insurance.)
- Have no outstanding debt with Council or have entered into scheduled payment arrangements with council which are being adhered to
- Have acquitted any previous Council Grants within the approved acquittal timeframe.

Applicants may submit one application per round.

4. WHAT PROJECTS ARE ELIGIBLE FOR RADF FUNDING?

Projects must:

- Be based in, or provide direct benefit to, the Gympie region
- Employ at least one professional artist or cultural worker, whether emerging or established (Creative Professional Development projects with a personal development outcome may instead be delivered by a professional artist or cultural worker)
- Have a creative and developmental outcome
- Not have commenced or occurred before the notification date of the funding round.

5. WHAT EXPENSES ARE ELIGIBLE FOR FUNDING?

For Creative Projects eligible expenses for funding include:

- Artist/arts worker fees
- Project Coordinator fees
- Facilitator/Speaker fees
- Marketing costs
- Venue hire fees
- Materials.

For Creative Capacity and Professional Development eligible expenses include:

- Course registration/Tuition fees
- Travel (within Australia only)
- Accommodation
- Facilitator, artist/arts worker fees
- Materials.

Travel and accommodation expenses may be considered for Creative Projects on a case-by-case basis.

Quotes are required for all expenditure items over \$1,000 and must be submitted with the application.

5.1 INELIGIBLE EXPENSES

RADF funding may not be used for the following:

- In-kind services from Council
- Ongoing operational/administrative costs (e.g., ongoing salaries, subscriptions, rents, rates, insurance etc.)
- Operational consumables not directly required to carry out the project (e.g. fuel, toilet paper, cleaning products etc.)
- Debts or the costs of litigation
- Event insurance
- Prizes, awards or trophies
- Merchandise
- Purchase of alcohol
- Equipment for personal use including PPE (e.g. earphones/plugs)
- Purchase of property or assets

- International travel
- Amateur arts activities (however professional services to these activities that deliver a creative and developmental outcome may be eligible)
- Publishing costs (e.g. mass production of multiple items such as books or albums).

Equipment and tools purchases must be integral to the project and represent the best value for money option (e.g. options for hiring or borrowing the equipment should also be explored).

Please note, when preparing your budget, it is important to be clear on the difference between income and expense. Income can be defined as any incoming money or resources (cash, grants, in-kind support etc.). Expenses are outgoings - what you spend your income on.

6. GRANT CATEGORIES

6.1. CREATIVE PROJECTS (Round 1 and 2)	
Amount & co-contributions	<p>Maximum grant amount: \$8,000</p> <p>RADF contribution: Maximum 80% of program cost</p> <p>Applicant contribution: Minimum 20% of program cost</p>
Purpose	<p>To support projects that improve arts and cultural outcomes in the Gympie region:</p> <ul style="list-style-type: none"> • through the development/presentation of new arts or cultural projects; and/or • through increasing opportunities for participation in or appreciation of arts and culture within the Gympie region.
Priorities	<p>I. Must address at least one of the Strategic Outcomes in Council's Arts and Cultural Strategy (2023-2028):</p> <ol style="list-style-type: none"> 1. First Nations arts and culture is recognised, celebrated, and embraced 2. Our local creative and cultural sector is valued and thriving 3. Our community is actively engaged as participants, advocates, and co-creators 4. Our places and spaces are buzzing with creative activation 5. Our regional identities and diverse natural, built and cultural heritage are acknowledged, protected, and shared. <p>II. Must address all criteria provided by Arts Queensland:</p>

	<ul style="list-style-type: none"> • High Quality • Strong Impact • Sustainable Value
Category Specific Eligibility	Must employ at least one professional artist or cultural worker, whether emerging or established.

6.2. CREATIVE CAPACITY AND PROFESSIONAL DEVELOPMENT (Rolling Round)

Amount & co-contributions	Maximum grant amount: \$2,500 No applicant co-contribution required.
Purpose	To support arts organisations, artists, and arts workers to build on established creative and professional practice and/or share their skills and knowledge with the local arts and cultural community.
Priorities (Address at least one)	<ol style="list-style-type: none"> 1. Enhance the applicant's creative/cultural practice through participation in a professional development opportunity relevant to their discipline or learning pathway 2. Enhance the applicant's creative profile and professional progress, supporting their creative career 3. Facilitate or provide capacity building and professional development for the creative and cultural sector 4. Engage and mentor young people to encourage their participation and development in the arts and cultural sector
Category Specific Eligible Expenses	Funding can be used to attend or present professional development /workshops; attend conferences, events, or exhibitions where a professional development benefit can be demonstrated; or other capacity building or professional development activities.

7. ASSESSMENT CRITERIA FOR ALL CATEGORIES

Criteria	Weighting
<p>1. Project Benefit</p> <p>Strength of the application meeting the grant category purpose and one or more of the category priorities.</p> <p>Evidenced by:</p> <ul style="list-style-type: none"> Reasoning behind the project, and the issue or need that will be addressed by the project Detail on the intended outcomes of the project, and how these benefit the region. 	70%
<p>2. Project management and organisation capability</p> <p>Evidenced by:</p> <ul style="list-style-type: none"> Sound budgeting (e.g. the budget is itemised, complete, balanced and reasonable) Sound project/event planning (e.g. marketing plan; risk management; asset management; waste management; contingency; sustainability planning for recurrent projects) Successful acquittal of prior grants if applicable Sound cultural, environmental, and sustainability practices. 	30%
<p>Higher Priority may be given to projects that</p>	<ul style="list-style-type: none"> Have extended reach Propose the use of local trades, services and businesses Have higher proportion of funding contribution from the applicant Demonstrate collaboration and partnerships Demonstrate sustainability of outcomes (where possible)
<p>Other Considerations</p>	<ul style="list-style-type: none"> Distribution of grant funding across the region or artform Council planning and development issues Organisation's need for financial support from Council for the project

7.2 ARTS QUEENSLAND ASSESSMENT CRITERIA

Creative Project applications must specifically address the Arts Queensland Criteria below.

The Creative Capacity and Professional Development category has been developed to meet specific Arts Queensland Criteria.

For more information on Arts Queensland Criteria please refer to the table below or the [Arts Queensland website](#).

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 delivery against local arts and cultural priorities and alignment to <i>Creative Together</i> .
Strong Impact	Creates new employment opportunities and skills development for artists and arts workers in Queensland.
	Builds new audiences and markets and reputation for Queensland arts and cultures.
	Demonstrates community and stakeholder involvement in priority setting, decision-making and evaluation.
	Responds to community needs and helps deliver government priorities including <i>Creative Together</i>
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.

8. FURTHER CONSIDERATIONS FOR APPLICANTS

8.1 NUMBER OF APPLICATIONS

- **Competitive Rounds:** One application per competitive round (i.e. it is permissible to apply in Round 1 and 2). Auspice organisations are permitted to submit one application for their own organisation and one application on behalf of an un-incorporated group; AND

- **Rolling Round:** One application in the rolling round. Auspice organisations are permitted to submit one application for their own organisation and two applications on behalf of unincorporated groups.
- **Please note:** The same project/event cannot be funded through both a competitive grant round and rolling grant round. Further, a project cannot be funded through RADF if the same project has already secured funding through other Council Community Grant funding or Council Sponsorship/Partnership arrangement.

8.2 AUSPICE ARRANGEMENTS

Applications to the RADF grants program can be submitted under an auspice arrangement. An auspice is an organisation that manages grant funding on your behalf. For example, a small community group with limited resources may use a larger incorporated community organisation as their auspice.

Auspice organisations are responsible for:

- Counter-signing the Funding Agreement provided by Gympie Regional Council to the grant recipient
- Administration of the grant on behalf of the grant recipient
- Ensuring, to the best of their ability, that the grant is used for the purpose for which it was provided
- Providing the grant recipient with an itemised financial statement at the end of the project that clearly shows how the grant was spent.

The auspice organisation may provide insurance coverage to the applicant. Auspice organisations are required to hold a minimum of \$20M Public Liability Insurance and demonstrate sound workplace health and safety practices.

Please note: A Letter of Confirmation from the auspice organisation is a requirement in the application. It is recommended that applicants and auspice organisations also negotiate an Auspice Agreement specifying the commitments and responsibilities of both parties.

8.3 FUNDING AMOUNTS AND CO-CONTRIBUTIONS

Refer to the grant categories for applicant co-contribution requirements and funding amounts. Where required, the funding sources for the applicant contribution may include other grants, ticket revenue, sponsorship, in-kind support, or a cash contribution from the applicant. Grant funding will take the form of a financial payment only.

8.4 GST (GOODS AND SERVICES TAX)

Applicants are required to submit their budget inclusive of GST, and GST is included in the approved grant-funding amount. If successful, applicants registered for GST must submit a tax invoice that specifies the GST component of the grant-funding amount.

8.5 ARTIST AND ARTS WORKER FEES

Artists and Arts workers must be appropriately paid. Artist and arts worker fees must be calculated at [NAVA rates for Visual Artists](#). For musicians, performers and production staff rates please refer to [Live Performance Award](#).

8.6 OTHER REQUIREMENTS

- Applicants must ensure that projects comply with all local, state and federal government legislative and policy requirements including working with children requirements, risk management, licences, and applicable permits/approvals.
- As far as possible, all relevant permits or approvals must be uploaded with the application.
- Applicants may be required to attach further documents as specified under the grant categories.
- Lobbying of elected members of Council or Local Government Employees in relation to the grant application is prohibited and will disqualify the application.
- Applications must be submitted online via Council's online grant portal.
- No late, incomplete or out of round applications will be accepted.

9. APPLICATION, ASSESSMENT AND DELIVERY PROCESS

9.1 HOW TO APPLY

1. Check your eligibility
2. Read the following documents to familiarise yourself with the criteria. Understanding how your project meets these criteria will help you to tailor a successful application.

- Gympie Regional Council [Arts and Cultural Strategy \(2023-2028\)](#)
 - [Creative Together 2020-2030](#)
3. Speak to your RADF Liaison officer about your project, specifically about eligibility, categories, or definitions
 4. Prepare your budget and project plan
 5. Assemble your supporting documentation
 6. Once applications open, click the **APPLY HERE** button on Councils' [Regional Arts Development Fund](#) page to go to the Smarty Grants application form.

9.2 SUPPORTING DOCUMENTATION

The following supporting documentation is compulsory for all applications:

- Letters of Support or other documentation showing community need and support for your project
- A project plan or program showing all stages of your project
- Your project budget
- Written quotes for expenses over \$1,000
- Current Public Liability Certificate of Currency (for the dates of the project)
- CVs of arts professionals involved in the project
- Letters of availability/confirmation from arts professionals working with the project.

Other supporting documents to strengthen an application can include, though is not limited to:

- Letters of confirmation from venues if a venue is required for your project
- Letters of offer or confirmation for professional development placements or if your project is part of a larger event (e.g. festivals, symposia, conferences etc.)
- Programs or itineraries
- Letter of confirmation from auspice organisations if required
- Other documents as required.

Please note that Letters of Support should not be written by you or a member of your organisation.

9.3 HOW ARE APPLICATIONS ASSESSED?

All applications are checked against eligibility criteria to ensure the applicant, project, expenditure items and timeframes are eligible for funding and all compulsory supporting documents are supplied. Eligible RADF applications are then assessed against the assessment criteria by a panel that includes stakeholders with expertise in arts and culture/the specific artform or category. The

RADF assessment panel is chaired by Council's Coordinator Arts, Community and Culture or their delegate. In situations where there are insufficient sector or community representatives available for assessment, council staff with expertise in arts and culture will assist in the assessment of applications. For further information on RADF assessment, please refer to the Regional Arts Development Fund Assessment Panel Terms of Reference 2024-28.

For grant categories with a maximum value over \$2,500 (i.e. Creative Projects), the RADF assessment panel will provide grant recommendations to Council for approval by resolution. For grant categories with a maximum value of \$2,500 or less (i.e. Creative Capacity and Professional Development), the RADF assessment panel will provide grant recommendations to Council's Delegated Officer for approval.

9.4 NOTIFICATION OF OUTCOME

- Applicants are advised by email of grant outcome
- All decisions/council resolutions relating to the administration of grants are final
- Applicants who believe there has been an administrative error in the assessment of their application can contact council to investigate their claim
- Unsuccessful applicants are invited to seek feedback about their application by contacting Council's RADF Liaison Officer.

9.5 FUNDING AGREEMENT AND PAYMENT

- Successful applicants are required to attend an induction session, in person or online, following notification of approval.
- Successful applicants must also complete the online Funding Agreement through Smarty Grants before the grant payment can be made. The Funding Agreement contains important information about your obligations and responsibilities.
- Part funding by Council may be offered. The applicant may be required to submit a revised budget or variation to Council to demonstrate the project can be delivered with partial grant funding.
- Conditional funding may be offered. The applicant may be required to submit further information or clarification before finalising the agreement.
- If the applicant is being auspiced payment will be made to the auspicing organisation.
- If not already onboarded, the applicant will also be required to be onboarded via EFTsure to receive payments from Council. Instructions will be included with the Funding Agreement.
- The grant must be claimed within 30 days of notification.

9.6 ACKNOWLEDGEMENT OF FUNDING

All grant recipients are required to publicly and formally acknowledge RADF support. The format and obligations for acknowledgment are outlined in the Funding Agreement and include specific wording and branding.

Acknowledgements must be approved by Gympie Regional Council before publication.

Please contact your RADF Support Officer for assistance if required.

9.7 VARIATIONS

The development or delivery of projects may be impacted by a variety of factors both within and outside of the grant recipient's control. In this case, applicants or grant recipients must contact Council as soon as practicable to discuss any changes or to seek a variation or extension.

Requests for variations must be made in advance. Any variations or requests for an extension must be approved by council in writing. Please contact the RADF liaison officer if you need to seek a variation or an extension to the project.

9.8 ACQUITTAL OF FUNDING

Acquittal is the process by which a recipient demonstrates in writing to the funding body that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the activity or project. Applicants are required to acquit the budget as submitted in the grant application or subsequent variations. All grant recipients must complete the online Acquittal Form through Smarty Grants within four weeks of completion of the project.

In the acquittal the grant recipient must include evidence of:

- Expenditure e.g. copies of invoices/receipts for all expenditure items
- Quantifiable data e.g. numbers of attendees/participants
- Project delivery e.g. at least three photos of your project
- Acknowledgements of funding e.g. details of funding acknowledgement accompanied by files or links showing your marketing material with correct acknowledgements
- Any completed surveys or feedback e.g. participant or attendee surveys
- Details of any variations or changes to your project
- Details of the project outcomes and how you met Arts Queensland and Gympie Regional Council Criteria.

Ensure good records are kept, and data collected, throughout the project.

10. MORE INFORMATION

For more information, please refer to the following:

- [Arts Queensland](#) Regional Arts Development Fund
- Arts Queensland [Creative Together 2020-2030](#)
- Gympie Regional Council [Arts and Cultural Strategy \(2023-2028\)](#)
- Gympie Regional Council [Regional Arts Development Fund – Gympie Regional Council](#)

Administration of Council's grants is in accordance with [Council's Community Grants Policy](#).

For assistance, please contact Council's RADF Liaison Officer by phone on 5481 0774 or by email at radf@gympie.qld.gov.au

11. PRIVACY STATEMENT AND RIGHT TO INFORMATION

- Council's Privacy Statement regarding the information you provide can be found at <https://www.gympie.qld.gov.au/council/about-council/privacy-statement>.
- Submitted documents may be subject to disclosure and applicants may access information under the *Right to Information Act 2009*, subject to the exemptions under that Act. For more information, see www.gympie.qld.gov.au/access-information



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

