

WESTERN DOWNS REGIONAL ARTS DEVELOPMENT FUND (RADF) GUIDELINES



Hollie | *Embrace* 1990 | Acrylic on Paper | 1185mm x 1690mm

Review as at February 2024

The Regional Arts Development Fund (RADF) is a Queensland Government and Local Government partnership to support local arts and culture.



Table of Contents

SECTION A - ABOUT RADF	3
What is RADF?	3
Arts Queensland RADF Core Objectives	3
Western Downs RADF Objectives	3
Who can apply for a Western Downs RADF grant?.....	3
What does Western Downs RADF not support/provide limited support for?	3
SECTION B - WESTERN DOWNS RADF PROGRAM AREAS	4
1. Projects and events	5
2. Professional development and capacity building	6
3. Collections and Local History	7
SECTION C: WESTERN DOWNS RADF PROTOCOLS	8
Grant rounds and frequency	8
Cancellation of a Project	8
How are Western Downs RADF Grants Assessed?	8
What should I do before I complete an application form?.....	9
What support material is required?	9
Do I have to complete a budget?	9
What happens if I am successful?	10
What happens if I am unsuccessful?.....	10
Can I alter my application after funding has been allocated?	10
I have completed my funded activity. Is there anything else I should do?.....	10
Standard Costs	10
Useful websites.....	11



SECTION A - ABOUT RADF

What is RADF?

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.

Arts Queensland RADF Core Objectives

RADF objectives are to support arts and cultural activities that:

- provide public value for Queensland communities.
- build local cultural capacity, cultural innovation and community pride.
- deliver Queensland Government's objectives for the community.

RADF programs help deliver *Creative Together's* 'Grow' action plan key priorities:

- Embrace Brisbane 2032 across Queensland
- Elevate First Nations arts
- Activate Queensland's places and spaces
- Drive social change and strengthen communities
- Share our stories and celebrate our storytellers.

Western Downs RADF Objectives

1. **GROW** - Capacity building to grow our cultural ecology and economy
2. **CONNECT** - Connect and sustain communities through arts and creativity
3. **COMMUNICATE** - Communicate and celebrate our diverse stories and identities
4. **ACTIVATE** - Activate and experience our places, spaces and heritage

Who can apply for a Western Downs RADF grant?

The following categories of individuals, sole traders and organisations can apply for a Western Downs RADF grant:

- Individual professional artists, emerging professional artists, arts workers, cultural workers or project coordinators
- Incorporated organisations
- Unincorporated organisations which are auspiced by an incorporated body,
- Applicants based outside the Council area are eligible to apply, however they must demonstrate how the project will directly benefit arts and culture in the Council area.

What does Western Downs RADF not support/provide limited support for?

RADF is not intended to be used as the main income source for any professional artist or arts worker or for recurrent funding of projects or organisations, e.g., for the same component of the same event every year.

The following categories of individuals and organisations are not eligible for funding through the Western Downs RADF Program:

- Applicants who have failed to acquit previous Council grants.
- Projects for which arts workers are paid less than the recommended rates.
- Activities that commence before Council approval is given.
- Accredited study, training or university courses - Arts Queensland does not fund the primary training of artists, only their professional development once they are practising.
- Standard school arts activities EXCEPT where those activities form part of broader community cultural development processes or are part of professional arts development.
- Summer/Winter schools - If an individual is funded to attend a McGregor Summer/Winter School or equivalent institution they will not be eligible to apply to attend that event for another 2 years. Western Downs Regional



Council RADF Program will support a maximum of six placements per year at Summer/Winter schools or similar institutions.

- Purchase of capital items over \$1,000, e.g. equipment, buildings or vehicles. Western Downs RADF gives artists and organisations opportunities for employment, professional development and a chance to practise their art.
- Full cost of framing or freight - only a proportion of these costs can be covered as part of presentation costs for significant exhibitions. As a guide only, 40% of the total framing and freight costs would be considered.
- Catering costs unless integral to openings, launches and professional development activities.
- 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.
- Recurrent funding for arts organisations - operational expenses are ineligible under Western Downs RADF including wages for permanent staff and office expenses. However, local arts and cultural organisations that have regular community activities may apply for other council community grants, or funding annually for different projects which have a project management component.
- Western Downs RADF does not support 100% of projects. Applicants are expected to make a financial contribution to the project. This should not include In-Kind contribution. Western Downs Regional Council acknowledges the significant In-Kind contributions applicants made towards project delivery.

Applicants are encouraged to explore how they might direct their activities to these specific target groups.

- Aboriginal and Torres Strait Islander people #
- people from a culturally and linguistically diverse background, including Australian South Sea Islanders
- regional Queenslanders
- people with disability
- young people (12 – 25 years)
- children (under 12 years)
- older people (over 55 years).

Where applicable, applicants must demonstrate evidence of adhering to appropriate cultural protocols for activities that engage and respect the work of Aboriginal and Torres Strait Islander people.

SECTION B - WESTERN DOWNS RADF PROGRAM AREAS

Funded program areas

- Projects and Events
- Professional Development and Capacity building
- Collections and Local History



1. Projects and events

Objective - To support local creatives to deliver cultural activities for peers in the local area, and engaging audiences from the broader community.

RADF projects must employ artists or arts professionals and include creative development.

Includes:

- Projects/programs – Exhibitions, performances and programs that respond to a specific opportunity or need within the local arts sector and are usually short term.
- Public art and place activations.
- Events – creative festivals or events that offer quality outcomes, provide opportunities for local artists and bring residents together.

Funding can be used towards:

- Artist fees (at industry rates)
- Project co-ordinator fees
- Some material expenses
- Venue Hire
- Some travel expenses
- Some marketing and documentation expenses

Note - Purchase of materials or equipment up to \$1000 will be considered where it is demonstrated to be more cost effective than hire.

Conditions:

- Applicants are expected to hold valid Public Liability Insurance.
- Participants are expected to contribute towards costs.

Potential outcomes:

- Upskill and increase the profile of local creatives
- Provide diverse income opportunities for local creatives
- Increase creative skills within community
- Share ideas and skills
- Strengthen community bonds
- Encourage life-long learning
- Encourage participation in the arts
- Build self-sufficient and resilient communities
- Provide greater community awareness of the role of arts in society.
- Strengthen arts industry in the Western Downs

Example projects:

- A local dancer organises a production to accompany an existing local festival, teaching novice dancers' movement and performance skills.
- A local painter who has previously undertaken individual skills development workshops applies for funding to create a site-specific artwork for a regional festival.
- A theatre group engages a professional director to lead and direct their annual performance.



2. Professional development and capacity building

Objective - To facilitate access to affordable development workshops and training, by subsidising the costs of professional development and capacity building activities which may include bringing professional tutors (professional artists or arts workers) to the Western Downs, supporting knowledge sharing across the Western Downs, or supporting Western Downs residents to travel elsewhere to engage in professional or technical skills development workshops and conferences to develop their careers, and for ongoing benefit of community.

Includes:

- 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 within or outside of the region.
- Capacity building – training, mentorship and workshops for individuals, groups or organisations in skills and knowledge for the ongoing benefit of the local community.

Funding can be used towards:

- Workshop / Seminar / Conference / Masterclass / Mentorship Fees
- Travel
- Per Diem
- Accommodation
- Tutor Fees for preparation, delivery & travel time
- Venue Hire
- Promotion, Documentation and Marketing
- Administrative costs
- Catering
- Materials

Conditions:

- Tutors are expected to hold valid Public Liability Insurance.
- Tutors must provide short CV and supply quote.

Potential Outcomes:

- Professional skills development for local creatives
- Encourage life-long learning
- Increased participation in the arts
- Strengthen community bonds and arts industry in the Western Downs
- Develop calibre of local artists
- Build careers of local artists
- Build confidence of local artists
- Networking
- Sharing ideas and experiences
- Increased profile of local artists within arts industry

Example projects:

- An art group engages a prolific painter to visit the Western Downs to teach oil-painting skills.
- A festival committee engages an arts organisation to deliver Project Management and Events Training and invites other interested committee across Western Downs to participate.
- The local Men's Shed brings in a blacksmith to teach forging skills for members to build a community gate.
- A museum volunteer applies for funding to assist with the cost of attending a national museum conference interstate.
- An actor applies to undertake a masterclass with an experienced theatre collective in Toowoomba.
- A curator applies to undertake a mentorship in a gallery under the guidance of a cultural peer.
- A glass-blower applies to undertake a residency and one-on-one training with a skilled and experienced artist.
- A local theatre group brings in an expert to examine their organisation structure and make recommendations for better governance.



3. Collections and Local History

Objective - To support ongoing work documenting, protecting, conserving, interpreting and digitizing local collections to make them more understood and accessible. To support the undertaking of significance and preservation assessments. To discover, document, interpret, celebrate, and preserve cultural heritage, historic and natural assets through oral history and digital storytelling with a view to actively encourage cultural tourism to the region.

Funding towards total project cost can be used towards:

- Applicant or consultant time
- Travel
- Accommodation
- Publishing Costs

Funding does not cover:

- Acquisitions

Potential Outcomes:

- Succinct and relevant collections
- Research and interpretation into significant items
- Greater use of and access to arts and historical collections
- Allows relevant collections to develop into future Significance Assessments, Interpretive Projects, Training and Education, Collection Development Policies and Plans

Example Projects:

- A local history group undertakes a project to film and record the stories of local farmers and their families.
- A local researcher undertakes a project to interpret a large donation of documents from the area in 1910.
- A local museum engages a professional consultant to undertake collection management training and develop policies for future use.
- An artist, a musician and a dancer produce a multi-disciplinary work based on the stories contained within the items in the local museum.
- A local group publishes a book celebrating an historical milestone.



SECTION C: WESTERN DOWNS RADF PROTOCOLS

Grant rounds and frequency

Competitive Rounds –maximum 75% of total project funds

The Western Downs Regional Council will offer three (3) funding rounds per financial year for projects.

And

Quick Response Rounds - up to \$5,000 which will be open all year for projects and professional development of up to \$2,000.

Cancellation of a Project

If a project is cancelled it is generally required that the full amount of funding be returned to Council. Proportionate refunds may be possible in some circumstances. This will need to be approved by Council. Where a non-refundable booking fee is paid, RADF Grant money should not pay for this due to low uptake.

How are Western Downs RADF Grants Assessed?

All applications are assessed against the following four equally weighted RADF Assessment criteria:

1. Quality:

- Produces or contributes to high-quality arts and cultural initiatives for local communities.
- Evidence of capacity to effectively support and deliver arts and cultural services.

2. 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.

3. Impact:

- Demonstrates cultural, artistic, social or economic returns on investment.

4. Viability:

- Effective use of RADF funding. Evidence of accurate financial planning.

Also, against the following administrative items:

- Previous grant delivery: Did the applicant deliver, as proposed a previous project, and was the grant acquitted in the required format and timeframe
- Compliance with health and safety, insurance, copyright and licence requirements.

Competitive Grant Rounds

Applications for funding over \$5,000.00 will be considered in the competitive grant rounds.

- Applications will open eight (8) weeks before the closing date being the first Tuesday in February, May and September each year. Applications for funding must be submitted online by the closing date. Applications received after the closing date will not be accepted for assessment in that round.
- Eligible applications will be assessed on how well they can demonstrate that the event, project or activity meets the program outcomes and priorities.
- All decisions will be made in line with the approved assessment guidelines which can be found on Council's website and within these guidelines.
- Applicants will be advised of the outcome of their application via an email from Council's online grants platform, Smarty Grants after the formal decision is determined.
- Please allow up to 8 (eight) weeks after the closing date to be advised of the outcome of the funding application.
- Projects commencing prior to the funding decision notification is at the group's own risk.
- Payment will be made to the successful organisation's official nominated bank account.
- All applications submitted in the competitive rounds should include a copy of the latest audited financial statements.
- A full event proposal or project plan is required for applications over \$5,000.00.



Responsive Grants

Applications for funding of \$5,000.00 and under will be considered in the responsive grant round.

- Applications are accepted at any time; however applications will be assessed during the first week of each month.
- Applications must be submitted a minimum of 6 (six) weeks prior to the commencement of the event or project. Please allow up to 6 (six) weeks to be advised of the outcome of the funding application.
- Final approval for the responsive grants sits with the Arts and Culture Coordinator.
- Applicants will be advised of the outcome of their application via an email from Council's online grants platform, Smarty Grants.
- Payment will be made to the successful organisation's official nominated bank account.

SECTION D: YOUR APPLICATION

What should I do before I complete an application form?

It is important that you:

- Read these [Western Downs RADF Guidelines](#)
- Read the Western Downs Region Council's [Community Grants - Council Policy](#) and [Community Grants Guidelines](#) to understand the framework and process governing the Western Downs RADF program
- Where relevant, speak with peers and gain community support for your project
- Ensure your application is for activity that the local community will benefit from either directly and/or indirectly

What support material is required?

Brief and clear support material strengthens your application. Include only relevant support material, such as:

- Quotes from tradespeople, tutors or other businesses cited in your budget
- Letters of support

Each professional or emerging professional arts worker receiving Western Downs RADF support will be required to provide:

- Confirmation of participation
- A recent CV (one page) outlining relevant training and experience

Please note that your support material will need to be uploaded into the application form.

Do I have to complete a budget?

Yes. You must include a budget using the template in the online application form.

You must:

- Ensure your budget estimates are as accurate as possible. Inflated budget claims may affect the funding decision for your activity.
- Account for all monetary costs of your activity – expenses and income.
- Ensure you list all forms of income, including all other grants you have applied for. Mark an asterisk beside grants which have already been approved.
- Indicate the amount of the Western Downs 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 Western Downs RADF as income.
- In-Kind contributions should be recorded separately from the main budget. Western Downs Regional Council acknowledges the significant In-Kind contributions applicants made towards project delivery, but they should not be included in the total project budget.

Goods and Services Tax (GST)

- All Council grants are paid exclusive of GST regardless of the tax status of the applicant organisation.



What happens if I am successful?

If you are successful, before you receive your grant money and begin your activity, you will receive from Western Downs Regional Council:

- An email specifying what the funding is being allocated for and any special conditions that may apply to your application
- All relevant information you need to acknowledge the State Government and Council who are providing the grant.

The Assessors may ask for special conditions of funding to be included in your contract. These must be met through your funded activity.

What happens if I am unsuccessful?

Not all funding applications will be successful. If you are unsuccessful, you will be notified in writing.

You can request feedback by contacting the Arts and Culture Coordinator and are encouraged to adjust your application accordingly and apply for future funding rounds.

Can I alter my application after funding has been allocated?

Yes. Sometimes circumstances change and you cannot carry out your activity exactly as described in your application. When this happens, you **MUST** contact Council to seek approval for any variation to the approved activity.

Please note: If you change your application without approval, Council can ask for the funds to be returned.

I have completed my funded activity. Is there anything else I should do?

Yes. You must complete and submit an Acquittal Report to Council no more than 6 weeks after completing your funded activity. This acquits the Western Downs RADF monies you spent.

If you fail to acquit your grant, you will be ineligible to apply for future funding through Western Downs Regional Council and Arts Queensland. You may be asked to repay the grant.

Your acquittal report must show evidence of the outcomes of the activity and how the Western Downs RADF money was spent.

Standard Costs

The following links provide standard industry costs that may help in the development of your budget:

Appropriate industry standards have been recommended by arts industry organisations, such as:

- [Australian Writers' Guild](#)
- [Musician's Australia](#)
- [Australian Society of Authors](#)
- [Australian Production Design Guild](#)
- [National Association for the Visual Arts](#)

Where an industry standard clearly applies, applicants are expected to meet those rates of pay.

Australian Tax Office (for car/fuel and travel expenses)

<https://www.ato.gov.au/individuals-and-families/income-deductions-offsets-and-records/deductions-you-can-claim/cars-transport-and-travel>

Check annual Tax Determination updates for reasonable travel and overtime meal allowance expense amounts.

Volunteer in-kind labour

<https://explore.fundingcentre.com.au/help-sheets/valuing-volunteer-labour>



Useful websites

The following table lists some useful websites that may help in the development of your activity:

Organisation and website	For
Arts Queensland (AQ) www.arts.qld.gov.au	Further RADF and other Arts Funding information.
Australian Copyright Council www.copyright.org.au	Information and guidance about creating copyright in Australia.
The Arts Law Centre of Australia www.artslaw.com.au/	Specialised legal and business advice and referral services, professional development resources and advocacy for artists and arts organisations.
Australian Council for the Arts https://australiacouncil.gov.au/investment-anddevelopment/protocols-and-resources/protocols-focusing-first-nations-cultural-and-intellectual-propertyin-the-arts/	Protocols are an essential component when dealing with individuals and communities. This site provides guides to assist communication across cultures.

