

REGIONAL ARTS DEVELOPMENT FUND

GUIDELINES



**SHIRE OF
FLINDERS**
www.flinders.qld.gov.au

ACKNOWLEDGEMENT OF COUNTRY

The Flinders Shire Council would like to acknowledge our Local First Nations People as well as the Yirendali people as the Traditional Owners and the oldest living culture of the Land on which our Council operates, and pay respect to Elders past, present and emerging





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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.

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 the Queensland Government's objectives for the community.

For information on other Arts Queensland programs and opportunities, please visit www.arts.qld.gov.au

Principles, Priorities and Criteria

Our local principles were developed as part of the Arts and Culture Plan 2017 – 2022.

Locally determined priorities have been formed from feedback from the Arts Advisory Committee and the local community. These are revised on a yearly basis and are relevant to what areas feedback shows need more focus. Projects which relate to the locally determined priorities and special focus areas will be given precedence.

These priorities and principles will be reviewed on a yearly basis to measure outcomes and changed accordingly. However, it is envisioned that this will stay in place until 2022/2023.

Our Local Principles

- | | |
|------------------------------------|-----------------------------------|
| • Sense of identity and place | • Conservation and sustainability |
| • Creativity and innovation | • Leadership and Collaboration |
| • Acceptance and diversity | • Family Values |
| • Access and equity of opportunity | • Economic Value |



Our Locally Determined Priorities

- **Storytelling** – Valuing history and heritage and sharing stories from our past. Examples of outcomes include local history to be conserved and preserved.
- **Vibrant places and spaces** – Focusing on public art, animating spaces and ensuring the community is visually appealing. Examples of outcomes include an increase in public art pieces and an increase in activity to improve the appeal and beautification of the area.
- **Building capacity for a creative community** – Focusing on professional development and encouraging arts and culture within our community to progress. Examples of outcomes include more support for local artists and increased growth of skills, knowledge and capacity within our community.
- **Stronger communities** – Supporting community well-being post adverse events, i.e. drought, population decrease, job losses, etc. Examples of outcomes include increased number of partnerships and collaborations, increased number of events/activities supported and increased participation of community members.
- **Festival of Outback Skies** – Build local skills and deliver diverse community workshops that feed into the Shire's festival. The Festival of Outback Skies will be held in May 2024 and further into the community post-event.

Criteria

As well as assessing your application against the priorities listed above, the Arts Advisory Group will also evaluate your application against the following:

Quality

- Is this activity/project producing high-quality arts and local initiatives for the Flinders community?
- Has the organiser had success in the past with similar projects?

Reach

- Does the activity/project provide access and engagement in arts and culture for diverse communities, practitioners, participants, and audiences?
- Is there evidence that there is local demand for this project?
- How was demand measured (for example—follow-up on previous activities, surveys, verbal discussions)?

Impact

- What are the returns on this investment? It can be cultural, artistic, social or economic (for example – more community members having specific skills, an increase in tourism, an increase in social activities)

Viability

- Is there good planning behind this application?
- Are there possibilities to expand this activity further?
- Have there been partnerships developed?



ELIGIBILITY FOR RADF

Who can apply to RADF?

The following categories of individuals and organisations can apply for a RADF grant: Individual professional artists, emerging professional artists, arts workers, cultural workers, community groups, project coordinators or individuals who:

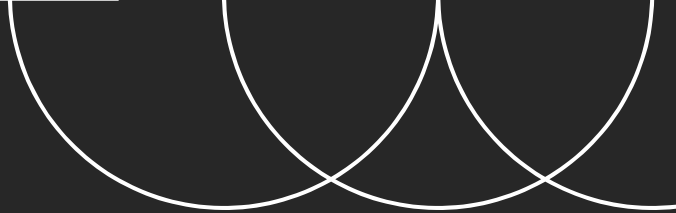
- Are based in the Flinders Shire, or if based outside the Council area, can demonstrate how the project will directly benefit arts and culture in the Council area.
- Are permanent residents or Australian Citizens.
- Have an Australian Business Number (ABN) or who will be auspiced by an incorporated organisation or individual with an ABN.
- Incorporated arts and cultural organisations based in the Council area or those based outside the Council area that are able to demonstrate how the project will directly benefit arts and culture in the Council area.
- Unincorporated organisations, auspiced by an incorporated body, that are based in the Council area or those based outside the Council area that are able to demonstrate how the project will directly benefit arts and culture in the Council area.
- Projects that relate to the locally determined priorities

Recurrent Funding

The Flinders Shire Council aims to support a diverse number of projects through the RADF Program. Applicants are eligible to apply for RADF Funding multiple times, providing they have met the reporting requirements. If the project is related to a previous RADF-supported application, it must build on the previous project.

Australian Business Number (ABN)

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



Eligibility Checklist

Each professional or emerging professional artist receiving financial benefit from a RADF grant must complete the Eligibility Checklist for Professional and Emerging Professional Artists. This checklist has been developed to determine the professional or emerging professional status of all artists receiving RADF grant money. Possession of an ABN is only one of the 12 criteria on the checklist. Artists being paid by RADF grant money must meet at least three of the 12 criteria on the checklist.





WHAT DOES RADF NOT SUPPORT?

The following are not eligible for funding through the RADF Program:

- Applicants who do not submit an application or an incomplete application.
- Applicants who have failed to acquit previous Council grants.
- Projects for which artworkers are paid less than the recommended rates.
- Activities that commence before Council approval will not be 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, 10% of the total framing and freight costs would be considered a small proportion.
- **Catering costs, openings, launches and parties** are not eligible for RADF grants, even if they are part of an exhibition or community project.
- **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.
- **Eisteddfods** — they are essentially competitions.
- **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, 10% 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 when the RADF Committee considers the purchase integral to the project and where the item will remain available for community use.
- **Recurrent funding for arts organisations** — operational expenses are ineligible under RADF, including wages for permanent staff and office expenses. However, local arts and cultural organisations that have regular community activities may apply for funding annually for different projects that have a project management component.
- **Accredited study, training or university courses** — RADF does not fund the primary training of artists, only their professional development once they are practising.
- **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'.
- **Interest-free loans**

Funding

In most instances, assistance is available for up to 65% of the total costs of a project. However, only up to 10% of printing, framing and freight charges will be considered. Administration and catering costs are ineligible.

Multiple applications can be accepted from groups, organisations and individuals per funding round (called two times per year); however, the level of assistance is limited by the total RADF Budget and Community Rounds allocations. No applicant is guaranteed funding, nor can any applicant be guaranteed to receive the total amount requested.

The RADF funding year runs from September to September.
e.g. September 2023 to September 2024

No maximum amount can be applied for; however, a limited budget exists. The Committee reserves the right to recommend the final amount of funding.

RADF does not support 100% of any project.

Applicants are required to make significant contributions, which may be in-kind.

Quick Response

Quick response applications can be submitted anytime while RADF grant funds are still available. The maximum amount of funding available through Quick Response is \$1,500. Quick Response applications are primarily intended for individual skills development. However, applications in other categories will be considered. Co-contribution requirements apply as previously stated, and the applicant must show a genuine need for the application to be considered out of the standard timeframes for assessment (such as an unexpected opportunity that would be lost if not responded to within a short timeframe).

In-kind Support

In-kind support includes volunteer labour, administrative support, rent-free accommodation or donations of materials or equipment. These contributions should be given a dollar value and included in your proposed budget.

The Budget

You must include a comprehensive budget using the template provided.

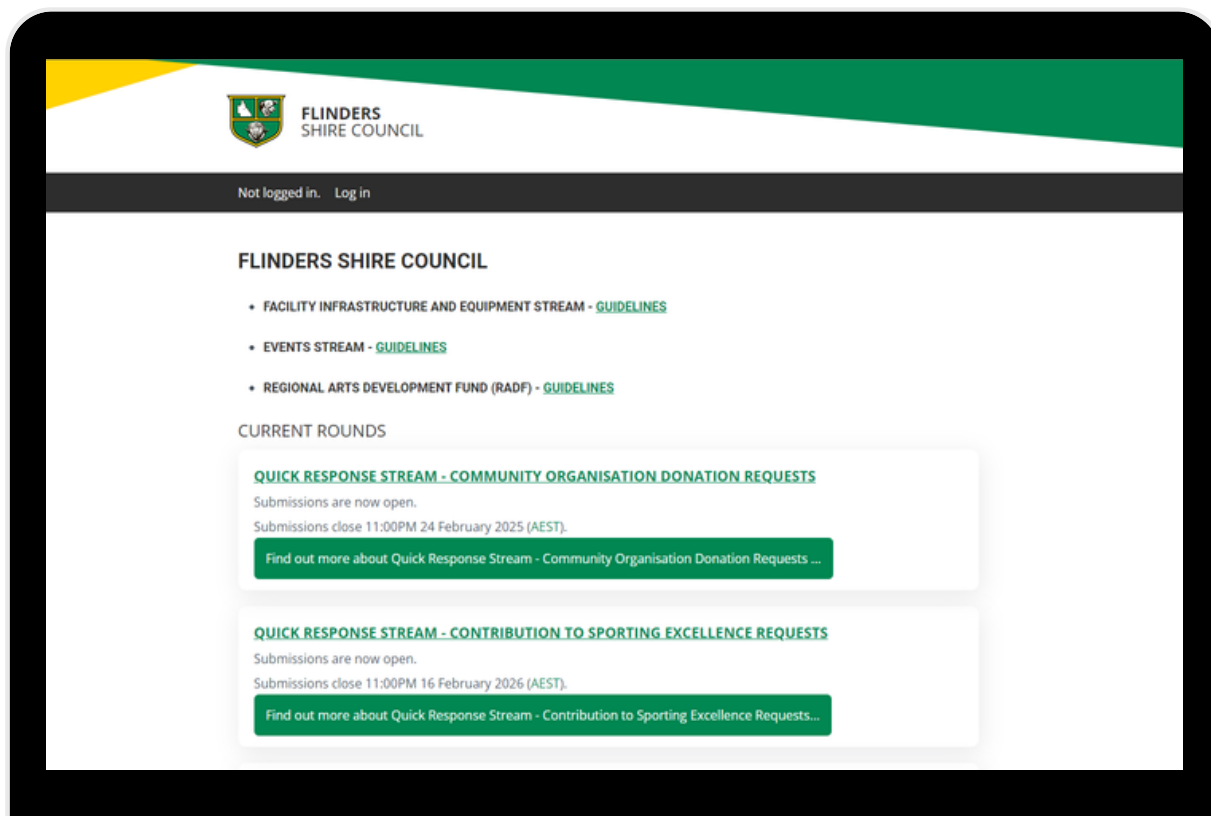
This can be found on the Flinders Shire Council website <https://bit.ly/FSCRADE>

- Ensure your budget estimates are as accurate as possible. Inflated budget claims may affect the finding decision for your application.
- Account for all costs of your activity – expenses and income, monetary and voluntary.
- Ensure you list all forms of income, including any income and other grants you have applied for.
- Include the total amount you are seeking from RADF as income.
- Ensure the income and expenditure column balance to zero.

THE PROCESS

Application Process

- Rounds announced; Dates will be released.
 - If demand and high-quality applications are presented in Round One, allocated funds can be dispersed entirely in one round.
- Guidelines and Application Forms can be found at www.flinders.smartygrants.com.au
- Applicants are encouraged to contact the Council or an Arts Advisory Group member to discuss the project.
- Applicants are to submit applications via the SmartyGrants portal before the closing date. 4
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Assessment Process

After the closing date, applications will be sent to Flinders Shire Arts Advisory Group members for perusal.

A meeting will be arranged shortly after this date between members to formally discuss applications and give recommendations according to the majority. Each member will be given Committee Assessment Criteria which needs to be completed for each application.

Recommendations are then taken to Council Meeting for ratification.

Applicants are advised of outcomes by letter within six weeks of submission date.

If you are not successful, you will receive written notification that will include feedback from the Arts

Advisory Group who assesses the applications. You can get in touch with the Arts and Culture Community Development Officer for further information if you wish.

If the Arts Advisory Group approves an RADF application, you will receive a Letter of Offer ; outlining the Funding Agreement, Conditions of Offer, grant amounts and any special conditions or recommendations made by the Flinders Shire Council Arts Advisory Group.

The Funding Agreement will be constituted by the following documents:

- Original application to Council
- The Letter of Offer
- Applicants Letter of Acceptance

The Funding Agreement will commence on the date of receipt of your Letter of Acceptance by Council. Applicants will also be required to provide a Tax Invoice for the approved grant amount plus GST if registered. Conditions of Offer will include:

- Approval must be obtained from the Flinders Shire Council Arts Advisory Group (in writing) for any changes to the applicant's project. Changes can only occur once written approval has been granted by the group.
- The recipient will use the grant solely for the purpose agreed upon by the Flinders Shire Council Arts Advisory Group.
- The recipient adheres to abide by RADF Acknowledgement Guidelines for RADF Grant Recipients (included in the Letter of Offer pack)
- The recipient is required to submit an Outcome Report no more than eight (4) weeks after the conclusion of the project.
- The Letter of Offer shall be void unless executed by the grant recipient and returned with the required documentation to Flinders Shire Council within 30 days of the date of this letter.
- Any extra conditions or recommendations must be considered and adhered to.
- Failure to comply with the conditions of funding will result in the grant recipient being ineligible for further grants through RADF and the Flinders Shire Council.

ACKNOWLEDGEMENT GUIDELINES

Acknowledging funding

In all promotional materials and publications related to activities funded by RADF, it is imperative to acknowledge the crucial support provided by the Queensland Government and the Flinders Shire Council. This acknowledgment can be achieved by incorporating the specified wording, which you can find below. This practice ensures transparency and demonstrates our commitment to recognising the valuable contributions of these organisations.

Acknowledgement must be included in the following project materials.

Arts Queensland Funding Acknowledgement		
Item	Written	Logo
Media release	x	
Speech	x	
Annual Report	x	x
Promotional video		x
Advertisement		x
Newsletter	x	x
Printed promotional material	x	x
Signage	x	x
Website	x	x
Invitation		x
Promotional material sent via email	x	x
Social media	x	



Acknowledgement wording –

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

Logos can be downloaded at the Flinders Shire Council website – <https://bit.ly/FSCRADEF>.

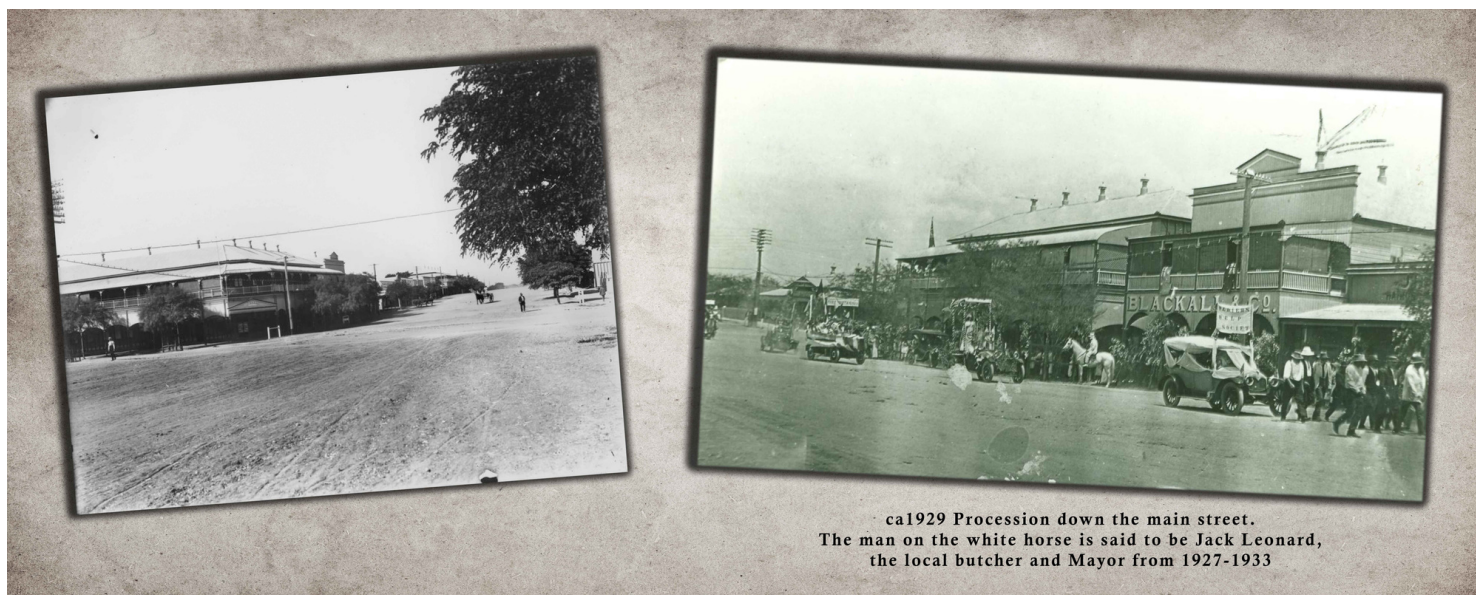
Other Helpful Application Hints

- Remember to keep all copies of receipts to substantiate the expenditure of the grant. Consider taking a photo of each receipt with your phone so that you have them available for the outcome report when the time comes.
- Take photos throughout your project delivery. 5 good quality photos are required with your outcome report.
- Take photos throughout your project delivery and supply at least five good photos in JPEG form with your outcome report.
- Have the RADF banner erected in a prominent place on the day/s of your event/s.
- Be sure to acknowledge the RADF funding when speaking with media to promote your event/project.
 - Use the appropriate acknowledgement wording and logo in your promotional flyers, found on page 11.
- Keep links to any social media posts about your project for your outcome report, or alternatively, you can take screenshots from a device.
- All information sent in for the outcome report is used by the Flinders Shire Council to report back to Arts Queensland.
- Applicants must have their RADF grant successfully acquitted before being eligible to apply for any future council funding grants.

Further Information and Support

Information, dates, guidelines, and application forms can be found on the Flinders Shire Council website - <https://bit.ly/FSCRADF>

For all enquiries relating to this program, please contact the Council's RADF Liaison Officer at (07) 4741 2900 or flinders@flinders.qld.gov.au.



ca1929 Procession down the main street.
The man on the white horse is said to be Jack Leonard,
the local butcher and Mayor from 1927-1933

ELECTED OFFICIALS

As RADF is a State and Local government partnership we encourage you to invite your Federal, State and Local Elected members to any promotions and activities that result from your funded activity.



Bob Katter
Member of Kennedy
Bob.Katter.MP@aph.gov.au
P (07) 4061 6066



Robbie Katter
Member of Traeger
traeger@parliament.qld.gov.au
P (07) 4061 6066



Jane McNamara
Flinders Shire Mayor
Mayor@flinders.qld.gov.au
P 0429 417 115



Kim (Clancy) Middleton
Deputy Mayor
Cr.middleton@flinders.qld.gov.au
P 0427 411 281



Kelly Carter
Councillor
Cr.carter@flinders.qld.gov.au
P 0429 411 689



Clarence (Clarrie) Haydon
Councillor
Cr.haydon@flinders.qld.gov.au
P 0427 417 127



Nicole (Niki) Flute
Councillor
Cr.flute@flinders.qld.gov.au
Phone – 0428 458 564



Arthur (Bill) Bode
Councillor
Cr.bode@flinders.qld.gov.au
P 0428 719 579



Trevor Mitchell
Councillor
Cr.mitchell@flinders.co.gov.au
P 0458 683 402

RADF CHECKLIST

Thorough planning must be demonstrated for all events/ workshops/ community art projects to ensure maximum participation and community engagement with your project.

Project Planning Process	
Read the Flinders Shire Council RADF guidelines and Get your thinking cap on	
Set timeframe of project - must not start within 8 weeks of submitting grant application	
Download the RADF of documents files - https://bit.ly/FSCRADE	
Gain proof of community support (Cash and/or in-kind) for this project idea: e.g. signed petitions and letters of support from community groups.	
Confirm the viability of the artist/ people needed in the project. Ask artist/s for the following information: <ul style="list-style-type: none"> • Ask artist/s to complete 'Eligibility Checklist' (One per artist) • Artist Biography/ resume or CV • Schedule of fees • Letter of confirmation <ul style="list-style-type: none"> ◦ Confirmation from the artist of their support for the project. 	
Obtain quotes <ul style="list-style-type: none"> • Examples: Artist fees, travel, accommodation, venue hire, materials, production costs, promotion and administration. 	
How will you promote your event? (REMEMBER: To read the acknowledgement guidelines on page 11)	
Begin RADF Grant application (https://flinders.smartygrants.com.au) <ul style="list-style-type: none"> • Please feel free to get in touch with Council if you have any questions or concerns or require assistance with the application; we are here to help you.) • Attach all supporting documentation • Time creeps up fast, so please begin and submit the application as soon as possible. 	
After Approval	
Remember to take photos for your outcome report	
Put media plan into action (REMEMBER: All publicity must include the RADF Acknowledgement as per the Acknowledgement guidelines, found on page 11.)	
Event/ Project Delivery (Be sure to book the RADF banner through the Council and collect from the Council office to display at your event.)	
Complete online outcome report/acquittal via smartygrants. (Due eight (8) weeks after your project date)	

RADF

REGIONAL ARTS
DEVELOPMENT FUND



FLINDERS SHIRE COUNCIL

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ADMINISTRATION.

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**SHIRE OF
FLINDERS**