

# Flinders Shire Council

## *Regional Arts Development Fund Guidelines 2020-2021*



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

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# FLINDERS SHIRE COUNCIL

## Regional Arts Development Fund Guidelines

### 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](http://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 needs 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.

### Our Local Principles

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

### Our Locally Determined Priorities

- **Story telling** – 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 to include increase of public art pieces, increase of activity to improve the appeal and beautification of the area.

- **Building capacity for a creative community** – Focusing on professional development and encouraging arts and cultural within our community to progress. Examples of outcomes include more support for local artists, increase development of skills, knowledge and capacity within our community.
- **Stronger communities** - Supporting community wellbeing post adverse events i.e drought, population decrease, job losses etc. Examples of outcomes include increase number of partnerships and collaborations, increased number of events / activities supported and increase participation of community members.

### **Criteria**

As well as assessing your application against the priorities listed above, the Arts Advisory Committee will also assess 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 (example - follow up on previous activities, surveys, verbal discussions).
- **Impact**
  - What are the returns on this investment? Can be cultural, artistic, social or economic (example - more communities members having specific skills, increase of tourism, increase of social activities)
- **Viability**
  - Is there good planning behind this application? Are there possibilities to expand this activity further? Have there been partnerships developed?

### **What is a RADF Liaison Officer?**

The RADF Liaison Officer is a Council officer who is your main contact for the RADF Program. They liaise with officers at Arts Queensland to ensure appropriate management of the RADF Program and Arts Advisory Group.

It is strongly advised that applicants contact the RADF Liaison Officer to discuss their project prior to submitting the application. The RADF Liaison Officer can provide vital information and resources and, if necessary, can either meet with you to discuss your project idea and assist with your application or arrange for you to meet with an Arts Advisory Group member.

### **What is the Flinders Shire Council Arts Advisory Group?**

The key roles of the Arts Advisory Group are to:

- Develop and advise Council on policy, strategy and annual priorities relating to the arts.
- Undertake assessment of RADF grant applications and make recommendations to Council regarding RADF community applicants.
- Give advice to Council regarding applications to Arts Queensland for further RADF Funding.
- Develop and encourage community involvement as well as networking and promoting participation in the arts.
- This group is a structure through which views and interests of the Flinders Shire community can be articulated for the attention of Council and its staff by members.

Members hold voluntarily positions and anyone can join this group. It is our aim to have a board selection of the community represented in this group. Those who identify as Aboriginal are encouraged to apply.

## **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, artswriters, cultural workers, community groups or project coordinators who:

- are based in the Flinders Shire Council area, or if based outside the Council area are able to 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 or be an element of the artform.

### ***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 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 an RADF grant must complete the Eligibility Checklist for Professional and Emerging Professional Artists (available with Application Form). 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 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 submit unsigned applications.
- Applicants who have failed to acquit previous RADF grants.
- Projects for which artswriters are paid less than the recommended rates.
- Activities that commence before Council approval is 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 and when the RADF Committee considers the purchase integral to that 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 which 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 costs will be considered and 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 full amount requested.

### Key Dates 20/21

- October 2020
- February 2021

There is not a maximum amount that can be applied for however, there is a limited budget. 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 contribution which may be in-kind.

**Quick Response** applications can be submitted at any time 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 demonstrate a genuine need for the application to be considered out of the normal timeframes for assessment (such as an unexpected opportunity that would be lost if not responded to within a short timeframe).

## Application Process

1. Rounds announced; Dates will be released however if there is demand and high quality applications are presented in Round One, allocated funds can be dispersed entirely in one round.
2. Guidelines and Application Forms can be found at [www.flinders.qld.gov.au/radf](http://www.flinders.qld.gov.au/radf) or via the RADF Liaison Officer.
3. Applicants to make contact with RADF Liaison Officer or an Arts Advisory Group member to discuss project.
4. Applicants to further develop application, ensuring requirements are met.
5. Applicants to submit application to the RADF Liaison Officer before closing date.

## Other Helpful Application Hints

### ***The RADF Budget***

You must include a comprehensive budget using the template on the application form. You must:

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

### ***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 must be included in your proposed budget.

## Assessment Process

1. After closing date, applications will be sent to Flinders Shire Arts Advisory Group members for perusal.
2. A meeting will be arranged shortly after this date between members to formally discuss applications and give recommendations according to majority. Each member will be given Committee Assessment Criteria which needs to be completed for each application.
3. Recommendations are then taken to Council Meeting for ratification.
4. 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 RADF Liaison Officer for further information if you wish.

If the Arts Advisory Group approves an RADF application, a Letter of Offer will be provided to the successful applicant / s 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 by the Flinders Shire Council Arts Advisory Group.
- The recipient adheres to abide by RADF Acknowledgement Guidelines for RADF Grant Recipients (included in Letter of Offer pack)
- The recipient is required to submit an Outcome Report no more than eight (8) 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

As RADF is a State and Local Government partnership, we encourage you to invite your Local State Member and Councillors to any promotions and activities that result from your funded activity.

All RADF funded activities must acknowledge the Queensland Government and Flinders Shire Council in all promotional material and publications by including the following 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 or by contacting the RADF Liaison Officer.

## Reporting and Outcomes

All grant recipients must complete an Outcome Report and acquit grant money within eight weeks of project completion, unless an extension is provided in writing by council. Organisations will not be considered for further grant funding from Council if previous grant acquittal conditions have not been met.

## Further Information and Support

Information, dates, guidelines and application forms can be found on the Flinders Shire Council website [www.flinders.qld.gov.au/radf](http://www.flinders.qld.gov.au/radf).

For all enquiries relating to this program please contact Council's RADF Liaison Officer on 0437 227 486 or [cdo@flinders.qld.gov.au](mailto:cdo@flinders.qld.gov.au).