

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.

Objectives

North Burnett RADF Program aims to support arts and cultural activities that:

- Provide public value for the North Burnett community.
- Build local cultural capacity, cultural innovation, and community pride.
- Deliver the objectives of the North Burnett Regional Council Arts and Culture Strategy.
- Deliver set objectives of the Queensland Government for the community
www.qld.gov.au/about/how-government-works/objectives-for-the-community

Eligibility for RADF local grants

To be eligible to apply, you must be:

- A local professional artist, emerging professional artist, arts worker, arts and cultural group and/or organisation who is based in the North Burnett local government area. If based outside the area, you must demonstrate how the project will benefit arts and culture in the North Burnett and be auspiced by a local community group or organisation.
- Local schools, businesses and other types of non-arts groups are eligible to apply if they can demonstrate how the project will benefit arts and culture in the North Burnett
- A permanent resident or Australian citizen who has an Australian Business Number (ABN) or are sponsored by an incorporated organisation with an ABN.
- Unincorporated organisations sponsored by an incorporated body, based in the North Burnett local government area.
- RADF funded projects must be open for attendance or participation by all interested people within the North Burnett Regional Council area.

2020-21 RADF Program Local Priorities

1. Community Reconnection and Wellbeing
2. Increasing Community Skills and Capacity in the Arts
3. New Art Genres for the North Burnett
4. Strengthening and Celebrating our Local Communities

RADF Applications that address the current local priorities can be submitted for either:

- Projects (various art genres)
- Professional Development

Exclusions and Limitations

RADF will not fund:

- Amateur arts activities EXCEPT for professional services to amateur arts activity. One of the main RADF aims is to develop professional artists in the regions. NOTE: Emerging professional artists are eligible for funding.
- Artists or arts-workers who do not have an Australian Business Number (ABN).
- Applicants who have NOT satisfactorily acquitted all previous RADF grants.
- Projects for which artists and art workers are paid less than the recommended rates.
- Activities that commence before Council approval is given. RADF should not be used as a top-up fund.
- Craft workshops – unless a professional artist or arts-worker is employed to work with a craft group to apply their skills in an innovative way to an arts development outcome.
- School arts activities EXCEPT where those activities form part of broader community cultural 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.
- 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 amateur 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.
- 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 – Arts Queensland 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 organisations' "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".
- Murals – funding is available for murals from other government sources as part of anti-graffiti programs. RADF grants can only be allocated to murals that adhere to the RADF Principles, eligibility, and program criteria.
- Projects involving any elements of cooking, creation, or presentation of food.

Maximum limits for RADF local grants applications

- RADF funding will not fund 100% of project costs. Assessment will be made on value for money to the North Burnett and applicants are asked to demonstrate that attempts have been made to source funding from additional sources (eg a sponsor, other grant funding sources, applicant contributions (cash and/or in-kind), partnership contributions (cash and/or in-kind), community donations etc.
- Professional Development grants have a limit of \$1,500 per application and may only be sought once per year. Applications to attend the MacGregor Summer or Winter Art Schools may be sought by applicants once every two years.

RADF Rounds

- Two funding rounds per year are offered with the option of one additional round if required.
- Dates for RADF rounds are published on Council's website www.northburnett.qld.gov.au/radf, social media and noticeboards, at least four weeks prior to close of a round.

Application Process

The RADF Guidelines and online Application Form for active funding rounds are available on Council's website: www.northburnett.qld.gov.au/radf

Step 1: Review the RADF guidelines www.northburnett.qld.gov.au/radf

Step 2: Read the 'How to develop your RADF project' (Appendix A)

Step 3: Complete the online RADF Application Form and upload all required supporting documentation.

Step 4: Submit your application prior to the closing date of the round.

Applicants are strongly encouraged to contact the RADF Liaison Officer to discuss their project and/or application, via email admin@northburnett.qld.gov.au or phone 1300 696 272.

Late Applications

- Generally, late applications will not be accepted except for extenuating circumstances. Any requests for late submission should be made to the RADF Liaison Officer.
- If a RADF application is submitted late (with due cause) but prior to the holding of the assessment meeting, the Committee will decide on whether the application can be considered within the round.

Assessment Process

- The North Burnett Arts and Cultural Advisory Committee (NBACAC) will meet within one fortnight of the close of round to assess all applications received.
- Recommendations are reported to the next General Meeting of the North Burnett Regional Council for endorsement.
- The approval process can take up to eight weeks before applicants are notified of the outcome and grant payments made.

Decisions are based on how the proposed project:

- (a) Meets the criteria for quality, reach, impact and viability in the North Burnett region;
- (b) Complies with the North Burnett Regional Council's RADF guidelines and objectives; and
- (c) Aligns with the identified arts and cultural priorities of the North Burnett Regional Council.

Application Quality

- Applicants are strongly encouraged to seek feedback on their proposed project from the RADF Liaison Officer or North Burnett Arts and Cultural Advisory Committee members prior to submission. For contact details, visit www.northburnett.qld.gov.au/radf.
- Applications of a high quality are encouraged. Incomplete applications may be declined.

Acknowledgement of RADF

- Public acknowledgement of RADF funding must be in accordance with Arts Queensland Guidelines (see Schedule One, page 7).
- For successful acquittal, applicants must upload evidence of public acknowledgement of the RADF program with their Outcome Report.
- Contact the RLO to obtain the North Burnett Regional Council logo and State Government crest to include in promotional materials; and to book the RADF banner to display at all RADF funded events.

Cancellation of a Project

- If a project is cancelled, the full amount of funding is to be returned to the North Burnett Regional Council.
- Contact the RADF Liaison Officer (RLO) immediately if you anticipate any difficulties in delivering your project. The RLO will discuss options to help with the successful delivery of your project.
- All changes to the originally funded application must have prior approval by the North Burnett Arts and Cultural Advisory Committee or Council.

RADF Grant Acquittal

- An RADF grant acquittal shows accountability for how the grant funds were spent and utilised.
- Outcome Reports are required to be submitted online 8 weeks after a project is completed.

Hints to keep in mind for successful grant acquittal:

- Keep copies of all receipts to substantiate grant expenditure
- Upload three good photos in jpeg format to show project highlights
- Collect feedback or comments from participants to include in your report
- If grant funded is over \$10,000, participant feedback is mandatory.
- The acquittal will be available in SmartyGrants for you to work on throughout the project duration.

APPENDIX A

HOW TO DEVELOP YOUR RADF PROJECT

1. START WITH THE BIG IDEA

- [What is it that you or your group want to achieve?](#)
- [Why do you want to do it?](#)
- What current social issues in your local, regional, national, or global community do you wish to address through art?
- Does your goal link in with the current RADF local priorities (page 1)?
- Does your project fall within the scope of eligibility (page 1 and 2)?
- Consider if you or your group can partner with any other sectors of the community to achieve your goal? (eg business, tourism, education, health, other community groups). (Note: Partnerships are encouraged as the impacts and benefits of the art project will have a greater reach.)

2. CHOOSE the ART MEDIUM/GENRE?

- Dance, Writing, Theatre, Music, Circus, Visual Arts, Craft and Design, Poetry, Community Arts, Cultural Development, Film/Multimedia/Photography/Digital Arts), Heritage, Storytelling
- New art genres for our region are encouraged.

3. FIND YOUR ARTIST/ARTISTS: WHO CAN HELP YOU TO DO THIS?

- To be funded, an Artist or Emerging Artist must have their own ABN and be able to tick at least three items on the [Eligibility Checklist](#)
- If you need help sourcing an artist, reach out to your local North Burnett Arts and Cultural Advisory Committee member (contact details: <https://northburnett.qld.gov.au/radf/>) or local artist networks who may assist with ideas.

4. TIMEFRAMES and PERMISSIONS:

- Your project must not start before the grant application is assessed.
- Projects must be completed within 12 months.
- If the project involves making changes or potential impacts to Council owned land, asset or property, please factor in at least six weeks to gain permissions needed to accompany your RADF Application. It is recommended that these permissions are sought well in advance of a RADF round opening.
- Ask all artists involved to provide written confirmation of their availability to work on your project (this can just be a simple email noting the dates that they are agreeing to).

5. PROMOTION and RADF ACKNOWLEDGEMENT

- Consider how you will promote the project and set appropriate timeframes.
- RADF Acknowledgement (see Schedule 1 – page 7).
- Council has a RADF Banner (available from each town library) to fly at workshops and events
- To successfully acquit your grant, you will be asked to upload evidence of how you acknowledged the RADF Funding. Please take photos, save links to online content, [media articles](#) or keep copies to submit with your Outcome Report.

6. COSTS

- Gather written quotes for all expenses for which you are seeking funding: eg artist fees, travel, accommodation, materials, venue hire, production costs. You will need to upload these quotes with your application
- RADF will not pay 100% of costs – be prepared to contribute both financially and in-kind to your project (see page 3)
- Note some expenses are not eligible for RADF funding (see page 2).

7. GATHER EVIDENCE OF SUPPORT FOR PROJECT:

- Collect at least three (3) letters of community support
Note: letters of support from community groups should state why they think this project is a good idea and what they will do (tangible, practical or financial assistance) to help make this project a success.
- For workshops, include a list of people who have expressed interest in participating (can be from social media surveys, or written lists in response to a call for expression of interest).
- Include statistics from feedback/surveys that highlight an area of need in our region that your project is aiming to address.

8. LEGACY:

- Think about the item/artwork you will create – where will it be installed/stored on completion of the project? If seeking a public installation, seek and gain permission to do so prior to submitting application. If installation is on Council land, an asset or property, Council permission is required. Please allow 6 weeks lead time (see #4 above).
- Artwork on private buildings will not be funded by RADF.

9. YOU ARE NOW READY TO START YOUR ONLINE RADF APPLICATION.

When a new RADF Round is opened, please access the online application form [at https://northburnett.qld.gov.au/radf/](https://northburnett.qld.gov.au/radf/)

PROFESSIONAL DEVELOPMENT APPLICATION:

See Page 3 for specified funding limits

1. Identify the training opportunity that will develop your professional practice.
2. Gather written quotes for training, travel costs, accommodation required etc.
3. Include proof of the training opportunity, what is included in the training, the dates and place that it will be held (i.e. official brochure/webpage link).
4. Explain in your application how this training will develop you as an artist and what benefits you are expecting to be able to bring to your professional practice within the North Burnett.
5. Access the Online Application Form via this link: www.northburnett.qld.gov.au/radf/

SCHEDULE ONE

Acknowledgment Guidelines for Grant Recipients

In accepting your RADF grant, you are required to acknowledge the financial assistance provided by the Queensland Government and the North Burnett Regional Council. By acknowledging this support, you are informing the community appropriately about how public funding is being spent.

You must acknowledge RADF funding in all publicity relating to funded activities through:

1. Use of the Queensland Government and North Burnett Regional Council logos; and
2. Use of the following acknowledgment statement:

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

This includes all promotional materials such as brochures, posters, social media posts, conference programs, performance programs and invitations, signage at events, all media releases, television, radio and newspaper advertisements, speeches, websites, newsletters, annual reports and promotional videos.

How do I get the Logos?

Successful RADF recipients will be provided with the North Burnett Regional Council logo and the State Government crest, once their funding agreement is finalised.

Placement and Size of Logos

Organisations or individuals receiving funding from the Regional Arts Development Fund are required to place the Queensland Government and Council logos in a prominent position on all material associated with the activity. On websites, a link should be placed to the home page of Arts Queensland's website www.arts.qld.gov.au.

The Queensland Government logo must be no smaller in size and of no less visual significance than any other acknowledgment of assistance received for the project or funded outcome. Where RADF provides most of the funding, this acknowledgment should precede all other acknowledgments.

Successful Acquittal of Grant Funds

Please note that you must supply a copy of all promotional materials and publications in acquitting your RADF funding to your Council. Failure to abide by these Guidelines may affect future funding decisions.

Questions or assistance

For any questions or assistance, please contact Council's RADF Liaison Officer on 1300 696 272 or by email at admin@northburnett.qld.gov.au.