



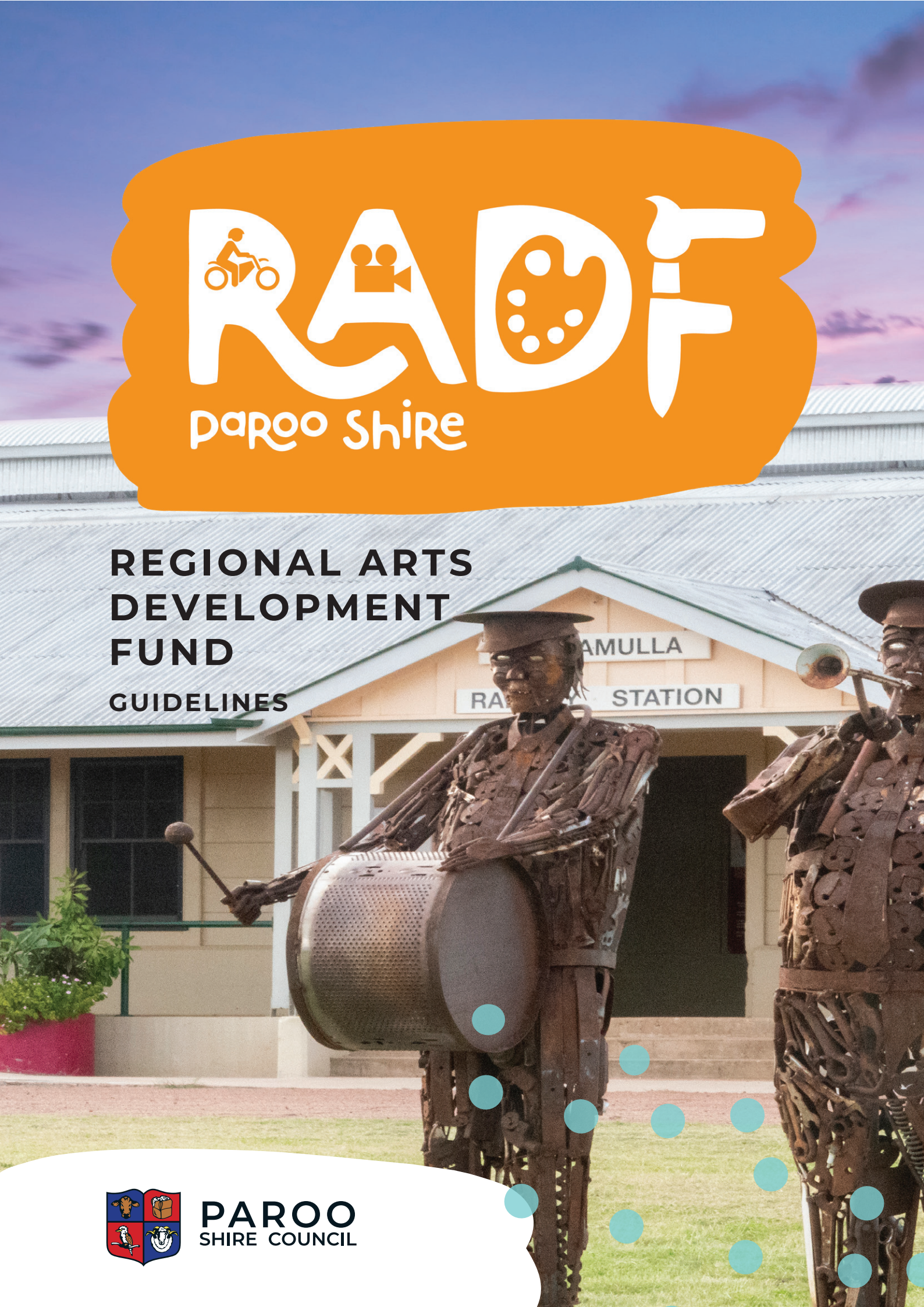
RADF

PAROO SHIRE

REGIONAL ARTS DEVELOPMENT FUND GUIDELINES



PAROO
SHIRE COUNCIL



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SECTION A:

THE REGIONAL ARTS DEVELOPMENT FUND (RADF) PROGRAM

WHAT IS THE REGIONAL ARTS DEVELOPMENT FUND (RADF)?

Established in 1991, the Regional Arts Development Fund (RADF) promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. Delivered in partnership with local government, RADF is a multi-year program of co-investment in local arts and cultural priorities across Queensland, as determined by local communities.

RADF delivers quality arts and cultural experiences, and aligns to Grow 2022-2026, the second action plan for Creative Together 2020-2030.

Program Objectives:

RADF drives social change and strengthens communities through community grants programs and council-led initiatives 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.

What RADF investment can be used for:

RADF investment supports programs delivered by the council including:

Council projects

- council-initiated or council-led arts and cultural activities, projects and events
- council-initiated professional development opportunities for local artists and arts workers (such as mentorships, incubator programs and provision of space or services)
- other activities such as RADF committee training, marketing and promotion.

Local grants programs (open or specifically targeted)

- grants for artists or arts and cultural workers for professional development activities, new work or projects
- grants for professional organisations and community groups for arts and cultural activities, projects or events

RADF promotes the role and value of arts, culture, and heritage as key drivers to support:

- diversity and inclusivity;
- grow strong regions;
- provide training;
- education and employment opportunities for Queensland artists and local communities.

The Paroo Shire Council's Arts and Cultural Plan 2018-2022 identified the following priorities:

- Creative and Vibrant Cultural Life
- Resilient and Spirited Community
- Animated Places and Spaces
- Valued History and Heritage
- Productive Partnerships
- Indigenous Cultural Citizenship
- Cultural & Creative Enterprise

These visions underpin Council's specific priorities:

- Support First Nations Development Projects
- Building Capacity and Encouraging Participation in the Arts
- Strengthening Arts and Cultural Tourism and Events
- History and Heritage - Storytelling
- Animated Places and Spaces.

Applications which align with the above 2022-2023 Paroo Priorities will be looked upon favourably during the assessment period.

WHAT ARE THE SIX CATEGORIES OF FUNDING?

1. INDIVIDUAL DEVELOPMENT

For Individual artists and arts workers living in regional Queensland to attend professional development seminars or activities; master classes; mentorships with recognised arts and cultural peers; and placements with recognised arts and cultural organisations.

RADF grants will support activities in Australia only.

Assistance is available for up to 65% of costs, total costs to a maximum of \$1000.00 for Queensland travel and \$2000.00 for National travel.

Summer/Winter schools — Will not support more than two places a year.

2. BUILDING COMMUNITY CULTURAL CAPACITY

For community groups to engage a professional artists or arts worker to work with them on developing their arts practice or to run arts development workshops or community projects.

RADF grants will support travel, accommodation and fees associated with employing professional artists or arts workers to work on Community projects or workshops in the local community.

Assistance is available for up to 65% of the project or workshop.

This category is also open to councils that wish to assume a coordination role for the project.

3. CONTEMPORARY COLLECTION/STORIES

Objective to preserve and provide access to locally held collections of significance, and collect and tell local stories from the past and present that can demonstrate State and or Local significance. The priorities for this category are proposals for the post 1960 heritage and Indigenous stories that can demonstrate strong community participation and ownership.

Documentation, preservation, interpretation projects and collection management training through community based workshops.

Community stories which can be documented in a variety of forms and mediums, including: plays, videos, art work, digital exhibitions, education programs, oral histories and publications.



4. CULTURAL TOURISM

Objective for projects and activities that focus on locally distinct arts, culture, history and heritage for members of our communities and visitors. Projects that preserve and provide access to locally held collections that have state or local significance.

RADF grants can support initiatives and activities including Cultural tourism marketing.

Arts projects that increase tourism outcomes.

Touring performances - participation in the Western Touring Circuit.

Documentation, preservation and interpretation projects. Collection management training.

Community stories documentation - including local indigenous stories.

5. CONCEPT & POLICY DEVELOPMENT

To develop arts research ideas and project proposals to the implementation stage and identify funding sources outside of RADF to implement project proposals. RADF grants will support individuals and groups who wish to engage in professional research and the development of ideas project proposals to the implementation stage. No specific art form product is required. However, the project should demonstrate how it will contribute to future arts development.

Potential funding sources for the implantation of the project must be identified prior to making an application and must be noted in the application form.

6. CULTURALLY SIGNIFICANT ACTIVITIES/WORKSHOPS

We will accept culturally significant activities/workshops that are specific to historical ways of life in the Paroo Shire area.

This will ensure no loss of culture and skills in our area as well as continuation of culturally appropriate techniques for those involved to continue teaching it into the future generations, thus reflecting the historical background of the region's rural and indigenous lifestyle.





Yowah silversmithing workshop,
funded by RADF 2019-2020

KEY PERFORMANCE OUTCOMES (KPOs)

All applications are required to deliver on their contribution towards RADF KPO's listed below:

IMPACT

- RADF invests in a diversity of local arts and cultural projects
- RADF engages local communities in arts and cultural activities
- RADF supports local employment and strengthening of local arts sector

QUALITY

- RADF supports quality arts and cultural initiatives based on local priorities
- Local communities value RADF

REACH

- Local people are engaged in decision making on RADF
- RADF supports engagement with new and diverse artists, audiences and communities
- RADF contributes to diversity and inclusive communities; growing strong regions; and providing training, education and employment

VIABILITY

- Local communities and partners are satisfied with the management of RADF at a local level
- RADF builds strong partnerships between arts and non-arts sectors
- RADF leverages additional investment
- RADF funding is used effectively and appropriately

ELIGIBILITY CRITERIA

WHO IS ELIGIBLE?

Individual artists, arts workers, cultural workers, or project coordinators who:

- are based in the 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 citizen.
- 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.

EXAMPLES OF ELIGIBLE PROJECTS

- Craft
- Theatre
- Dance
- Community activities and culture
- Design
- New media
- Music
- Writing
- Visual arts

WHO AND WHAT IS INELIGIBLE?

- **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.
- Applicants who submit **unsigned applications**.
- Applicants who have **failed to acquit previous RADF grants**.
- **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.
- **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 practice 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 staff and office expenses.
- **Accredited study, training or university courses** — Arts Queensland does not fund the primary training of artists, only their professional development once they are practicing.

RADF does not support 100% of any project. Applicants are required to make a contribution which may be in-kind.

WHAT IF I DON'T HAVE AN 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.

SECTION B:

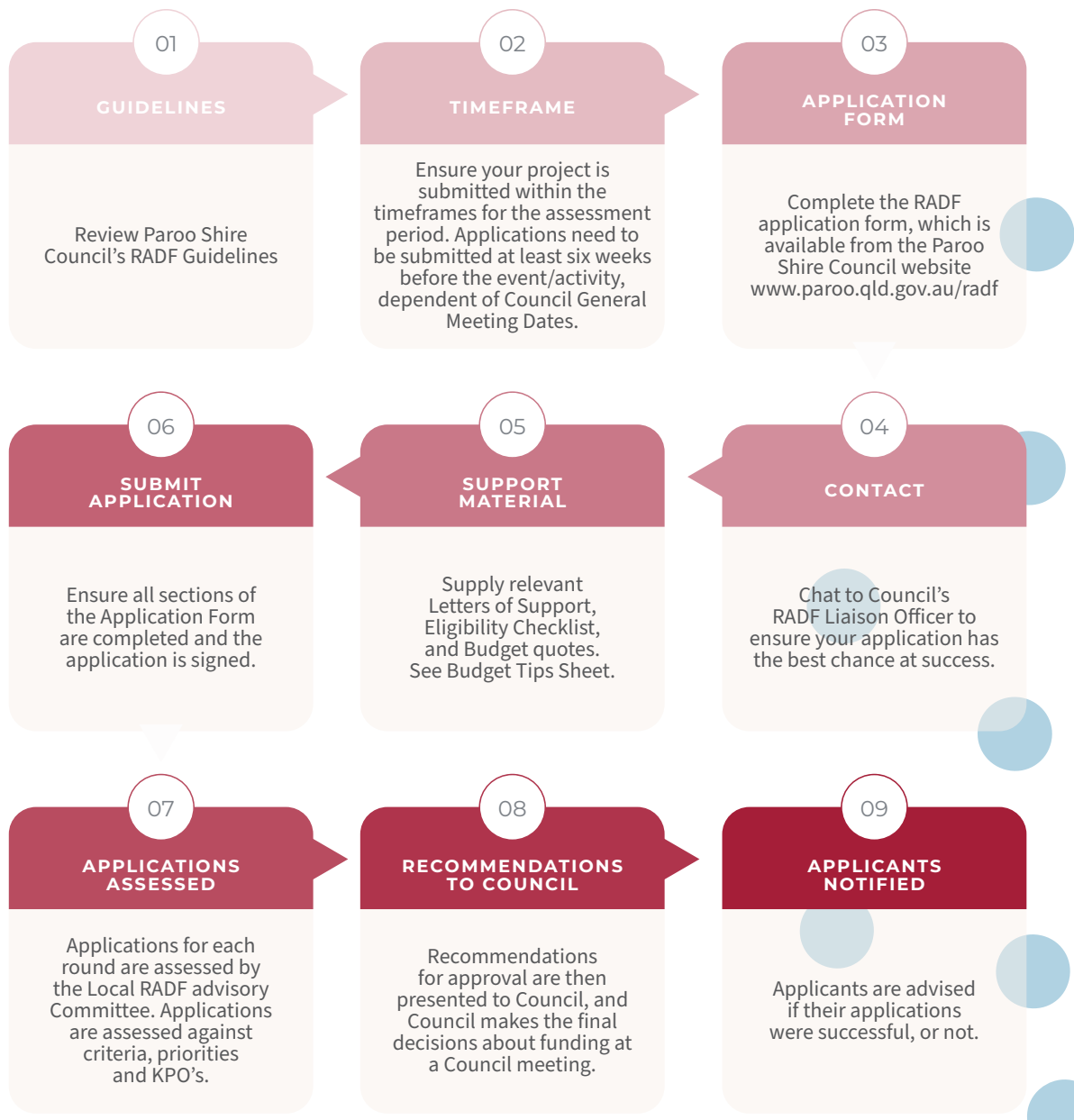
YOUR APPLICATION

WHAT SHOULD I DO BEFORE I COMPLETE AN APPLICATION FORM?

It is important that you:

- read your RADF Guidelines Section A to understand the community's values and goals and Council's priorities.
- ensure your application is for activity that the local community will benefit from either directly and/or indirectly establish your eligibility.

WHAT IS THE APPLICATION PROCESS?





Warrego writing workshop, funded by RADF 2017-2018

COMPLETING THE BUDGET

You must use the budget template on the application form which includes an example budget on the last page.

If you need assistance, contact the RADF Liaison Officer on 07 4655 8422.

- Ensure your budget estimates are as accurate as possible, including quotes where possible.
- Account for all costs of your activity - expenses and income; monetary and voluntary including in-kind contributions.
- Ensure you list other grants you have applied for, indicate where these other grants are pending.

- Indicate the amount of the RADF grant that will go towards any expenditure in the column titled RADF Grant.
- Include the total amount you are seeking from RADF as income.
- Ensure the income and expenditure columns balance i.e. Total Expenditure = Total Income.

Complete your budget GST exclusive. If you are registered for GST, Council will pay the grant plus GST.

The Paroo Example Budget & QLD Government's Example Budget is available [here](#).

WHAT IS THE RADF COMMITTEE LOOKING FOR?

When assessing applications RADF Committees will consider whether the project:

- will increase the sustainability of creative communities
- will benefit the community, both directly and indirectly
- align with local and/or regional plans
- Applications will be assessed on **reach, viability, impact and quality** (refer to page 6)

All applications are judged **on merit** with Committee decisions based on:

- The 5 Paroo Priorities (refer to page 3, last set of dot points)
- The six RADF funding categories (refer to pages 4-5)
- The eligibility criteria (refer to page 7)
- RADF budget for the year

WHAT HAPPENS IF I AM SUCCESSFUL?

If you are successful, before you receive your grant money and begin your activity, you will:

- Receive from Council two copies of a RADF Letter of Offer specifying what the funding is being allocated for and any special conditions that may apply to your application
 - one copy to sign and return*
 - one copy to keep for your reference
- Supply Invoice to Council to receive payment
- Need to acknowledge RADF, Paroo Shire Council and State Government on all promotional materials. Please see below for more information regarding logos and acknowledgments.

*No funds will be released until you sign and return all relevant documents to your RADF Liaison Officer.

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

ACKNOWLEDGMENT PROCESSES FOR RADF

RADF funded activities must acknowledge the Queensland Government and the Council in all promotional material, publications and products by inclusion of the RADF acknowledgment text and appropriate logos, as provided to you by the Paroo Shire Council.

Acknowledgment Text for RADF

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

You can download the Queensland Government logo and style guide at:

www.arts.qld.gov.au/aq-funding/acknowledgement

Download Paroo Shire Council's logo [here](#).

Example of acknowledgment text and logos layout:



**Queensland
Government**



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

The Paroo RADF stamp can be placed elsewhere on the promotional material and doesn't need to be placed next to the Queensland Government and Paroo Shire Council logos. There are multiple colour stamps to choose from to best match the design of your promotional material.

Download the Paroo RADF stamps [here](#).



Paroo Shire Council has a marquee & banner available for use by RADF funded projects. These can be made available by contacting the RADF Liaison Officer at: community@paroo.qld.gov.au 07 4655 8422



*Yowah silversmithing workshop,
funded by RADF 2019-2020*

APPLICATION ALTERATIONS

Sometimes circumstances change and you cannot carry out your activity exactly as described in your application. When this happens, you **MUST**:

- notify the RADF Committee through the RADF Liaison Officer in writing or by email
- receive approval of any change before beginning your activity.

The RADF Committee can:

- approve the changes
- request that you complete a new application form
- Ask you to return the funds and re-submit your application in the next round.

Any agreement to alterations must be:

- made in writing
- endorsed by the RADF Committee

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

OUTCOME REPORT

You must complete and submit an Outcome Report to Council no more than **4 weeks** after completing your funded activity. This acquits the local RADF monies you spent.

The Outcome Report template is available [here](#) or by contacting the RADF Liaison Officer on community@paroo.qld.gov.au or 07 4655 8422.

If you fail to acquit your grant, you will be ineligible to apply for future funding through RADF and Arts Queensland. In some circumstances, you may be asked to repay the grant.

Your outcome report must show evidence of the outcomes of the activity and how the RADF money was spent. Any unspent monies must be returned on receipt of invoice by Council.

COMMITTEE MEMBERS

Deb Dunsdon
Anna Murphy
Kathleen Fagan

Joann Woodcroft
Faye Johnson
Suzette Beresford

Hannah McKillop
Sharon Harper-Green
Valerie Galipo

Josephine Birch

CONTACT AND SUPPORT

RADF applicants are strongly encouraged to contact a RADF Liaison Officer on **4655 8422** or community@paroo.qld.gov.au to discuss the scope of their project prior to submitting an application.

PAROO SHIRE COUNCIL

49 Stockyard St, Cunnamulla, Queensland 4490
community@paroo.qld.gov.au
07 4655 8400
www.paroo.qld.gov.au/radf

