

Regional Arts Development Fund Guidelines

NOTE: Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate, Governance & Strategy Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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1. POLICY STATEMENT

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.

2. SCOPE

The 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;
- support skills development of South Burnett professional artists, emerging artists and arts practitioners; and
- increase local participation in the arts in the South Burnett region.

3. GENERAL INFORMATION

3.1. Who can apply for a South Burnett RADF Grant?

The following categories of individuals and organisations can apply for a grant:

- individual professional artists, emerging professional artists, arts workers, cultural workers or project coordinators who:
 - are based in the South Burnett Regional Council area, or if based outside the South Burnett area are able to demonstrate how the project/activity will directly benefit arts and culture in the South Burnett Regional Council area;
 - are permanent residents or Australian citizens; and
 - 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 South Burnett Regional Council area, or those based outside the South Burnett Regional Council area that are able to demonstrate how the project will directly benefit arts and culture in the South Burnett Regional Council area; and
- unincorporated organizations, supported by an incorporated body, that are based in the South Burnett Regional Council area, or those based outside the South Burnett Regional Council area that are able to demonstrate how the project will directly benefit arts and culture in the South Burnett Regional Council area.

3.2. Australian Business Number ('ABN')

If RADF applicants do not possess a valid ABN, they must be supported by an individual or incorporated organisation with a valid ABN (Sponsor) who will manage the grant on behalf of the applicant.

The Sponsor is responsible for providing a financial report on completion of the project/activity. It is not responsible for the artistic direction of the project/activity.

3.3. What does South Burnett Regional Council's RADF not support?

- applicants who submit incomplete applications;
- applicants who have failed to acquit previous RADF grants;
- projects for which arts workers are paid less than the recommended rates;
- activities that commence before Council approval is given because South Burnett Regional Council's RADF should not be used as a 'top-up' fund;
- craft workshops - unless a professional artist or arts worker is employed to work with the craft group to apply their skills in an innovative way to achieve an arts development outcome;
- 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 covered by South Burnett Regional Council's RADF grants, even if they are part of an exhibition or community project;
- entertainment - funding is not available to pay for entertainment at 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;
- eisteddfods - these are essentially competitions;
- 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 the following two (2) years;
- publishing costs associated with the activity, project or course;
- purchase of capital items, e.g. equipment, buildings or vehicles;
- recurrent funding for arts organisations - operational expenses are ineligible under the Program 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 – South Burnett Regional Council does not fund the primary training of artists, only their professional development once they are practicing; and
- the program supports up to 100% of any project/activity – capped at \$3,000 per project/activity.

3.4. Objectives of the South Burnett Regional Council's RADF Program

3.4.1. Local Delivery and Participation in the Arts

Objective – *To support local creatives to deliver cultural activities within the South Burnett region.*

3.4.2. Funding of 100% total project cost can be used towards

The funding of 100% total project cost can be used towards:

- professional or emerging artist fees or artswoker fees, for preparation and delivery time;
- local travel;
- accommodation within region if required; and/or
- venue hire.

The funding does not cover:

- course materials not covered by the registration/participation fee;
- catering;
- administrative costs; and/or
- promotions & marketing.

3.4.2. Conditions

Participants are expected to make a reasonable contribution towards costs. Applicants must demonstrate clear evidence of local community support for a project/activity by providing letters of support and lists of interested participants, where applicable. Applicants are expected to hold valid Public Liability Insurance.

3.5. Technical and Professional Skills Development

Objective - *To facilitate access to affordable development workshops and training, by subsidising the costs of:*

- *bringing professional tutors to the South Burnett region to teach creative groups valuable skills; or*
- *attendance by local professional and emerging artists at summer schools, workshops or conferences.*

3.5.1. Funding

The funding of 100% total project cost can be used towards:

- tutor fees for preparation and delivery time;
- tutor travel to South Burnett;
- tutor accommodation;
- venue hire; and/or
- registration fee for South Burnett professional artists, emerging artists and arts practitioners to attend summer schools / conferences / workshops.

The funding does not cover:

- administrative costs;
- course Materials not covered by the registration/participation fee;
- catering;
- promotions & Marketing; and/or
- accommodation, meals and travel associated with attendance at summer schools, conferences or workshops.

3.5.2. Conditions

Participants are expected to make a reasonable contribution towards costs. Applicants must demonstrate clear evidence of local community support for a project/activity by providing letters of support and lists of interested participants, where applicable. Tutors are expected to hold valid Public Liability Insurance. Tutors must complete an eligibility checklist and supply a quote.

3.6. Frequency of Rounds

The RADF program will offer two (2) funding rounds per financial year, as per the Community Grants Program Policy, subject to Council's successful application to Arts Queensland.

3.7. Regular Applicants

An individual, group or organisation can only be successful for one (1) grant per round. Refer to the Community Grants Program Policy for further information.

3.8. How South Burnett RADF Grants are Assessed

Once the funding round has closed, the RADF Liaison Officer copies, collates and sends all applications (including completed preliminary assessment and checklist) to the Community Grants Program Assessment Panel for final assessment. Should further information be required to undertake the preliminary assessment, the RADF Liaison Officer may contact the applicant or an arts expert in the relevant stream of the arts.

3.9. Assistance with Applications

Council recommends that before you attempt to complete the RADF application form, you make contact with the RADF Liaison Officer who can provide support to applicants with further understanding of the program and how best to complete the application.

The RADF Liaison Officer is the primary contact between Council and Arts Queensland and ensures the appropriate administration of the South Burnett Regional Council RADF Program.

3.10. Contact for more information about RADF Program

For more information about the Program, please contact the RADF Liaison Officer, via email info@sbrc.qld.gov.au or phone (07) 4189 9100.

4. DEFINITIONS

N/A

5. LEGISLATIVE REFERENCE

N/A

6. RELATED DOCUMENTS

N/A

7. NEXT REVIEW

As prescribed by legislation or June 2021.

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	12 June 2019	2599338
2	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	2599338


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CHIEF EXECUTIVE OFFICER

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