

# Regional Art Development Fund Guidelines

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## About the grant program

The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through Arts Queensland and eligible local governments in Queensland.

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.

RADF supports arts and cultural activities that:

- provide value for South Burnett Regional Council communities.
- build local cultural capacity, cultural innovation, and community well-being.
- deliver Queensland Government’s objectives for the community:

## Key objectives

Key objects of the South Burnett Regional Council's RADF funding are:

1. Local delivery and participation in the Arts:
  - to support local creatives to deliver cultural activities within the South Burnett region.
2. Technical and professional skills development:
  - 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.

## Funding

The minimum grant amount is \$500 and maximum grant amount is \$3,000.

## Key dates

Funding Round	Application Open	Application close	Outcome advised	Project delivery timeframe
Round 1	1 February	28 February	*30 April	1 May – 30 April
Round 2 **	1 August	31 August	*31 October	1 November – 31 October

\* Subject to Arts, Culture and Heritage Advisory Committee meeting dates

\*\* Subject to available funding

## Quick Response Grant

This grant aims to provide 'quick response' financial assistance to art and cultural professionals to provide or undertake professional development seminars or workshops, conferences, or appropriate arts events that cannot be funded by other means because of their nature or timing.

This grant is open all year round or until funds are exhausted. Applications can be submitted at any time and will be reviewed on the last Friday of the month. Outcomes will be advised fourteen (14) working days after the first business day of the following month.

Assistance of up to \$1000 is available. Quotes are required.

## Eligible applicants

### Individuals

Professional artists, emerging professional artists, arts workers, cultural workers, or project coordinators who:

- are based in the South Burnett region, or if based outside the area, can demonstrate how the project will directly benefit arts and culture in the council area.
- are permanent residents or Australian citizens.
- are aged 18 years of age or above or have a legal guardian co-sign the application and agree to take financial responsibility of the funding.
- have an Australian Business Number (ABN). Individuals that do not have an ABN are eligible to apply if they provide written agreement from an eligible organisation to act as an auspice for the project.
- Have \$20 million Public Liability Insurance to cover the project in its entirety.

### Groups

Any of the following groups may be eligible to apply

- arts, culture and heritage organisations based in the South Burnett region, or if based outside the area, can demonstrate how the project will directly benefit arts and culture in the council area.
- applicants are required to be incorporated organisations with \$20 million public liability insurance. Unincorporated groups are eligible to apply, providing that their application is made through an eligible organisation acting as an auspice.

## Definitions

*"Emerging Artist"* refers to an artist who is at an early stage in their career. Emerging artists will have a demonstrated and recent track record of some professional work in their art form area and will have created a modest body of artistic work.

If applying as an Emerging Artist, applicants must demonstrate in their application that they are working or engaging with industry professionals in the delivery of their project. Fees associated with the engagement of industry professionals are eligible.

*"Established Artist"* refers to an artist who is at a mature stage in their career, who has specialised training in the art form, who has created an extensive body of independent work, who has garnered regional, state, national or international recognition from their peers as having reached an advanced level of achievement.

Applicants must demonstrate they are an Established or Emerging Artist by uploading support materials such as their CV, links to their websites, portfolios or past exhibitions, letters of support from professional peers, and/or any other files they feel evidence their application as an Established or Emerging Artist.

All applicants will be assessed on their capacity to deliver the project based on their demonstrated skills and experience provided in the application form and uploaded support material.

## Ineligible applicant, applications, and projects

The following are ineligible for funding through the RADF Program:

- projects that commence before notification of successful funding.
- late or incomplete applications.
- applicants who have an outstanding debt to Council.
- applicants that have not acquitted a previous RADF grant

## Applicants must

- deliver their project within 12-months of grant approval date.
- discuss their idea/project with the RADF Liaison Officer.
- have appropriate insurance.
- demonstrate ability to ensure sound workplace health and safety practices are employed.
- be able to demonstrate project viability.
- have met acquittal conditions for any previous RADF and/or council grants they may have received.

## Eligible expenses

Funding will only cover costs related directly to delivering the project or activity itself, in accordance with the key objectives, such as:

- artist/tutor professional fees.
- artist/tutor fees for preparation and delivery time.
- artist/tutor travel expenses.
- artist/tutor accommodation expenses.
- venue hire.
- registration fees for South Burnett professional artists, emerging artists, and arts practitioners to attend summer schools/conferences/workshops.
- publishing costs for promotional and marketing materials or associated costs

## Ineligible expenses

Funding will not cover

- projects for which art workers are paid less than the recommended rates.
- craft workshops - unless a professional artist/tutor or arts worker is employed to apply his or her skills to achieve an arts development outcome.
- school arts activities EXCEPT where activities form part of broader community cultural development process or are part of a professional arts development.
- competitions or eisteddfods.
- framing or freight.
- entertainment costs.
- organisations' operational expenses.
- purchase of capital items.
- catering costs, openings, launches, and parties are not eligible for RADF grants, even if they are part of an exhibition or community project. (These activities can be included in your RADF project however, alternative funding must be sourced).
- accredited study, training or university courses.
- organisations offering professional development for staff.
- course materials not covered by the registration/participation fee.
- accommodation, meals, and travel associated with attendance at summer schools, conferences or workshops.
- individuals funded to attend a McGregor Summer/Winter school or equivalent institution will not be eligible to attend that event for two (2) years thereafter.

## Goods and Services Tax (GST)

All quotes and project budgets must be GST exclusive. An applicant's GST registration status will not impact the total amount paid if successful. For advice on GST, please contact the Australian Taxation Office (ATO) on 13 24 78 or via the ATO website.

## How to apply

- application must be made via [Smart grants](#) on Council's website.
- contact Council's Community Development Team for further support.

<b>Assessment</b>	
Applications will be assessed by the Arts, Culture and Heritage Advisory Committee ('ACHAC') based on the assessment criteria.	
<b>Assessment Criteria</b>	
<b>Pre-eligibility Check</b>	All applications are checked to determine applicant and project eligibility and to ensure that they are complete. Ineligible and incomplete applications will not progress to assessment.
<b>Assessment</b>	<b>Alignment with program objectives</b>
	<ul style="list-style-type: none"> <li>The project aligns with local arts and cultural objectives</li> </ul>
	<b>Demonstrated community need</b>
	<ul style="list-style-type: none"> <li>The project is clearly and concisely communicated.</li> <li>The need for the project is clearly demonstrated and relevant consultation, evidence and support is provided</li> </ul>
	<b>Level of community benefit</b>
	<ul style="list-style-type: none"> <li>The community benefit and intended outcomes of the project are clearly articulated and well developed.</li> </ul>
	<b>Value for money</b>
<ul style="list-style-type: none"> <li>The budget is balanced, realistic and expenditure items are relevant to the project.</li> <li>The applicant demonstrates additional investment.</li> <li>The applicant provides a sound budget and project plan.</li> </ul>	
<b>Approval</b>	<b>Capacity to deliver the project</b>
	<ul style="list-style-type: none"> <li>The applicant demonstrates skills, experience, and internal resources to deliver the project to a high standard, on time and within budget.</li> </ul>
A recommendation will be made by the Art, Culture and Heritage advisory committee with approval by the General Manager Liveability	
<b>Applicant Checklist</b>	
<ul style="list-style-type: none"> <li>Public Liability Certificate of Currency</li> <li>A current CV for all arts or creative professionals involved in the project</li> <li>Tutors must provide a quote for each item requiring grant funding</li> <li>Letter of confirmation from artist/arts worker to deliver training</li> <li>Letter of confirmation from key venues, such as galleries, involved in the project where relevant</li> <li>Two letters from creative professionals and collaborators, arts and cultural organisations, and/or members of your project's specific target groups that provide relevant comments in support of your application.</li> </ul>	
<b>Notification of outcome</b>	
<ul style="list-style-type: none"> <li>applicants are advised by preferred contact method of the outcome of their application.</li> <li>Successful applicants will be advised of their requirements, terms and conditions in the Funding Agreement.</li> <li>unsuccessful applicants are invited to seek feedback about their application by contacting the Council.</li> </ul>	
<b>Funding agreement</b>	
<ul style="list-style-type: none"> <li>successful applicants must enter into a Funding Agreement with Council within 30 days of notification of outcome to receive funding</li> <li>applicants may be requested to resubmit budgets or support material for the project prior to receiving the grant payment.</li> <li>if the applicant has an auspice arrangement with an incorporated organisation, the Funding Agreement and payment will be made with that incorporated organisation</li> </ul>	
<b>RADF Reporting / Acquittal</b>	
All activities that receive RADF funding are required to complete and submit a Project Outcome report. The Project Outcome Report includes information about the success of your project, budget and support material, statistical information and photographic or video evidence of the event is required. Outcome reports require high resolution images and/or video. These may be utilised by Council and/or Arts Queensland on their websites or through other media channels.	
Reports must be submitted online via the Smarty Grants portal <a href="http://www.sbrc">www.sbrc</a>	

All projects are required to report on their contribution towards RADF Key Performance Outcomes (KPOs):

**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**

- 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**

- RADF builds strong partnerships between arts and non-arts sectors
- RADF leverages additional investment
- RADF funding is used effectively and appropriately

**Change/Cancellation of project**

If for any reason the project is not able to proceed as approved, you must contact the RADF Liaison Officer immediately.

If an amendment is being proposed, this must be submitted via a Change of Project form for approval by ACHAC. Note: proposed changes to end dates must fall within 12 months of the initial approved end date.

Cancelled projects are required to return all RADF funds to the Council.

If funds are partially expended, then this must be detailed in the Outcome Report and remaining funds returned to Council with the Outcome Report.

**Case study opportunity**

Arts Queensland and Council select case studies each year to highlight successful grant recipients. Individuals or groups wishing to be involved in a case study may contact Council to assist this element prior to project delivery.

**Acknowledgement**

**Logo and acknowledgement**

RADF funded activities must acknowledge the Queensland Government and Council in all promotional material and publications using the below acknowledgment text and logos. Copies will be provided to you by Council.

**This project was funded by the Regional Arts Development Fund (RADF), a partnership between the South Burnett Regional Council and Queensland Government to support local arts and culture in regional Queensland.**



**Related Policies / Procedures**

Community Grants Program Policy – Strategic005

**Contact**

Please return your completed form to the following address, or email [info@sbrc.qld.gov.au](mailto:info@sbrc.qld.gov.au)

For enquiries, please contact (07) 4189 9100

South Burnett Regional Council

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