

RADF FACTSHEET

FREQUENTLY ASKED QUESTIONS?

2017/2018

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Is there anything I can do to prepare myself prior to attempting the application form?

Sure!

Prior to meeting in person or having a phone conversation with your local Arts Development officer you could go through a simple project plan outline. Think about some of the basics Who / what / where / when / why and how.

Just this simple thought process can help you think about who your stakeholders will be, how you can contact them, is this important to just you or the wider community, if you need a venue, etc.

Another great thing to think about early is: How will I know if I have been successful?
How do you plan to collect feedback?

Often information you gather during this process is easily transferable to your actual application process.

I don't have an ABN. Can I still apply for RADF?

Yes you can!

There are many local community organisations and community members who are happy to auspice your application. What this means is that an external (to your application) person will be your Financial Support. They will be responsible for all the financial components of your application.

Auspicings Agreements can have different obligations attached to them for example a flat fee or a set percentage of the total grant amount.

If you are seeking an auspice please contact your local RADF Liaison Officer to discuss some possibilities.

What is a CV?

CV is short for curriculum vitae which is Latin for 'course of life'. Your CV is a summary of your experience, skills and education as opposed to a resume which details periodically education and experiences.

We ask that you submit a 1 page CV and include information pertaining to you RADF application and/or arts practice rather than general employment information.

Your CV is attached as supporting documentation to your application and is used by the RADF Assessment Committee to help them understand where you have come from and where you hope to go with your artistic endeavours.

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How do the RADF Assessment Committee members decide which applications get funded and which do not?

Each application is assessed against four criteria: Quality, Reach, Impact and Viability.

Quality

High standard of artistic and cultural products, processes and/or services; artistic and/or cultural innovation; contribution to art form or artist development; personnel with the expertise and experience to deliver artistic or cultural objectives.

Reach

Participant or audience numbers or public outcome; demand or need for the project or program; communication and marketing to target audience; accessibility of program to diverse audiences, participants and communities or to a specific target group.

Impact

Cultural, artistic, social or economic benefit either to the individual or to the broader community; contribution to encouraging safe and inclusive communities, building regions, encouraging equal opportunities, stimulating economic opportunity and innovation, increasing opportunities of gainful employment and future career options, and conserving heritage; Does the project support local and regional artisans, suppliers and vendors whenever possible?

Viability

Evidence of good planning and achievable outcomes; effective use of resources and appropriate budget; Is there financial and/or in-kind support from partners; Is there going to be revenue generation? (e.g. from ticket sales, merchandise or other activities); personnel with management and administration skills; enterprising and innovative approaches.

Each RADF Committee member reviews each RADF application independently before coming together to finalise decisions. Each committee member awards a score to each criteria which generates an overall score which is used to support their recommendations regarding funding distribution.

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Can I change my project once I have been awarded funding?

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

- notify the RADF Liaison Officer in writing;
- negotiate any change before beginning your activity.

The RADF Liaison Officer can:

- approve the changes in writing (email is sufficient);
- request that you complete a new application form if the change is significant enough to warrant this;
- ask you to return the funds and re-submit your application in a future round if the change is significant enough to warrant this especially if the change requires a lengthy delay in the commencement of a project.

Any agreement to alterations must be:

- made in writing;
- endorsed by the chair of the RADF Committee.

Please note:

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

If I have a problem, how do I deal with any dispute resolution?

Occasionally, conflict can arise between applicants and Committee members or Council staff. If this happens, you should, in the first instance, tell your RADF Liaison Officer about any disagreement or conflict with your application.

If your dispute is with the RADF Liaison Officer you can contact council on 1300MACKAY and request to speak to Robert Ryan – Senior Coordinator Community Programs.

You have the right to request a meeting with a Committee member or Council staff member to get feedback about your application or to see minutes of assessment meetings.

Arts Queensland can offer advice about the RADF Program to you and the Committee, but is not available to mediate. However, the Local Government Association of Queensland can suggest local mediators.