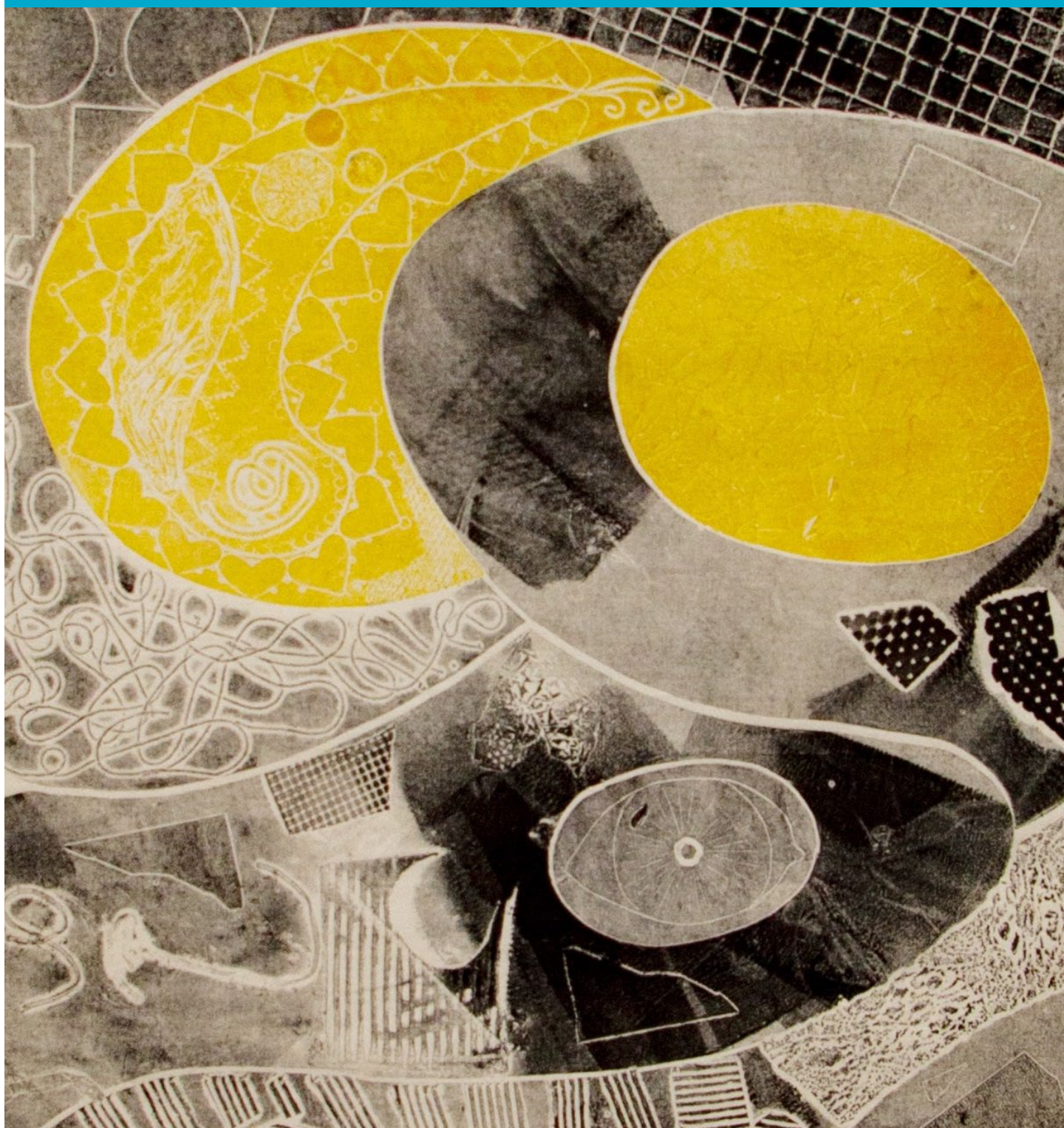


# RADF GUIDELINES

## WHAT IS RADF?

2018/2019

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# RADF GUIDELINES

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### What is RADF?

The Regional Arts Development Fund (RADF) supports local government and community partnerships as articulated in the Arts and Cultural Investment Framework.

RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions.

RADF is a flexible fund that supports local councils to invest in arts and cultural priorities as determined by local communities, across Queensland.

RADF is delivered as a partnership between the Queensland Government through Arts Queensland and eligible local councils across the state.

The objectives of the Fund are to:

- provide public value for Queensland communities
- build local cultural capacity, cultural innovation and community pride
- deliver the Queensland Government's objectives for the community.

### What are the RADF 2018-19 objectives?

RADF 2017-18 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

For further information on RADF please visit:

[http://www.mackay.qld.gov.au/community/grants/regional\\_arts\\_development\\_fund](http://www.mackay.qld.gov.au/community/grants/regional_arts_development_fund)

For further information on other Arts Queensland programs and opportunities please visit:  
[www.arts.qld.gov.au](http://www.arts.qld.gov.au)

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## 2018-2019 MRC RADF Program Priorities:

- 1. TECH TOOLS:** Exploring the creative potential of technology. RADF will support activities/projects that explore technology and provide innovative opportunities within the arts, cultural and/or heritage sectors.
- 2. TELLING OUR STORIES:** Collecting and presenting community stories. RADF will support activities/projects that explore the diversity of our community and the possibilities around how we collect and present stories from our community.
- 3. LIFELONG LEARNING:** Supporting processes that build on opportunities for growth. RADF will support activities/projects that provide opportunities for learning, career development and growth.
- 4. ARTS & HEALTH:** Improving health and wellbeing through the arts. RADF will support activities/projects that can improve the health & wellbeing of people within our community who are living with a disability.
- 5. PLACEMAKING:** Being creative in the community, supporting creative activity in public spaces. RADF will support activities/projects that assist our community to engage with, activate and/or transform local spaces & places in a way that highlights a locality's unique identity and/or biodiversity, and strengthens our relationship with the environment.

Extra Priorities for Council Led Initiatives:

- 6. COMMUNITY RESILIENCE:** Using the arts as a tool for positive social impact. RADF will support applications from individuals, groups and organisations delivering community arts processes in response to identified community need post Cyclone Debbie. LOCAL
- 7. LOCAL CONTENT / LOCAL PRODUCT:** Valuing our local arts & cultural resources. RADF will support activities/projects that sustain the development of locally driven content and cultural tourism products for local events.

## Priorities for 2018/2019 align with the five key objectives from Mackay Regional Council's Arts and Cultural Plan 2016-2020 - Celebrate Connect Inspire:

1. Vibrant Spaces and Places
2. Celebrate our Diversity and Enhance Community Pride
3. Encourage Partnerships and Collaboration
4. Lifelong Learning
5. Enhance Advocacy and Promotion

For more information about the 2018-2019 MRC RADF Program Priorities please refer to the relevant factsheet.

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## RADF 2018-19 Key Performance Outcomes (KPOs)

All projects receiving RADF 2018-19 funding are required to report on their contribution towards RADF 2018-19 Key Performance Outcomes (KPOs):

### QUALITY

- Produces or contributes to high quality arts and cultural initiatives for local communities
- Proven capacity to effectively support and deliver arts and cultural services.

### REACH

- Provides access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences.
- Evidence of local demand for proposed program/s

### IMPACT

- Demonstrates cultural, artistic, social or economic benefit either to the individual or to the broader community.
- RADF contributes 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.
- Where possible applicants are encouraged to support local and regional artisans, suppliers and vendors.

### VIABILITY

- Evidence of good planning for strong governance and management of RADF at a local level.
- Evidence of partnership capacity with partners including business and government.

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## What can RADF funding support?

- development and delivery of diverse, exciting and accessible arts and cultural activities, projects and initiatives for, by and with local communities;
- value adding arts and culture into existing non-arts projects or events that could support growing new audiences or markets;
- strategic arts and culture initiatives in local communities (for example, increasing amenity, community pride and liveability of local areas through infrastructure, public art, place-making projects);
- regional initiatives or programs to deliver cross-regional arts and cultural-led outcomes;
- professional, career and capacity development opportunities for local artists and arts workers;
- engagement of key target groups such as young people or CALD communities or programs targeting particular geographic locations;
- recruitment of specialist expertise to support, develop and /or produce arts and culturally driven outcomes.

## How does RADF Operate in my local community?

The Arts Development Officer manages the local program in partnership with an RADF Community Committee, and receives support as required from the broader Community Development Team.

A funding pool is offered annually. This is delivered over three funding rounds and assessed by a committee of community volunteers – The RADF Community Committee.

RADF will only fund up to 65% of the total expenses of an activity/project unless otherwise specified. Applicants are required to make a significant contribution of at least 35% which may be in-kind.

A Green Arts Round will be offered at least once per year. This is a strategic partnership between the Mackay Regional Council RADF Program and the Natural Environment Levy.

Strategic Initiatives will be planned for delivery annually via various Mackay Regional Council departments.

Consultation with the community to collect feedback and evaluations of the process will be reported annually to drive Strategic planning for the following year.

Mackay Regional Council departments can apply to the funding pool for initiatives that are driven by identified local needs or priorities and demonstrate how they provide an arts or cultural development aspect locally.

\*\* Terms of Reference for the RADF Community Committee are available on request.

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## Community Funding Pool

### Who can apply for a RADF grant?

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

- Individual professional artists, emerging professional artists, arts workers, cultural workers or project coordinators who:
  - are based in the Mackay Regional 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 citizens;
  - 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.

### 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.

**\*\*** If you do not have an ABN and are finding it difficult to find someone to auspice your application please contact the Arts Development Officer: Fiona Vuibeqa to discuss your options.

Email: [fiona.vuibeqa@mackay.qld.gov.au](mailto:fiona.vuibeqa@mackay.qld.gov.au)

Phone: 1300 MACKAY

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## What does RADF not support?

- Applicants who have failed to acquit previous RADF grants.
- Activities that commence before Council approval is given.
- 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.
- Eisteddfods — they are essentially 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. 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 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 — RADF 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 organisation's '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'.

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## What are the categories of funding?

There are six categories of funding available for individuals, groups, organisations and Councils.

They are:

1. INDIVIDUAL DEVELOPMENT (offered three times per year)
2. PROJECTS & PROGRAMS (offered three times per year)
3. COMMUNITY WELLBEING (offered three times per year)
4. COMMUNITY RESILIENCE (In the 2018/2019 funding year this category will be offered for all three rounds to support recovery processes post Severe Tropical Cyclone Debbie)
5. CONCEPT DEVELOPMENT
6. GREEN ARTS (This category will be offered at least ONCE per year)

### 1. INDIVIDUAL DEVELOPMENT (offered three times per year)

This category is open to individuals to access financial support to participate in activities that build on their chosen arts practice.

#### Proposals could include:

- attending professional development seminars or activities;
- master classes;
- mentorships with recognised arts and cultural peers;
- artist in residence programs
- placements with recognised arts and cultural organisations.

#### Considerations:

Assessments prioritise support for intrastate and interstate activities. As Arts Queensland's Career Development grants support international activities, including overseas travel, individuals applying for international activities would be considered on a case by case basis and would have to provide strong evidence as to the broader benefits of the RADF program investing in their planned activities.

Assistance is available for up to 65% of the total costs for registration, accommodation and travel to a maximum of \$1000 for activities in Queensland, \$2000 for activities in other states, and \$3000 for international activities.



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## 2. PROJECTS & PROGRAMS (offered three times per year)

This category is open to individuals, groups and organisations where outcomes of their activities have a broader reach within the community.

Proposals could include:

- Delivering projects and activities that focus on locally distinct arts, culture and heritage;
  - o product development by professional artists, either as individuals or in partnership with individual community members or community groups;
  - o the development of marketing strategies for a professional artistic product;
  - o community stories documentation, which may be through various forms and mediums, including plays, film/videos/audio, artwork, digital exhibitions, education programs, oral histories and publications.
- Engaging professional artists or arts workers to run workshops or community projects that have a focus on developing skills;
- The delivery of innovative and energising arts and cultural projects where artists and communities work together.

### Considerations:

This is a very broad category and the RADF program is structured to have specific priorities based on community issues/needs year to year. Although not mandatory, it is advisable to contact the Arts Development Officers to discuss your intentions to apply and to ascertain the current priorities of the program.

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## 3. COMMUNITY WELLBEING (offered three times per year)

This category is open to individuals, groups and organisations proposing accessible and inclusive arts and cultural activities where artists and communities work together to create specific outcomes that build community resilience and wellbeing within marginalised or minority groups.

It is well documented that the arts have a profound social impact on the wellbeing of communities. Creative activities help to promote civic pride, strengthen belonging, build social cohesion, encourage interaction and facilitate inclusion. All of these factors translate to a vibrant, healthier and more resilient community. The creative arts not only help to achieve this but also allow us to sustain an environment in which our community can prosper.

### Projects may have a focus in the following areas:

- Health and wellness
- Social Justice
- Social inclusion and belonging
- Mackay pride

### Projects should have a target participants/audience including:

- Aging population
- Youth
- People from culturally and linguistically diverse backgrounds
- People with Indigenous heritage
- Australian South Sea Islander People
- People living with a disability

### Proposals could include:

- Engaging professional artists or arts workers to run workshops or community projects that have a focus on community resilience and wellbeing and target marginalised or minority groups;
- The delivery of accessible and inclusive arts and cultural projects where artists and communities work together to create specific outcomes that build community resilience and wellbeing within marginalised or minority groups;
- An evaluation plan detailing the how the social outcomes from their project will be identified and assessed.

### Considerations:

This is a very broad category and the RADF program is structured to have specific priorities based on community issues/needs year to year. Although not mandatory, it is advisable to contact the Arts Development Officers to discuss your intentions to apply and to ascertain the current priorities of the program.

\*\*Arts Victoria published an evaluation guide for community arts practitioners that can assist with this process, titled "Evaluating Community Arts & Community Well Being" (2002).

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## 4. COMMUNITY RESILIENCE

**(offered with an allocated round as an identified need arises – In the 2018/2019 funding year this category will be offered for all three rounds to continue to support recovery processes post Severe Tropical Cyclone Debbie)**

This category is open to individuals, groups and organisations responding to identified community needs such as recovery post natural disaster, a spike in Youth Suicide, or any circumstance where arts practice can benefit a community's ability to process an identified issue or need.

### **Proposals would be required to include:**

- Evidence of the identified need and community support for the project;
- A project plan detailing the aims, nature and structure of the project as well as any collaborations/partnerships, timeframes and budgetary considerations, intended target audiences and an "access" strategy to ensure activities encourage participation by people who may be experiencing hardship;
- An evaluation plan detailing the how the social outcomes from their project will be identified and assessed.

### **Considerations:**

Outcomes from this category have the potential to support both councils and the private sector to fully understand the value of arts in our community as a tool for positive social impact, and as a consequence develop strategic arts and cultural initiatives that specifically address evolving community needs.

To support the continued inclusion of Arts & Cultural Policy and Planning in our region this category will also support applications offering consultation processes that enable the evaluation and/or development of current policy and plans.

\*\*Arts Victoria published an evaluation guide for community arts practitioners that can assist with this process, titled "Evaluating Community Arts & Community Well Being" (2002).

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## 5. CONCEPT DEVELOPMENT (offered three times per year)

The development of arts and cultural ideas and project proposals to the implementation stage.

Objective — to develop arts and cultural 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 and project proposals to the implementation stage. No specific artform product is required; however, the project should demonstrate how it will contribute to future arts and cultural development. Potential funding sources for the implementation of the project do not need to be identified prior to making the application.

This category is also open to Councils.

## 6. GREEN ARTS (offered at least ONCE per year)

Green Arts is an innovative partnership between the Mackay Regional Council RADF Program and the Parks, Environment & Sustainability Departments to offer a dedicated category within the RADF community funding pool that supports initiatives that focus on environmentally based arts and cultural practice and highlight issues relating to our unique local biodiversity.

Proposals could include:

- Highlighting the significant and diverse natural environment in the Mackay Regional Council area - this could include a geographical area, a local species of flora or fauna or a greater collective such as the Great Barrier Reef.
- In 2018/2019 this category aligns with Priority five, PLACEMAKING: Being creative in the community, supporting creative activity in public spaces, and so invites applications for activities/projects that assist our community to engage with, activate and/or transform local spaces & places in a way that highlights a locality's unique identity and/or biodiversity, and strengthens our relationship with the environment.

Supports Arts & Cultural Plan 2016-2020, STRATEGY 1.5.2 Promote Mackay Tourism's 'Nature - Reserved' brand by supporting site-specific, ephemeral, environmental art projects and programs in iconic locations of natural beauty within the region.

Considerations:

- Projects must not damage the natural environment in any way;
- You are encouraged to refer to the Environmental Sustainability Strategy prior to submitting your application. This can be found at:  
[http://www.mackay.qld.gov.au/environment/environmental-sustainability/sustainability\\_strategy\\_2017-2022](http://www.mackay.qld.gov.au/environment/environmental-sustainability/sustainability_strategy_2017-2022)

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## So what now?

- Write your idea down and start adding some detail around the what, who, why, when and how;
- Start talking to other people who may have an interest in what you are planning and if they are interested ask them if they would consider writing you a letter of support for your application;
- Make an appointment to see the Arts Development Officer to talk through your idea/s;
- Application packs are available in person (hard copy) and online.  
([http://www.mackay.qld.gov.au/community/grants/regional\\_arts\\_development\\_fund](http://www.mackay.qld.gov.au/community/grants/regional_arts_development_fund))

## What happens next?

- Register on smarty grants and if the round is open, start filling in the form. Once registered you can save your progress and come back to the application as many times as you need: <https://mackay.smartygrants.com.au>
- Get feedback from the Arts Development Officer and readdress any areas that need more work – do this part of the process as many times as you need and/or have given yourself time for;
- Submit your application;
- Once the round has closed eligible applications will be assessed by our RADF community Committee. Decisions made by the committee will then need to be approved by the Mackay Regional Council Community Engagement Standing Committee. This process takes time (usually around 6 weeks) so please be patient. You will be notified of the outcome of your application via email.

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## If you are successful

- You will receive email notification once the recommendations have been approved by Council's Community Engagement Standing Committee;
- You will receive a Letter of Offer specifying what the funding is being allocated for and any special conditions that may apply. This will include a letter of acceptance (you will need to print one copy to sign and return & one copy to keep for your reference);
- You will be required to return the letter of acceptance before your funding can be allocated to you;
- You will receive all relevant information you need to acknowledge the State Government and Council who are providing the grant. The RADF Community Committee may ask for special conditions of funding to be included in your letter of offer. These must be met through your funded activity.

## There are some other general conditions relating to the receipt of RADF funding such as:

- Wherever possible, all funded activities must begin within the financial year of the receipt of funding;
- Grants can be withdrawn if an activity is unduly delayed — you will need to reapply in the following year;
- You need to acknowledge the support you received through the RADF program in all publicity about your activity and as part of any outcomes presented to the community;
- You must request approval from the Arts Development Officer and/or RADF Community Committee for any changes to your application prior to the changes occurring.
  - o Generally, within reason, changes are easily negotiated. However, if it is found that your request can not be approved, the Arts Development Officer and/or the RADF Community Committee may request that you complete a new application form or ask you to return the funds and re-submit your application in a future round;
  - o Any agreement to alterations must be made in writing, and endorsed by the Arts Development Officer and chair of the RADF Community Committee.

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

## If you are not successful

You will receive email notification that will include feedback from the RADF Community Committee who assess the applications. You can call or email the Arts Development Officer if you would like more detailed information.

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## What are the acknowledgment, reporting and acquittal processes for RADF 2018-19?

All RADF 2018-19 funded activities are required to complete a Project Outcome Report. This will be available alongside your application on smartygrants.

The Project Outcome Report includes information about the success of your project, budget and support material which are required to be submitted to Mackay Regional Council within 8 weeks of the completion of your project.

Please note:

- \* Receipts must be supplied to account for the expenditure of money received from RADF;
- \* The collection of public feedback is **REQUIRED** for projects receiving \$10,000 or more in funding, and **OPTIONAL** for projects receiving less than \$10,000 in funding.

Regardless of the amount of funding you are receiving please consider how you can collect public feedback regarding the quality of your project, as this will not only assist your acquittal process, it can also provide evidence to support future applications. **The Arts Development Officer is available to assist you with planning this process if required.**

RADF 2018-19 funded activities must acknowledge the Queensland Government and the Council in all promotional material, publications and products by the inclusion of the RADF 2018-19 acknowledgment text and logos - as provided to you by Mackay Regional Council.

### Acknowledgement Text for RADF 2018-19:

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

A RADF “lockup” logo that includes both the State Government and Mackay Regional Council logos is available on request from the Arts Development Officer.

Below is an example of the lock up logo in full colour and mono black.



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