

RADF GUIDELINES

MACKAY REGIONAL COUNCIL

2026-27



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WHAT IS RADF?

The Regional Arts Development Fund (RADF) is 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 supports local councils to invest in arts and cultural priorities as determined by local communities across Queensland.

OBJECTIVES

To support arts and cultural activities that:

- Provide public value for Queensland communities.
- Build local cultural capacity, cultural innovation and community.
- Deliver the Queensland Government's objectives for the community.

For our RADF Accessibility and Inclusion checklist: www.mackay.qld.gov.au/radf

For more information about Access and Inclusion Best Practice: www.artsaccessaustralia.org

For more information about other Arts Queensland programs and opportunities: www.arts.qld.gov.au

LOCAL RADF PRIORITIES

Local RADF priorities are developed each year with contribution from local community and align with Mackay Regional Council's Arts and Culture plan. The priorities for 2026/2027 are:

LOCAL CONTENT / LOCAL PRODUCT

Activities/projects that sustain the development of locally driven content and cultural tourism products.

LIFE LONG LEARNING

Activities/projects that provide opportunities for learning, career development and growth.

COMMUNITY WELLBEING

Accessible and inclusive arts and cultural activities that build on community wellbeing.

CULTURAL TOURISM

Activities/projects that grow our economy through creative enterprise while boosting the city's reputation for cultural events and unique visitor experiences.

PLACEMAKING

Activities/projects that assist our community to engage with, activate and/or transform local spaces.

WHO MANAGES RADF

The Arts Development Officer manages the local program in partnership with the volunteer RADF Community Committee. The funding pool is offered over two funding rounds and the applications are assessed by the RADF Community Committee. The Arts Development Officer has no say in how the funds are allocated.

ELEGIBILITY CRITERIA

- Individual emerging and established artists, producers and creative practitioners
- Organisations/businesses/group or collective
- Registered not for profit organisations
- Have acquitted any previous Mackay Regional Council grant satisfactorily.
- Reside in the Mackay Regional Council area or show how the project benefits arts and culture there.
- Be a permanent resident or Australian citizen.
- Have an ABN or be auspiced by an incorporated organization or individual with an ABN.
- Have a complete application.

HOW OFTEN CAN WE APPLY?

A total of two successful applications per Calendar year per individual or group and only if previous grant/s has been acquitted.

HOW MUCH CAN WE APPLY FOR?

Applicants can apply for a maximum of \$13,000.

RADF will only fund up to 65% of the total expenses of an activity/project unless otherwise specified.

Applicants are required to make a contribution of 35%, which may be in-kind.

Please Note

Depending on the nature of your organisation or the intended project funded through this program, you the applicant, may be required by law to adhere to the 10 Child Safe Standards and the Universal Principle.

ASSESSMENT CRITERIA

Applications must demonstrate how the project will directly benefit the arts and creative ecology in the Mackay Regional Council area and meet the assessment criteria.

QUALITY

- Produces or contributes to quality arts, cultural and creative programs for local communities
- Evidence of artistic/creative merit.

REACH

- Provide a range of diverse, inclusive and accessible arts/creative experiences;
- Evidence of local demand for proposed program/s;
- Grow arts/creative audiences and participation in our region.

IMPACT

- Demonstrates cultural, artistic, social or economic benefit either to the individual or to the broader community;
- Supports local artists, vendors and suppliers to foster broader connection and collaboration both within our region.

VIABILITY

- Evidence of adequate planning and value for money.

You can learn more about these requirements here: <https://www.qfcc.qld.gov.au/childsafe/standards>



WHAT RADF FUNDING CAN NOT SUPPORT:

- Cultural projects or components of projects that are not led by or developed in genuine partnership with the First Nations or cultural group who are the recognised custodians of the stories, cultural knowledge, practices, or skills being presented.
I.E. Applications that do not demonstrate culturally appropriate engagement, shared decision-making, and the informed consent and participation of relevant community members or knowledge holders.
- Applicants who have failed to acquit previous RADF grants.
- Activities that commence before council approval is given (components of projects not included in funding request can commence/continue prior to council approval is granted).
- School arts activities (except where those activities form part of broader community cultural development processes or are part of professional development).
- Accredited study, training or university courses
- Event Entertainment, unless there is a developmental aspect included (eg musicians performing at a community event run a series of developmental workshops for community members prior to the event).
- Competitions, awards, prizes, eisteddfods or fundraising activities.
- More than 10% of framing and/or freight costs.
- More than 10% of publishing and/or printing costs.
- More than 50 % of catering costs, for openings or launches that relate to the project/activity
- Purchase of capital items (eg equipment, buildings or vehicles). Exception: Capital items can be funded when they are included as part of a project application and the RADF Committee considers/agrees the purchase is integral to that project.
- Administrative and other organisational costs not directly associated with the project this also applies to business start-up costs.
- Workshops with arts and cultural service organisations that are part of the organisation's 'core business'

WHAT ARE THE CATEGORIES OF FUNDING?

There are five categories of funding available for individuals, groups or organisations:

1. PROFESSIONAL DEVELOPMENT

Individuals and groups can participate in activities that can build and develop skills for themselves or their group in their chosen creative field.

Proposals could include:

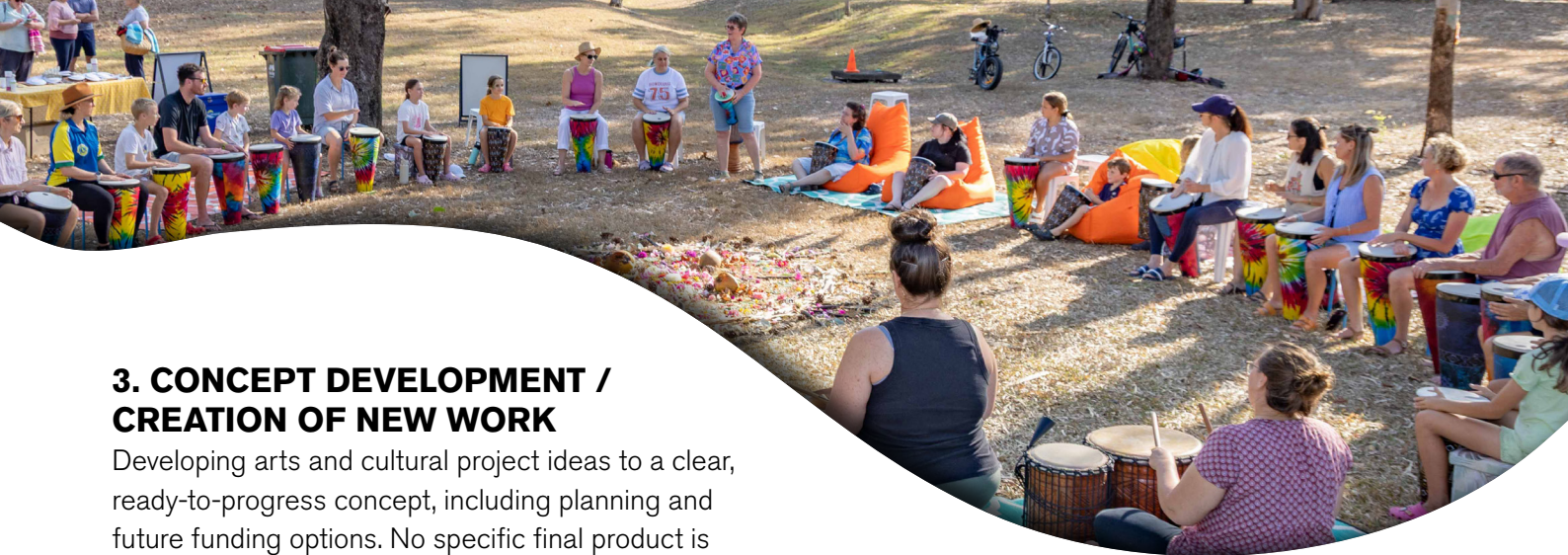
- Attending professional development seminars or activities;
- Master classes;
- Mentorships with recognised arts and cultural peers;
- Artist in residence programs;
- Placements with recognised arts and cultural organisations;
- Cost associated with bringing a tutor to the region to provide professional development to a group or organisation.

2. PROJECTS AND PROGRAMS

Activities and projects that will benefit the broader community.

Proposals could include:

- Engaging professional artists or arts workers to run workshops or community projects that have a focus on developing skills;
- The delivery of innovative, energising, and inclusive arts and cultural projects where artists and communities work together;
- Delivering projects and activities that focus on locally distinct arts, culture and heritage. Can include:
 - » 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;
 - » Curation of Exhibitions / Advanced Collaborative Product Development by professional artists, either as individuals or in partnership with other community members or groups;
 - » Roll out and Evaluation of Pilot Programs and/or marketing strategies for audience development and/or professional artistic product.



3. CONCEPT DEVELOPMENT / CREATION OF NEW WORK

Developing arts and cultural project ideas to a clear, ready-to-progress concept, including planning and future funding options. No specific final product is required, however the project should demonstrate how it will contribute to future projects/exhibitions/productions.

Proposals could include:

- The development of innovative, energising, and inclusive arts and cultural projects where artists and communities work together. Should include:
 - » Exploring ideas (WHAT)
 - » Identifying need and potential outcomes (WHY)
 - » Understanding requirements to deliver or upscale projects (HOW)
 - » Generating support and inviting/securing potential project stakeholders/partners (WHO)
 - » Establishing timelines (WHEN)
 - » Drafting costings/seeking quotes (BUDGET)
- Professional research and collation/review of information;
- Creation of New Work – Drafting & Layout for publications; Workshopping performance concepts/scripts; Composition and recording of music; Exploration of themes and experimenting with media and/or techniques to refine presentation/ideas;
- Product design/development by professional artists, either as individuals or in partnership with community members or groups;
- The development of marketing strategies for a professional artistic product;
- Curatorial Development for New Work/s can include:
 - » Ensuring new works/collections are fully resolved for Exhibition/Touring
 - » Applying to venues to tour exhibitions/productions or distribute product

4. GREEN ARTS

An innovative partnership between the Mackay Regional Council RADF Program and the Parks, Environment and Sustainability Department has been developed to offer a dedicated category within the RADF community funding pool. This category supports initiatives that focus on environmentally-based arts and cultural practice and highlights issues relating to our unique local biodiversity. Projects must not damage the natural environment in any way

Proposals could include:

- Highlighting the significant and diverse natural environment in the Mackay Regional Council area
- Programmes that activate and/or transform local spaces and places in a way that highlights a locality's unique identity and/or biodiversity and strengthens our relationship with the environment.
- Specific, ephemeral, environmental art projects and programs in iconic locations of natural beauty within the region.

5. YOUNG PEOPLE

Open to individuals who are aged between 12–25 years, this category has been developed in partnership with Mackay Regional Council Youth Development Team. Aimed at supporting young people to pursue creative career pathways and mentoring in activities within their identified area/s of interest.

Proposals could include:

- Costs associated with Professional Development/ Mentorship opportunities
- Projects and programs run by young people for young people.

TIPS ON APPLYING

- Register on Smarty Grants (mackay.smartygrants.com.au)
- Read the guidelines, eligibility criteria and the Arts and culture strategy
- Get letters of support from relevant people/groups/organisations
- Get quotes and pricing to work on your budget
 - one quote required for items under \$5000
 - two quotes required for items over \$5000
- Make an appointment to see the Arts Development Officer to talk through your idea
- Submit your application.
- Look through the grant writing tools and information to assist your application on the RADF landing page.

ASSESSMENT PROCESS:

Once the round has closed, eligible applications will be assessed by our RADF Community Committee. The decisions made by the committee are then approved by the Director of Community Services.

This process takes approx 6-8 weeks.

All applicants are notified of their applications outcome via email

ACQUITTAL PROCESSES

All RADF funded activities are required to complete an Acquittal eight weeks after the project is complete. This is available through your Smarty Grants portal.

- **Receipts must be supplied** to account for the expenditure of money received from RADF
- If you need an extension on your Project Outcome Report due date, please contact the Arts Development Officer as soon as possible.
- When your acquittal is due you will receive a series of reminders to submit.
- If Council does not receive a completed Project Outcome Report after sending several reminders, **we may request the return of RADF funds.**

Regardless of your funding amount, it is good practice to collect public feedback on your project's quality.

APPLICANT SUPPORT:

For further information about the RADF program please contact council's Arts Development Officers (Job Share position) Bonnie or Fiona on 1300 MACKAY (622 529) or email creative@mackay.qld.gov.au

If you or the person you support has any specific accessibility requirements and need to access/submit the application in a different format, please contact our officers direct to discuss this further. Application packs are available in paper format if required.

OTHER INFORMATION:

PARTIAL FUNDING:

At times, due to funding limitations, applicants may be offered partial funding.

WHAT IS AN AUSPICE:

If RADF applicants don't have an ABN, their application must be managed by an auspice body, which is an incorporated organisation or individual with an ABN. The auspice body manages grant funds and provides a financial report after the project. The Auspice body oversees financial aspects, not the project's artistic direction or quality. For help finding an auspice, contact the Arts Development Officer.

CHANGES TO PROJECT:

If your project changes from your original submission you **MUST** request approval in writing prior to the changes occurring. Any changes/amendments to the original successful application up to \$2000 can be authorized by the RADF Liaison officer. Any changes/amendments greater than this amount must be presented to the RADF Committee for majority vote via email on the proposed change/amendment for approval.

Please submit any changes in writing to: creative@mackay.qld.gov.au

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IMAGE DETAILS:

COVER: Grace McDonald, Masterclass-
Printing techniques onto thick kiln
formed glass.
Photo credit: Grace McDonald

PAGE 2: Natasha Hardiman, Launch -
song writing program.
Photo Credit: Soulful Entertainment

PAGE 3: Anita Kroeger, Earth Care
Through Arts.
Photo Credit: Anita Kroeger

PAGE 4: Northern Beaches Community
Network, Art in the Park.
Photo Credit: Cherrie Hughes

BACK COVER: Matt Tandy, Matt Tandy EP.
Photo Credit: Leah Mclean

