

Regional Arts
Development Fund
Guidelines
2021-2022



2021 - 2022 Regional Arts Development Fund Guidelines

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Regional Arts Development Fund Guidelines 2021/2022
Version 1 / August 2021

For further information regarding the contents of this document or the Regional Arts Development Fund please contact:

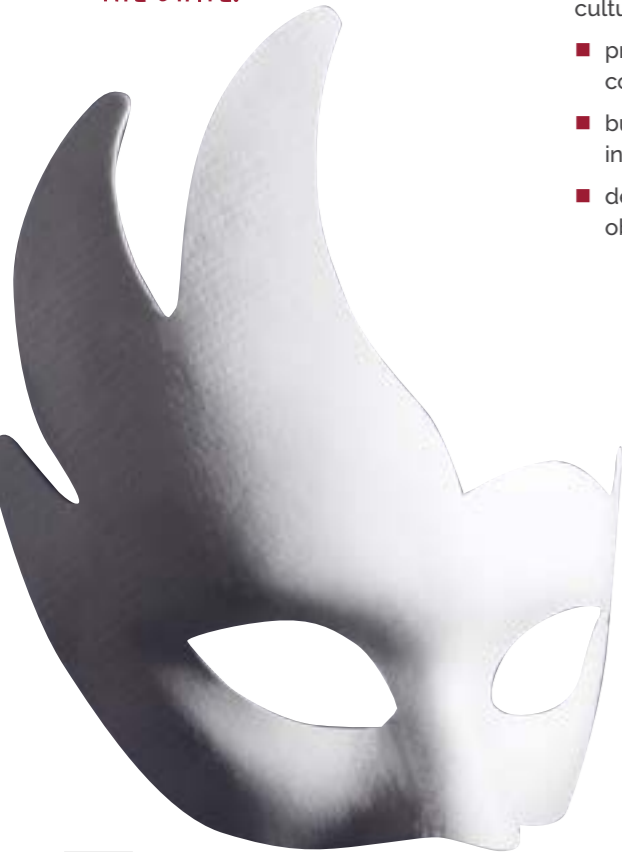
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Disclaimer:

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Introduction

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.



Purpose

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, enabling local councils to tailor RADF programs to suit the needs of their communities. RADF invests in local arts and cultural priorities, as determined by local communities across Queensland. Strategy objective.

Objectives

RADF objectives are to support arts and cultural activities that:

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

Central Highlands Regional Council (CHRC) is strategically aligning arts, cultural and heritage objectives from the CHRC Creative Cultural Futures Strategy 2016-2026, the Heritage Management Framework and the Creative Cultural Future and Heritage Action Plan 2020-2022 FYs with other programs to provide maximum economic and partnership benefits for the region.

Council has a number of local priorities including cultural tourism, heritage and social history, innovation, skills development, place making and partnerships.

Council is partnering with new and existing peak bodies to enhance growth across Central Queensland and beyond to better integrate innovative technologies supporting state, national and global programming and projects. Projects and programs will include creative recovery, well-being, Indigenous and business development.

Council Initiated Projects (CIP) will be developed based on community feedback and strategic arts and cultural planning resources.

Local Priorities 2021-2022

1

Support a diverse economy stimulating local individuals and groups through arts, cultural and heritage activity.

2

Support creative recovery and community social/emotional well-being.

3

Invest in and support locally determined priorities delivered through quality arts, cultural and heritage activities linking to growing Queensland's cultural reputation and cultural tourism offerings.


4

Deliver priorities meeting the strategic arts, cultural and heritage documents:

- Creative Cultural Futures Strategy 2016-2026
- Heritage Management Framework
- Creative Cultural Futures and Heritage Action Plan 2020-2022
- Reconciliation Action Plan
- Central Highlands Youth Strategy

5

Facilitate access to and engagement in arts and culture for isolated communities, practitioners, participants and audiences. Encourage inclusive community and stakeholder involvement in RADF priority setting and decision making.



Who can apply?

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 CHRC area, or if based outside the CHRC area, can demonstrate how the project will directly benefit arts and culture in the CHRC area
- are permanent residents or Australian citizens who have an Australian Business Number (ABN) or who will be auspiced by an incorporated organisation or individual with an ABN
- are aged 18 years of age or above or have a legal guardian co-sign the application confirming financial responsibility of the funding.

INCORPORATED ARTS AND CULTURAL ORGANISATIONS

Incorporated arts, culture and heritage organisations based in the council area, or those based outside the council area that can demonstrate how the project will directly benefit arts and culture in the CHRC area.

Organisations and/or agencies delivering arts and cultural objectives for the region aligning with arts, cultural and heritage strategic vision.

UNINCORPORATED ORGANISATIONS, AUSPICED BY AN INCORPORATED BODY

Unincorporated organisations, auspiced by an incorporated body that are based in the CHRC area, or those based outside the CHRC area that are able to demonstrate how the project will directly benefit arts and culture in the council area.

AUSTRALIAN BUSINESS NUMBER (ABN) AND AUSPICING

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. Insurance documentation is required to support project/program delivery.

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.

Each professional or emerging artist receiving financial benefit from a RADF grant must complete the Eligibility Checklist for Professional and Emerging Professional Artists and/or demonstrate their professional status (CV). This checklist has been developed to determine the professional or emerging professional status of all artists receiving RADF grant money. Possession of an ABN is only one of the 12 criteria on the checklist. Artists being paid RADF grant money must meet at least three of the 12 criteria on the checklist.



Categories of funding

INDIVIDUAL

- Professional Development: for individual artists and arts workers living in regional Queensland to attend professional development activities; master classes; mentorships with recognised arts and cultural peers; and placements with recognised arts and cultural organisations. RADF grants will support intrastate and interstate travel.

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

A workshop or performance delivered for the local community will be a required outcome. This should be not for profit.

GROUP AND ORGANISATIONS

- Workshop/event: organisations and/or agencies delivering arts and cultural objectives for the region aligning with arts, cultural and heritage strategic vision. Applicants are encouraged to set a reasonable fee considering the content of the workshop and the demographic of the intended audiences.
- Freight: for significant exhibitions a small portion for these costs can be covered, as a guide 25%. This is at the Committee's discretion.
- Publishing costs: projects incorporating publication of a document should consider other sources of funding for this aspect or use print-on demand services. A portion of costs may be eligible as part of the presentation of significant projects, as a guide 25%. This decision is at the Committee's discretion.
- Capital expenditure: equipment must be directly essential to the project and remain available to the local community. The future process or handling of equipment must be identified in the initial RADF application. The Committee must consider the purchase integral to the project.
- Judges fees: RADF will fund bringing professionals to our region to assist with your event, such as judges and associated costs, providing those professionals offer a public programme (such as a talk or workshop) to provide community benefit alongside their duties.
- Recurrent funding: council aims to support a diverse number of applicants and projects. Applicants are eligible to apply for RADF funding multiple times providing they have met previous reporting requirements.

If the project is related to a previous RADF funding activity, it must build on the previous project or be an element of the artform. Examples of this might include:

- bringing the project or activity to a new location
- a follow-up workshop offering additional levels of skills development
- incorporation of new elements and/or collaboration and innovation
- establishment of new partnerships



Eligibility requirements

APPLICANTS MUST:

- contact council's RADF Liaison Officer prior to the application being submitted
- have an ABN (or be auspiced by individual/organisation with ABN)
- have successfully acquitted any previous RADF grants they have received.

WHAT ITEMS ARE ELIGIBLE FOR FUNDING?

The budget will only cover costs related directly to delivering the project or activity itself, in accordance with the categories listed on page 12, such as:

- artist/professional fees
- travel of artist/s and/or tutor
- accommodation for artist/s and/or tutor/s
- consumable materials (groups or council-initiated projects only).

WHAT AREAS ARE INELIGIBLE?

The following categories of individuals and organisations are not eligible for funding through the RADF Program:

- Projects that have already commenced.
- Organisations' operational expenses.
- School arts activities EXCEPT where those activities form part of broader community cultural development processes.
- Prize money for competitions or eisteddfods.
- Framing or freight.
- 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 support these aspects).
- Publishing costs for promotional materials.
- Accredited study, training or university courses.
- Applications that are unsigned.
- RADF does not support 100% of any project.
- Organisations offering professional development for staff.

The assessment process is conducted by the Central Highlands Arts and Cultural Advisory Committee (CHACAC). This committee functions as the RADF Assessment Panel.

CHACAC is a council committee established to encourage the participation and optimum service delivery for CHRC communities in arts, cultural and heritage programs, projects and activities. The committee comprises of councillors, community members and council staff.

THE STEPS IN THE PROCESS ARE AS FOLLOWS

- 1 Applicants contact the RADF Liaison Officer
- 2 Applications are submitted
- 3 CHACAC reviews submissions
- 4 CHACAC provides a recommendation to Council
- 5 Council considers the recommendation for endorsement
- 6 Council approves the allocation of funding to approved projects



Assessment criteria

APPLICATIONS ARE REQUIRED TO ARTICULATE PROJECT DELIVERY AGAINST RADF OBJECTIVES AND ASSESSMENT CRITERIA. THIS IS THE STANDARD CRITERIA FOR ASSESSMENT FOR ALL ARTS QUEENSLAND INVESTMENT PROGRAMS.

All applications are assessed by council's RADF Assessment Panel against the below four equally weighted criteria and local program priorities:

QUALITY

CRITERIA	THINGS TO CONSIDER
Produces or contributes to high quality arts and cultural initiatives for local communities.	<ul style="list-style-type: none"> Who will deliver particular projects or activities? Provide evidence of the quality of their work. The types of outcomes expected from the projects and activities and how these are important in the local context. How the projects or activities will provide high quality experiences for the local community and/or build the capacity of the local arts sector. Any innovative aspects of proposed project or activities. How it is innovative for the particular council or community?
Proven capacity to effectively support and deliver arts and cultural services.	<ul style="list-style-type: none"> Evidenced track record of delivering high quality arts and cultural initiatives. How the proposed program of activities will build on past performance.

IMPACT

CRITERIA	THINGS TO CONSIDER
Demonstrates cultural, artistic, social or economic returns on investment.	<ul style="list-style-type: none"> What cultural, artistic, social or economic value/outcomes does the applicant expect the proposed project or activity will contribute to the community? How will council communicate the public value of RADF activities in the community?
Supports one or more of the Queensland Government objectives	<ul style="list-style-type: none"> Which Queensland Government objective(s) does the proposed program of activities make the strongest contribution to and how?

REACH

CRITERIA	THINGS TO CONSIDER
Provides access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences.	<ul style="list-style-type: none"> Who in the community will be engaged through the proposed program of activities? How does the proposed program of activities respond to diversity within the community?
Evidence of local demand for proposed program/s.	<ul style="list-style-type: none"> How does the proposed program of activities respond to local arts and cultural priorities and any other broader council or community priorities? How does the applicant know there is demand for the proposed program of activities? How does the applicant know the proposed program of activities responds to local needs and interests?
Demonstrates community and stakeholder involvement in RADF priority setting, decision-making and evaluation.	<ul style="list-style-type: none"> How did council arrive at the proposed program of activities (including how engagement with community stakeholders and results of evaluation and data collection inform the application)?

VISIBILITY

CRITERIA	THINGS TO CONSIDER
Evidence of good planning for strong governance and management of RADF at a local level.	<ul style="list-style-type: none"> How RADF is managed locally. What processes are in place to ensure transparent and effective management including monitoring of outcomes? How council governance of RADF builds on previous successful models of management or has been reviewed in light of learnings or challenges.
Evidence of partnership capacity with partners including business and government.	<ul style="list-style-type: none"> Information about any local partnerships that will contribute to delivery of the proposed program of activities. How will the proposed activities leverage off other local projects, programs and events?

2021-2022 program timeline

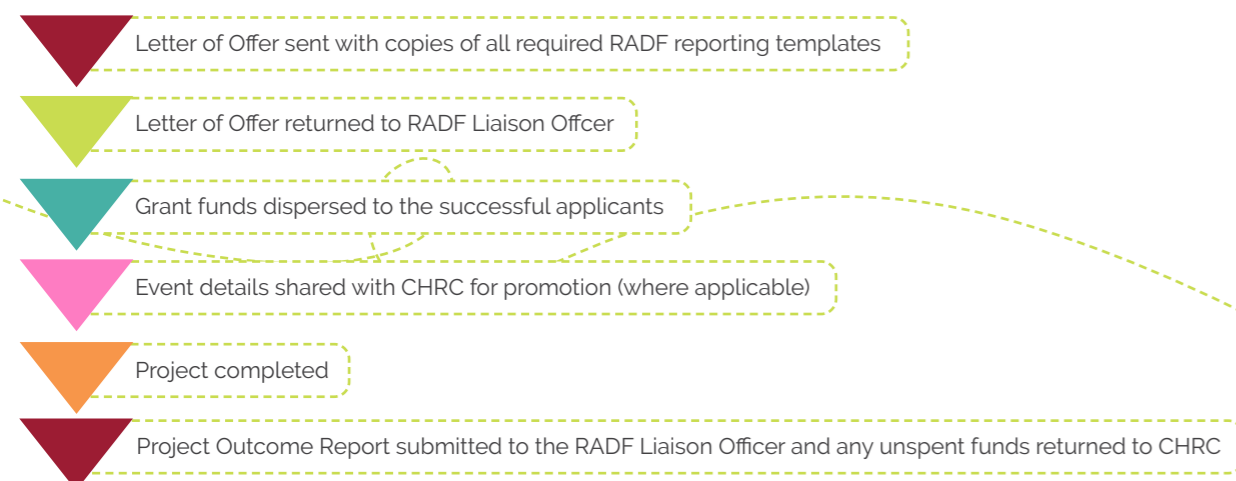
Acknowledgement, reporting and acquittal

CHRC RADF APPLICATION CLOSURE DATE	CHACAC RADF ASSESSMENT MEETING DATE	CHRC GENERAL COUNCIL MEETING DATE
Round 1: COB Friday 17 September 2021	Friday 1 October 2021	27 October 2021
Round 2: COB Friday 21 January 2022	Friday 4 February 2022	TBA
Round 3: COB Friday 25 April 2022	Friday 8 April 2022	TBA

NOTIFICATION OF OUTCOMES

All successful and non-successful RADF applicants will be notified by letter and/or email regarding the outcome of their application. All successful applicants will be advised as to necessary CHRC financial funding requirements necessary to receive their payment.

PROCESS FOR SUCCESSFUL APPLICATIONS



Logo and acknowledgement

RADF funded activities must acknowledge the Queensland Government and CHRC in all promotional material and publications by inclusion of the RADF 2020-2021 acknowledgment text and logos - as provided to you by council.

You can download the Queensland Government logo and style guide at:

www.arts.qld.gov.au/aq-funding/acknowledgement

Acknowledgement Text for RADF 2021-2022:

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



Acquittal

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.

Project Outcome Report

Arts Queensland requires that Project Outcome Reports be submitted by all RADF grant recipients once funded activities are completed. Applicant outcome reports will inform RADF program reporting from CHRC to Arts Queensland.

A Project Outcome Report will be provided to you by the RADF Liaison Officer if your application is successful.

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

Any unspent funding will need to be returned. It is recommended that the Outcome Report is read along with funding approval to help identify what information is necessary for Outcome reporting.

Statistical information and photographic or video evidence of the event is also a CHRC RADF requirement. Outcome reports require high resolution images and/or video. These may be utilised by CHRC and/or Arts Queensland within their websites or through other media channels.



Central Highlands
Regional Council

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