

## ABOUT THE PROGRAM

Through the Regional Arts Development Fund (RADF) Grants Program, Council provides financial assistance to eligible individuals, businesses and organisations for projects that respond to local arts and cultural priorities.

The RADF program is delivered as 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 invests in local arts and cultural priorities across Queensland.

RADF is a flexible fund, enabling local councils to tailor RADF programs to suit the needs of their communities. RADF objectives are to support arts and cultural activities that:

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

The Regional Arts Development Fund Grants program supports the development of emerging and professional artists, arts and cultural workers and community arts organisations. Applications can be made by individuals, organisations and businesses.

Projects that provide a direct benefit to local art practitioners and the regional community are prioritised for the program.

## GRANT CATEGORIES

- Creative/Concept Development which incorporates assistance in the development and/or research of new ideas and projects e.g. project proposals, strategic plans, concept plans, script development, rehearsed readings.
- Creative Community Projects for new arts and cultural projects and activities that have a broader reach and benefit within the community e.g. community workshops/activities that provide opportunities for skills development and capacity building for artists and/or the community or activities/initiatives that contribute to events, exhibitions, public performances, community space activations.
- Individuals Skills Development for activities that build on established art practice and that provide opportunities to share the learnt skills and knowledge with the local arts e.g. attend a masterclass or artist in residence program, mentorship or placement with recognised arts cultural peers or organisations.

## KEY DATES

Funding Round	Applications Open	Applications Close	Outcome Advised	Project delivery timeframe
<b>Round 1</b>	1 August 2021	30 August 2021	30 October 2021*	Project must be completed by 30 April 2022
<b>Round 2</b>	1 February 2022	4 March 2022	30 April 2022*	Project must be completed by 30 September 2022

\*Outcome advise date may change depending on Council meeting dates.

## ELIGIBILITY CRITERIA

### Eligible Applicants

Individuals, businesses and organisations that fit within the following criteria:

- for individuals, be over 18 years of age (Applicants under 18 years of age must nominate an auspice organisation to administer the grant on their behalf);
- for business must provide creative or cultural services;
- for community organisations, be an incorporated not-for-profit community organisation, or have an auspice arrangement with an incorporated not-for-profit community organisation (including not-for-profit co-operatives and companies limited by guarantee);
- hold \$20M public liability insurance and other forms of insurance relevant to the project (see Insurance Coverage for External Parties Policy);
- have satisfied all requirements and acquittals of previous RADF and/or Gympie Regional Council funding;
- have no outstanding debt with Council;
- reside or be based in the Gympie Region Local Government Area or, if based outside the local government area demonstrate how the project directly benefits the Gympie Region.

### Ineligible Applicants

- Local, state or federal government agencies
- Educational institutions, kindergartens and pre-school/childcare centres
- Parents and Friends Associations, or Parents & Citizens Associations
- Medical organisations or primary health care providers
- Political organisations
- Religious organisations where the application is for a project that relates specifically to the organisation's core business or religious teachings

## Eligible Projects

- meet the eligibility criteria in these guidelines
- are delivered in the public interest, responding to community need and contributing to community benefit
- demonstrate alignment with Council's priorities, strategies, plans or policy positions
- meet specified project delivery timeframes

## Ineligible Projects

- projects that have already commenced
- programs or services considered the core responsibility of other levels of government
- activities which are primarily for fundraising or charitable purposes
- events/projects that are currently under another funding agreement with Council

## Ineligible Expenses

- in-kind services from Council
- ongoing operational or administrative costs (e.g. ongoing salaries, rent, rates, insurance maintenance of equipment)
- debts or the costs of litigation
- event insurance
- prizes, awards or trophies
- merchandise
- purchase of alcohol
- retrospective funding for activities that have commenced or already occurred
- equipment for personal use/PPE (e.g. ear phones/plugs)
- purchase of property or assets

## Funding Amounts and Contributions

Unless otherwise specified, RADF grants are not intended to cover 100% of projects costs and applicants must contribute their own resources toward the project.

- Grant funding will take the form of a financial payment only;
- Minimum grant amount of \$500.00;
- Co-contribution from the applicant may be required (see specific category for requirement);
- Co-funding from other grant bodies, sponsorship, donations or in-kind support are encouraged;
- Volunteer labour is valued at \$44.30 per hour per volunteer. (Reference: [Volunteering QLD](#));
- Artist fees are calculated at [NAVA rates for Visual Artists](#). Refer to [Live Performance Award](#) for musicians, performers and production staff rates;
- Part funding may be considered and may be subject to a revised budget submitted to Council;
- Part of the assessment will be to establish the financial need of the organisation to access Council funded programs.

## Number of Applications Per Round

- Only one grant application per individual/business/organisation per round can be submitted.
- Auspice organisations may submit:
  - one application for its own organisation; and
  - one application on behalf of an individual/business/un-incorporated group.

## Consent for Applications

- For projects on Council owned or controlled land: To seek this consent, please contact Council's Property Team before you commence your application via email [property@gympie.qld.gov.au](mailto:property@gympie.qld.gov.au) (*note: requests for this consent may not be completed in the final week of the grant round if Council deems there is insufficient time to investigate the proposed project*).
- For projects on non-Council land: written consent from the land owner or trustee of the land must be submitted with the application. If the applicant organisation is the owner of the subject land, a copy of the last rates notice must be submitted with the application.

## Other Requirements

- Applicants must ensure that projects comply with all local, state and federal government legislative and policy requirements including COVID Safe requirements, working with children requirements, risk management and building standards/approvals.
- All relevant permits or approvals must be uploaded with the application.
- One quote from a registered business must be submitted for all expense items over \$1,000.
- Evidence of capacity to deliver.
- Evidence of approval of any partnerships established for the application.
- Information (CV) of key persons/artist/cultural workers.
- Applicants may be required to attach further documents as specified under the grant categories.
- Direct contact with or lobbying of elected members of Council in relation to the grants application is prohibited and will disqualify the application.
- Contact with Local Government Employee should be restricted to clarification in relation to categories, eligibility or definitions. Lobbying of Local Government Employees in relation to the grants is prohibited and will disqualify the application.

## GST

Applicants are required to submit their budget inclusive of GST. GST is included in the approved grant funding. For information and advice on GST, call the Australian Taxation Office (ATO) on 13 28 66 or visit the website [www.ato.gov.au](http://www.ato.gov.au).

If the organisation is not registered for GST Council will pay the GST exclusive amount.

## **Auspice Arrangement**

An auspice is an organisation that manages grant funding on your behalf. For example, a small community group with limited resources may use a larger non-government organisation as their auspice. Applications to the Regional Arts Development Fund can be submitted under an auspice arrangement.

Auspice organisations are responsible for:

- counter-signing the Letter of Agreement sent by Gympie Regional Council to the grant recipient;
- administration of the grant on behalf of the grant recipient;
- ensuring, to the best of their ability, that the grant is used for the purpose for which it was provided;
- providing the grant recipient with an itemised financial statement at the end of the project, that clearly shows how the grant was spent.

The auspice organisation may provide insurance coverage to the applicant. Auspice Organisations are required to hold a minimum of \$20M Public Liability Insurance and demonstrate sound workplace health and safety practices.

A Letter of Confirmation from the auspice organisation is a requirement in your application.

Auspice organisations may support more than one application per round.

## **APPLICATION**

### **Before you apply**

- Applicants may speak with a member of Council's arts and culture staff in relation to categories, eligibility or definitions

### **How to apply**

- Applications must be submitted online via Council's website [www.gympie.qld.gov.au/grants](http://www.gympie.qld.gov.au/grants)
- No late or incomplete applications will be accepted

## ASSESSMENT

Assessment criteria	Evidenced by
1) Community need or support	<ul style="list-style-type: none"> <li>Alignment with the Council's Arts and Cultural Plan 2015-2025 and Arts and Culture Policy and Strategy (once adopted by Council)</li> <li>RADF Grant Categories</li> </ul>
2) Arts Queensland Key Performance Outcomes	<ul style="list-style-type: none"> <li><b>Quality:</b> The project produces or contributes to high quality arts and cultural initiatives for local communities.</li> <li><b>Reach:</b> The project enables artists, communities and/or audiences to access and engage in arts and cultural activities.</li> <li><b>Impact:</b> The project is likely to generate cultural, social and/or economic outcomes relevant to the size and nature of the project.</li> <li><b>Viability:</b> The applicant demonstrates partnership with other artists or community organisations as relevant to the project. The project offers value for money and leverages other sources of income.</li> </ul>
3) Project management capability	<ul style="list-style-type: none"> <li>Sound budgeting (e.g. the budget is itemised, complete, balanced and reasonable)</li> <li>Sound project/event planning (where applicable)</li> <li>Sound environmental and sustainability practices (where applicable)</li> </ul>
4) Organisational capacity to deliver	<ul style="list-style-type: none"> <li>Outcomes of previously delivered projects</li> <li>Prior grant acquittals</li> <li>Individual/Business/organisation's financial position</li> </ul>
Assessment considerations	
<b>Higher Priority</b> may be given to projects that	<ul style="list-style-type: none"> <li>Align with Council's objectives</li> <li>Propose the use of local artist and businesses</li> <li>Demonstrate collaboration and partnerships</li> </ul>

<b>Lower Priority</b> may be given to projects or applicants that	<ul style="list-style-type: none"> <li>▪ Have had prior Council grant funding in the last 2 years</li> <li>▪ Receive other forms of Council support</li> <li>▪ Are considered routine activities of the individual/business/organisation</li> </ul>
<b>Other Considerations</b>	<ul style="list-style-type: none"> <li>▪ Distribution of grant funding across the region</li> <li>▪ Financial position of the applicant</li> </ul>

CATEGORY	DEFINITION & PROJECT EXAMPLES	EXAMPLES OF ELIGIBLE EXPENSES
<b>CREATIVE/ CONCEPT DEVELOPMENT</b>	<p><b>UP TO 75% OF PROJECT COSTS MAXIMUM \$5,000 GRANT</b></p> <p>To assist in the development and/or research of new ideas and projects.</p> <p><b>Examples:</b> project proposals, strategic plans, concept plans, script development, rehearsed readings</p>	<ul style="list-style-type: none"> <li>• Artist fees</li> <li>• Workshops</li> <li>• Consultant fees</li> <li>• Application fees</li> <li>• Planning workshops</li> <li>• Project salaries</li> <li>• Marketing costs</li> <li>• Materials</li> <li>• Venue hire</li> <li>• Equipment or services hire</li> </ul>
<b>CREATIVE COMMUNITY PROJECTS</b>	<p><b>UP TO 60% OF PROJECT COSTS MAXIMUM \$8,000 GRANT</b></p> <p>For new arts and cultural projects and activities that have a broader reach within the community.</p> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• community workshops/activities that provide opportunities for skills development and capacity building for artists and/or the community</li> <li>• activities/initiatives that contribute to events, exhibitions, public performances, community space activations</li> </ul>	
<b>INDIVIDUAL SKILLS DEVELOPMENT</b>	<p><b>UP TO 60% OF PROJECT COSTS MAXIMUM \$1,500 GRANT</b></p> <p>For activities that build on established art practise and that provide opportunities to share the learnt skills and knowledge with the local arts community.</p> <p><b>Examples:</b> attend a masterclass or artist in residence program, mentorship or placement with recognised arts cultural peers or organisations</p>	<ul style="list-style-type: none"> <li>• Course registration</li> <li>• Tuition fees</li> <li>• Travel (Australia only)</li> <li>• Accommodation</li> <li>• Professional arts worker fees</li> </ul>

## ASSESSMENT PROCESS

### Eligibility check:

All applications are checked against eligibility criteria to ensure the applicant, project, amount requested and timeframes are eligible.

### Assessment:

Eligible applications are assessed against the assessment criteria by a panel comprised of Council staff and RADF Volunteers who have knowledge and experience in the respective grant category. Panel members participate in a moderation meeting to review the assessments and determine grant recommendations.

### Endorsement:

Panel recommendations are provided to Council for consideration and approval.

## NOTIFICATION OF OUTCOME

- Applicants are advised by email of the outcome of their application.
- Unsuccessful applicants are invited to seek feedback about their application by contacting the Council Officer listed in the email.

## FUNDING AGREEMENT, PAYMENT AND ACQUITTAL

- Successful applicants must claim the grant funds and enter into a Funding Agreement with Council within 30 days of notification of outcome.
- If the applicant has an auspice arrangement with an incorporated organisation, the Funding Agreement and payment will be made with that incorporated organisation.
- Grant recipients must complete an online acquittal within eight weeks of the project completion date, unless an extension is provided in writing by Council

## ACKNOWLEDGEMENT

All RADF funded activities **must** acknowledge the Queensland Government and Gympie Regional Council in all promotional material and publications by including the RADF 2020/2021 acknowledgment text and appropriate logos.



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



Contact your Council for the appropriate logo and style guide requirements for promotional material.

## VARIATIONS DUE TO COVID-19

- The development or delivery of projects may be impacted by COVID-19 public health directions, supplier capacity or impacts to organisation's financial or volunteer capacity.
- Applicants or grants recipients must contact Council as soon as practicable with any project changes so Council can assist with variations.



## **FURTHER INFORMATION AND SUPPORT**

Visit Council's website at [www.gympie.qld.gov.au/grants](http://www.gympie.qld.gov.au/grants) or make an appointment by contacting the Community Enhancement Team on phone 1300 307 800 or email [council@gympie.qld.gov.au](mailto:council@gympie.qld.gov.au)

## **RIGHT TO INFORMATION**

Submitted documents may be subject to disclosure and applicants may access information under the *Right to Information Act 2009*, subject to the exemptions under that Act. For more information, see <https://www.gympie.qld.gov.au/access-to-information>