

INTRODUCTION

Gympie Regional Council is committed to working in partnership with the community to support new initiatives that contribute to making the Gympie region the natural choice to live, work and play. Regional Arts Development Fund (RADF) grants are delivered under the broader banner of Council's Community Assistance Grants Policy. Through the RADF Grants Program, Council provides financial assistance to eligible individuals and organisations for projects that respond to local arts and cultural priorities.

THE RADF PROGRAM

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.

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

ARTS & CULTURE IN THE GYMPIE REGION

Gympie Regional Council's *Arts and Cultural Plan 2015-2025* outlines Council's cultural vision for the Gympie Region and establishes four key strategic themes: PEOPLE, PLACE, PAST and POSSIBILITY to support cultural life across the region. As a condition of Council's funding agreement with Arts Queensland, 75% of RADF funds go to projects that respond to these locally determined themes/priorities. For further details, please refer to the Assessment section on page 6.

RECOVERY AND RESILIENCE

The COVID19 pandemic has arrived on the back of other challenging economic and social events, such as drought, bushfire and recession, that have had a significant impact on local artists and regional communities. In response, Council is adapting to meet the needs of the local creative sector by offering a special Grant Round focussed on recovery and resilience.

Round One of the 2020 – 2021 RADF Program will support projects with a focus on recovery and resilience for local artists and the community. An additional investment of \$10,000 has been added to this round and those applying for Individual Skills Development will be able to request up to \$2,500 each with no requirement for a co-contribution.

KEY DATES

RADF Applications are open for two Rounds in 2020/2021

NB: Times may vary according to Council Meeting dates

Funding Round	Applications Open	Applications Close	Outcome Advised	Project delivery timeframe
Round 1 <i>Resilience and Recovery</i>	5 October 2020	2 November 2020	By 29 November 2020	Projects must be completed by 1 August 2021
Round 2	1 March 2021	31 March 2021	By 31 May 2021	Projects must be completed by 1 April 2022
Quick Response Grants	Anytime		Within 10 working days of Council's receipt of application	Projects must start immediately

FUNDING AMOUNT 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 \$43.00 per hour per volunteer, with a cap of 10% of the total project costs.
- Part funding may be considered and may be subject to revised budget to Council.

ELIGIBILITY

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

Grant applicants must ensure that projects comply with all local, state and federal government legislative and policy requirements. Depending on the nature of the project/activity, a Working with Children Checks (Blue Card), and Risk Management Plan including a COVID-specific actions may be required.

RADF APPLICANTS MUST:

- Be over 18 years of age (Applicants under 18 years of age must nominate an auspice organisation to administer the grant on their behalf);
- 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;
- Hold a minimum of \$20M Public Liability Insurance including other forms of insurance relevant to the project and demonstrate sound workplace health and safety practices. If the applicant is being covered under another group's insurance, adequate evidence of this coverage is required. See details under the Auspice Arrangements section below;
- Have satisfied all requirements and acquittals of previous RADF and/or Gympie Regional Council funding;
- Have no outstanding debt with Council.

RADF APPLICATIONS CANNOT BE ACCEPTED FROM:

- 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.

RADF GRANTS CANNOT SUPPORT:

- Projects that have already commenced;
- The cost of prizes, donations, competitions;
- Ongoing operational or administrative expenses;
- The purchase of property or assets;
- Programs or services considered the core responsibility of other levels of government;
- Activities which are primarily for fundraising or charitable purposes;
- International travel or accommodation (tuition fees are eligible);
- The purchase of alcohol;
- Events/Projects that are currently under a Sponsorship Agreement with Council;

RADF GRANT CATEGORIES

CATEGORY	DEFINITION & PROJECT EXAMPLES	EXAMPLES OF ELIGIBLE EXPENSES
CREATIVE/ CONCEPT DEVELOPMENT	<p>UP TO 75% OF PROJECT COSTS MAXIMUM \$5,000 GRANT</p> <p>To assist in the development and/or research of new ideas and projects.</p> <p>Examples: project proposals, strategic plans, concept plans, script development, rehearsed readings</p>	<ul style="list-style-type: none"> • Artist fees • Workshops • Consultant fees • Application fees • Planning workshops • Project salaries • Marketing costs • Materials • Venue hire • Equipment or services hire
CREATIVE COMMUNITY PROJECTS	<p>UP TO 60% OF PROJECT COSTS MAXIMUM \$8,000 GRANT</p> <p>For new arts and cultural projects and activities that have a broader reach within the community.</p> <p>Examples:</p> <ul style="list-style-type: none"> • community workshops/activities that provide opportunities for skills development and capacity building for artists and/or the community • activities/initiatives that contribute to events, exhibitions, public performances, community space activations 	<ul style="list-style-type: none"> • Professional arts worker fees • Course registration • Tuition fees • Materials and equipment
INDIVIDUAL SKILLS DEVELOPMENT	<p>ROUND ONE – RESILIENCE AND RECOVERY NO CO-CONTRIBUTION REQUIRED MAXIMUM \$2,500 GRANT</p> <p>For activities that build on the established art practise and support the capacity of artists, musicians and producers to continue creating and presenting work. Activities include: a self-directed artist in residency, small community arts projects and professional development.</p> <p>Examples: attend a masterclass or undertake an artist in residence program, mentorship or placement with recognised arts and cultural peers or organisations, training, improving digital capability.</p>	<ul style="list-style-type: none"> • Course registration • Tuition fees • Travel • Accommodation • Professional arts worker fees
	<p>ROUND TWO UP TO 60% OF PROJECT COSTS MAXIMUM \$1,500 GRANT</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>Examples: 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"> • Course registration • Tuition fees • Travel • Accommodation • Professional arts worker fees

QUICK RESPONSE APPLICATIONS

Quick Response applications can be submitted at any time while RADF grant funds are still available. The maximum amount of funding available through Quick Response is \$1,500. Quick Response Grants are available for Individual Skills Development only.

Co-contribution requirements apply and the applicant must demonstrate a genuine need for the application to be considered out of the normal timeframes for assessment (such as an unexpected opportunity that would be lost if not responded to within a short timeframe).

Applications for a Quick Response grant are by invitation only. Please contact your RADF Liaison Officer to discuss your project.

AUSPICE ARRANGEMENTS:

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. Where the activity being undertaken is under an Auspice Agreement, the applicant must be noted as an interested party on the auspice organisation's Public Liability Insurance Policy. Auspice organisations may support more than one application per round. A Letter of Confirmation from the auspice organisation is a requirement in your application.

APPLICATION PROCESS

Before applying you must:

- Speak to the RADF Liaison Officer – **compulsory**;
- Applicants are encouraged to attend a RADF Grants Information Session. These are held before the commencement of each grant round. Refer to Council's website for session dates.

How to apply:

Applications **must be submitted online** via Smarty Grants available on Council's website at www.gympie.qld.gov.au/radf. A Frequently Asked Questions for Applicants sheet is also available on Council's website. If you do not have your own computer, you can access a computer at any of Council's libraries at no cost.

Support material

Applications **must** include:

- Quotes from registered businesses for any expenditure items over \$1,000;
- Confirmation and CV's of key persons/artists/cultural workers involved in the project or activity (CV's must be no more than 2 pages);
- Evidence of partnerships involved with the project;
- Evidence of the team's capacity to deliver the project, e.g. examples of previous work;
- Letters of Support that demonstrate support for the project – no more than 3;
- Letter of Confirmation from the auspice organisation if applicable;
- Certificate of Currency - Public Liability Insurance Policy.

ASSESSMENT

Assessment criteria

Applications are assessed on how well they respond to the Strategic Outcomes in Council's *Arts and Cultural Plan 2015-2025*, and Key Performance Outcomes nominated by Arts Queensland.

COUNCIL'S STRATEGIC OUTCOMES:

- **PEOPLE** shape our local culture through their stories, values, creativity, generosity and passion.
- A strong connection to **PLACE** is inspired by our natural environment and supported through accessible, active community spaces and facilities.
- Our **PAST** informs the future and our cultural heritage is valued, shared and protected.
- Creativity invites **POSSIBILITY** and offers opportunity to grow, innovate, plan and achieve.

ARTS QUEENSLAND'S KEY PERFORMANCE OUTCOMES

- **Quality:** The project produces or contributes to high quality arts and cultural initiatives for local communities.
- **Reach:** The project enables artists, communities and/or audiences to access and engage in arts and cultural activities.
- **Impact:** The project is likely to generate cultural, social and/or economic outcomes relevant to the size and nature of the project.
- **Viability:** 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.

Other assessment considerations

- **Distribution of grant funding across the region:** based on the eligible applications received and identified community needs, consideration is given to how grant funding will be distributed across the region
- **Prior Council grant funding to applicants:** lower priority may be given to applicants or projects and events that have received funding in the past two years
- **Other forms of Council support to applicants:** lower priority may be given to projects that are receiving other forms of financial contribution or support from Council, e.g. Sponsorship, Community Assistance Grants

ASSESSMENT PROCESS

Eligibility check: All applications are checked against eligibility criteria to ensure the applicant type, project type, amount requested and timeframes are eligible. Ineligible and incomplete applications will not progress to the assessment stage.

RADF Assessment Panel: Applications are assessed against the specific criteria by a team of RADF Volunteer Grants Assessors. The RADF Assessment Panel is comprised of a minimum of four (4) community members with knowledge and expertise in the arts and cultural sector. Where Panel members are unavailable or unable to assess applications (for example: due to a conflict of interest), Council staff with relevant expertise may conduct assessments internally.

Panel members participate in a moderation meeting chaired by a Councillor to review the assessments and determine grant recommendations.

Whilst Gympie Regional Council's preference is to fund the amount requested for a project, at times Council reserves the right to part fund or, to fund specific elements of the project based on the responses to assessment criteria.

Endorsement: RADF Assessment Panel recommendations are provided to Council for consideration at General Council Meetings and applicants are notified of the outcome of applications following endorsement by Council.

PLEASE NOTE: Most grant rounds are highly competitive and not all applicants will be successful. The number and value of grant applications awarded will be at Council's discretion and will reflect the strength of the applications in meeting the assessment criteria.

NOTIFICATION

All applicants are notified of the outcome in writing by the date nominated (see key dates). Unsuccessful applicants are invited to seek feedback about their application by contacting Council's RADF Liaison Officer. Successful applicants will receive a Letter of Offer and a Funding Agreement from Council via Smarty Grants, setting out the amount of funding offered and grant conditions.

Applicants may be requested to resubmit budgets or support material for the project prior to receiving the grant payment.

PAYMENT

Grant funds must be claimed within 30 days of the successful applicant receiving Council's Letter of Offer. If the applicant is supported by an auspice organisation, payment will be made to the nominated auspice organisation.

All material relating to your grant is managed via Smarty Grants, e.g. Letters of Agreement, Invoice for Grant Payment and any support material. A Frequently Asked Questions for Managing your Grant is available on Council's website www.gympie.qld.gov.au/grants.

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 RADF Liaison Officer for the appropriate logo and style guide requirements for promotional material.

REPORTING AND GRANT ACQUITTAL

All grant recipients must complete an Outcome Report on Smarty Grants and acquit Grant money within eight weeks of project completion, unless an extension is requested and approved by Council in writing. Organisations will not be considered for further grant funding from Council if previous grant acquittal conditions have not been met.

For information or assistance to acquit your grant, contact your RADF Liaison Officer.

FURTHER INFORMATION & SUPPORT

Detailed information about Council's grant programs, including the dates of grants information sessions, can be found on Council's website at: www.gympie.qld.gov.au/grants

We strongly recommend that you discuss your proposed project with us to make sure your group is eligible and to understand the guidelines and application process.

For all enquiries relating to Council's Regional Arts Development Fund program or to make an appointment with the RADF Liaison Officer, please phone (07) 5481 0774, or email radf@gympie.qld.gov.au

INFORMATION PRIVACY AND RIGHT TO INFORMATION

The information you provide in **YOUR APPLICATION MAY BE USED BY** Gympie Regional Council and Arts Queensland for the following purposes:

- Processing and assessing your application – for this purpose, the information may be provided to industry experts/peers engaged by Gympie Regional Council;
- Verifying other funding incomes for your project – for this purpose, the information may be provided to other funding agencies nominated in your application;
- Reviewing and evaluating Gympie Regional Council funding programs, strategies, plans and services – we may contact you for this purpose;
- Training;
- Systems testing and program improvement;
- Compilation of statistics.

If your application is successful, the information you provide in your funding application, the amount of funding you receive, the information you provide in your progress reports and/or outcome report/s and text relating to your funded activity may be used by Gympie Regional Council and Arts Queensland, including publishing on websites and/or other Queensland Government websites, for the purposes listed above and for the following purposes:

- Processing, paying and administering your funding;
- Reporting, including the Arts Queensland Annual Report;
- Promoting funding outcomes and Queensland's arts and culture – for this purpose, the information (including your contact details) may be provided to Queensland Government Members of Parliament, the media, local government, Australia Council and state government agencies, who may contact you directly.

Gympie Regional Council and Arts Queensland treat all personal information in accordance with the *Information Privacy Act 2009*. The provisions of the *Right to Information Act 2009* apply to documents in possession of Gympie Regional Council and Arts Queensland, Department of Environment and Science.