



Endorsed July 2018

Regional Arts Development Fund 2018/19

GRANT GUIDELINES

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1. INTRODUCTION

Gympie Regional Council is committed to working in partnership with the community to support initiatives that contribute to making 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 Program. Through community grants Council provides financial assistance to eligible individuals and organisations for projects that respond to local arts and cultural priorities.

2. THE RADF PROGRAM

RADF 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.

3. 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 themes (People, Place, Past, Possibility) through which cultural life is supported across the region. As a condition of Council's funding agreement with Arts Queensland, 75% of RADF funds will go to projects which respond to these locally determined themes/priorities. (Further details under Assessment)

4. KEY DATES

RADF Applications are open all year round and are assessed in February, May and October.

NB: Times may vary according to Council Meeting dates

Funding Round	Applications Open	Applications Close	Outcome Advised	Project delivery timeframe
Round 1	1 August 2018	31 August 2018	By 30 September 2018	Projects must be completed by 1 August 2019
Round 2	1 February 2019	28 February 2019	By 30 April 2019	Projects must be completed by 1 April 2020
Quick Response Grants	Anytime		Within 10 working days of Council's receipt of application	Projects must start immediately

5. AMOUNT AND TYPES OF ASSISTANCE

RADF grants are not intended to cover 100% of projects costs and applicants must contribute of their own resources toward the project. Council's grant funding will take the form of financial payment only. The applicant's contribution can be in the form of cash, assistance in-kind, or a combination of the two. The applicant's contribution can also include grants from other funding bodies or sponsorship. Applicants can submit one RADF application per round. Auspicing organisations may support more than one application per round.

6. ELIGIBILITY

RADF grants are intended to support 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 will comply with all local, state and federal government legislative and policy requirements. Depending on the nature of the project/activity, it may be important to consider working with children requirements and risk management. Only eligible applicants and projects will be considered for RADF funding.

RADF applicants must:

- Be over 18 years of age
- Be based in, or provide direct benefit to, the Gympie Region
- Hold appropriate insurance and demonstrate sound workplace health and safety practices
- Have satisfied all requirements 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 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

7. CATEGORIES

CATEGORY	DEFINITION & PROJECT EXAMPLES	EXAMPLES OF ELIGIBLE EXPENSES
CONCEPT DEVELOPMENT	<p>UP TO 75% OF PROJECT COSTS MAXIMUM \$5,000 GRANT</p> <p>To assist in the development and research of new ideas and projects. Examples: project proposals, strategic plans, concept plans.</p>	<p>consultant fees, application fees, planning workshops, travel, accommodation</p>
INDIVIDUAL SKILLS DEVELOPMENT	<p>UP TO 60% OF PROJECT COSTS MAXIMUM \$1,500 GRANT</p> <p>For activities which build on established art practise. Examples: attend master class or artist in residence program, mentorship or placement with recognised arts cultural peers or organisations,</p>	<p>course registration, tuition fees, travel, accommodation, fees of professional arts worker.</p>
COMMUNITY PROJECTS	<p>UP TO 60% OF PROJECT COSTS MAXIMUM \$8,000 GRANT</p> <p>For projects and activities which have a broader reach within the community. Examples: community workshops, events, exhibitions, books, publications</p>	<p>Project salaries, fees and allowances, marketing costs, materials, venue hire, equipment or services hire</p>

7.1 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 category 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).

8. 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 Council's website www.gympie.qld.gov.au/grants. If you do not have your own computer, you can access a computer at any of Council's libraries at no cost.

Support material

One quote from a registered business must be submitted for expenditure items over \$1,000 as well as the CV of key persons involved in the project or activity. Applicants may also attach the following optional documents if they feel it will support their application:

- examples of previous work if relevant to the project or activity
- letters of support where relevant to the project or activity
- proposed programs or schedule of the project or activity
- a detailed budget, if further explanation is required

9. ASSESSMENT

Assessment criteria

Applications will be 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 which have received funding in the previous five 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
- **Financial position of the applicant:** based on a comparison of applicants' audited financial statements and assessment of relative need of each applicant

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.

Assessment: Applications are assessed against the specified assessment criteria by the RADF Assessment Panel. The Panel is comprised of Council staff and community representatives with knowledge and expertise in arts and culture. Panel members participate in a moderation meeting chaired by a Councillor to review the assessments and determine grant recommendations.

Endorsement: 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 that 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.

10. 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, setting out the amount of funding offered and grant conditions.

11. PAYMENT

Grant funds must be claimed within 30 days of the successful applicant receiving Council's Letter of Offer. If the applicant is being auspiced, payment will be made to the auspicing organisation.

12. ACKNOWLEDGEMENT

All RADF funded activities must acknowledge the Queensland Government and Gympie Regional Council in all promotional material and publications by including the RADF 2018-19 acknowledgment text and appropriate logos (below).



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."



13. REPORTING AND ACQUITTAL

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

14. 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 contact the Community Partnerships Team on: phone (07) 5481 0774, or email radf@gympie.qld.gov.au

15. 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 publication on its 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 treats 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 Science, Technology, Innovation and the Arts.