

REGIONAL ARTS DEVELOPMENT FUND

RADF

2024-2025 Boulia Shire Community
Funding Program Guidelines



**Queensland
Government**

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BOULIA
SHIRE COUNCIL

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Boulia Shire Council.

Page | 1

Contents

1. What is the Regional Arts Development Fund?.....	3
2. RADF regional priorities.....	3
3. Eligibility.....	4
Who can apply for a RADF Grant?.....	4
Who cannot apply for a RADF Grant?	4
Eligible expenses	4
What is not eligible for RADF?	4
General conditions of funding	4
4. Key dates.....	5
5. Funding categories.....	6
Participate.....	6
Develop.....	6
Share.....	7
6. Applying for RADF.....	8
Application process.....	8
Support materials.....	8
Project budget	9
7. Application assessment	9
Assessment criteria	10
8. Alterations to applications	10
9. Notification	10
10. Attribution, marketing and communication	11
11. Acquittal of funding.....	11
12. Further information and assistance	11
13. Glossary of terms.....	12



1. What is the Regional Arts Development Fund?

Established in 1991, the Regional Arts Development Fund (RADF) promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. Delivered in partnership with the Queensland Government through Arts Queensland and the Boulia Shire Council, RADF is a multi-year program of co-investment in local arts and cultural priorities.

RADF delivers quality arts and cultural experiences.

RADF drives social change and strengthens communities through initiatives that:

- increase access to arts and cultural experiences in regional Queensland.
- grow employment and capacity building opportunities for artists across regional Queensland.
- deliver against local arts and cultural priorities and promote the value of arts, culture and heritage.



For information on other Arts Queensland programs and opportunities please visit www.arts.qld.gov.au

2. RADF regional priorities

The Boulia Shire RADF Community Funding Program is informed by Boulia Shire Council's Corporate Plan.

RADF shares the vision for the Boulia Shire becoming a leading regional centre for living heritage, lively culture, powerful stories and creative communities.

Priority will be given to applications that deliver the following outcomes:

- Support locally produced arts, culture and heritage activities that deliver personal, economic and social benefits within our region.
- Invest in professional, career and capacity development opportunities for local practitioners to extend local arts, culture and heritage practice.
- Provide opportunities for local communities to participate in and value the role of arts, culture and heritage and its contributions to resilient, diverse and sustainable communities.
- Promote the role of arts, culture and heritage to build a strong sense of place and identity.
- Encourage innovation and creativity in arts, culture and heritage.
- Nurture collaboration and partnerships within and beyond our region to maximise investment and outcomes.

3. Eligibility

Who can apply for a RADF Grant?

- Individual emerging and established artists, arts practitioners and cultural workers
- Businesses
- Registered not-for-profit organisations
- Groups and collectives

Applicants must:

- Be based in the Boulia Shire Council area; or able to demonstrate how the project will directly benefit arts and culture in the Boulia Shire community
- Be Australian citizens or permanent residents
- Have met all acquittal conditions of previous Council grants
- Hold an ABN; or be able to obtain auspice by a suitable party*
- Have Public Liability Insurance; or able to obtain auspice by a suitable party*.

**Not applicable to applicants of Participation category.*

Who cannot apply for a RADF Grant?

Government agencies or departments of state or federal government.

Educational, religious or medical organisations, where the application is for the organisation's core business.

Eligible expenses

Some examples of expenses related to your funded activity that may be eligible for funding include:

- Administration costs of the funded activity
- Arts Practitioner accommodation and travel
- Arts Practitioner fees or wages
- Advertising and promotion of the funded activity
- Career development workshops and training
- Conference or seminar fees
- Material and supplies for funded activities
- Professional training to improve arts business practices
- Venue hire

What is not eligible for RADF?

- Projects for which arts workers are paid less than the recommended industry rates.

- Projects, activities or costs that are intended for financial gain or fundraising.
- Existing or ongoing projects or activities that do not have a clear start and finish date.
- Retrospective costs, including reimbursement of costs already incurred.
- Recurrent funding or regular operational costs.
- Purchase of property, capital equipment or assets.
- Long-term accredited study, training or university courses that constitute the primary training of artists.
- Entertainment for events, unless there is a specific developmental outcome for the artist.
- Amateur arts activities, except for professional services to amateur arts activity. One of the main RADF aims is to develop emerging and established artists in the region.
- Insurance/licences, including but not limited to public liability insurance, liquor licences, event permits, etc.
- School arts activities, unless those activities form part of the broader community's arts and cultural development processes or include professional arts development for students from multiple schools.

General conditions of funding

- Applicants can only receive one (1) grant from RADF during the 2024/25 funding period (July 2024 – June 2025). Organisations may auspice multiple applicants.
- Successful grant applicants are required to sign a Funding Agreement and provide additional documentation, including an invoice prior to funding being released.
- Successful projects are to commence after the signing of a Funding Agreement.
- Organisations that receive funds from Council are required to acknowledge the contribution by Arts Queensland and Boulia Shire Council in any publications or publicity material associated with funded activities.
- Funds must be used for the purpose which they are granted and any variations in the use of funds must receive prior written approval from Council.
- The project must be completed and funds expended within twelve (12) months of funds being granted, unless written approval has been given for an extension of your project.

4. Key dates

Application submissions:

Applications can be submitted anytime between Friday 14 February 2025 until Wednesday 5 March 2025. To reach the assessment periods, applications should be submitted by:

Submission date	Projects delivered after
5 March 2025	10 April 2025
12 May 2025	16 June 2025

It is recommended that applications are submitted prior to these dates so Council Officers can check for errors and if identified, endeavour to work with the applicant to correct the application.

Please note if all RADF funds are committed during the initial round then an additional round of RADF will not be offered. It is recommended that you apply for funds in the early round to avoid disappointment.

Notifications:

Applicants will be notified of the outcome of their submission via email 4-5 weeks after applications close.

Payment:

RADF funds will be paid into the applicant's/a nominated account within 4-6 weeks of signing of a Funding Agreement.

Project Completion:

Your project must be completed, and funds expended within 12 months of funds being granted, unless written approval has been given for an extension for your project.

Project Acquittal:

Acquittals for successful projects are due 28 days after the project completion date.



5. Funding categories

There are three categories of funding available for individuals, groups and organisations.

Participate

Objective

For individual local professional and emerging creatives to build their capacity by attending professional development activities.

What funding is available?

\$300 to \$500, covering up to 100% of eligible expenses.

Examples of eligible expenses

Workshop, Conference or Seminar fees, meal allowances, travel and accommodation.



Develop

Objective

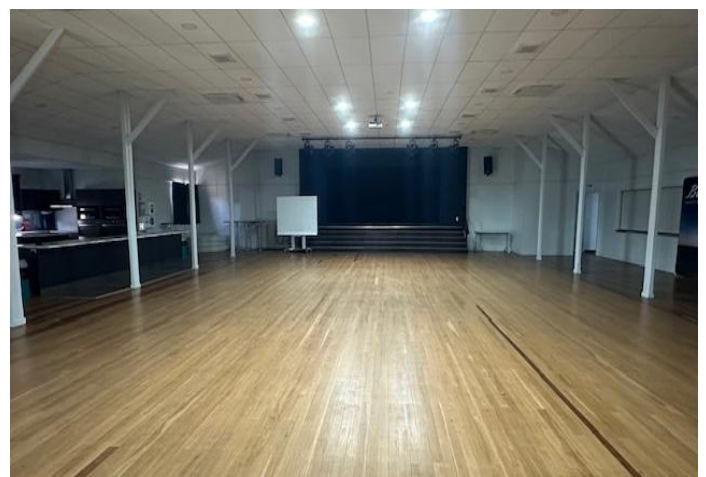
For development activities that build the capacity and develop skills of local professional or emerging creatives by producing and delivering professional development opportunities.

What funding is available?

\$500 to \$1,000, covering up to 75% of eligible expenses.

Examples of eligible expenses

- Short-term venue hire for development activity.
- Marketing profile for an established or emerging artist, including professional photography, videography and/or biography to be shared on various platforms.
- Concept development including professional research and development of ideas and new project proposals to the implementation stage. The project should demonstrate how it will contribute to the future arts and cultural development of the region.
- Professional fees including producing, recording, videography, photography, graphic design and marketing.
- Short-term development activities with a suitably qualified mentor, coach or established practitioner.



Share

Objective

For projects that engage the Bouliia Shire community to value, celebrate, share and participate in arts, culture and heritage by supporting projects that strategically promote and celebrate our stories; or focus on community participation in creative experiences.

Host and support events with and for community, that maximise opportunities for arts and cultural engagement.

Develop arts programs and promote local creative enterprise within other key festivals and events.

What funding is available?

\$500 to \$1,000, covering up to 75% of eligible expenses.

Examples of eligible expenses

- A community-focused arts or culture experience within other local major events and festivals.
- A performance, activity or digital media project that shares a unique story.
- Sharing and preserving our heritage and culture collections through captivating storytelling and displays.

Please note: Only costs related directly to delivering the activity itself are eligible, such as:

- Artist/professional fees
- Travel and accommodation for visiting artists
- Project materials
- Promotion/advertising
- Venue hire
- Administration costs.



6. Applying for RADF

Application process

Council will publicise the availability of RADF grant programmes on Council's website and social media sites, and by direct email to key individuals and organisations.

1. RADF Applicant Eligibility

Check the eligibility criteria in this document (page 4) to see if your intended application will meet the RADF grant requirements.

2. Contact Council's RADF Liaison Officer.

Who can assist with project development and general information about the application process.

3. Plan your project. Check the timing of your project with the assessment dates. Define your project scope and ensure you gather all your initial application support materials and prepare your project budget.

4. Complete the application form. Complete the RADF Application Form available online at www.bouliia.qld.gov.au or from the Council Administration office.

5. Submit your application to Council. When an application is submitted, the applicant will receive confirmation of lodgement. If this notification is not received, please contact Council's RADF Liaison Officer.

Support materials

Initial application

The following support materials should be supplied to support your application:

- A brief CV or link to biography for all key personnel that the RADF grant will pay for and written confirmation of their participation (for Organisations just the artistic/creative director). This will enable the assessors to determine the quality and suitability of personnel involved. Please keep CVs to a maximum of one (1) page.
- A minimum of one (1) and up to three (3) letters of support which includes the contact details of the author.
- Copies of quotes to support your budget.

After conditional approval

You will be sent an email requesting additional support materials, including:

- A signed funding agreement.
- An invoice from the Applicant to Council for the amount of agreed funding.
- Bank account details on an official bank statement.
- Public Liability Insurance Certificate of Currency.
- Copies of other insurances and licenses as relevant to your project.
- An outline of potential risks to your project and how you plan to minimise these.
- If you are hosting an event or activity, various approvals and bookings may be required.
- For proposals involving Aboriginal people and/or Torres Strait Islanders, evidence you have followed required protocols to obtain support and confirmation of involvement from the relevant communities and organisations.

Project budget

All applications require details of expenses and income.

You must ensure that:

- If you are registered for GST, amounts entered into your budget are GST exclusive.
- Supply written quotations for any amounts \$1000 and over. These quotations should be no older than 60 days from the date of submission of your grant application. It is recommended that quotations are supplied for all major expenses.

The Councillors on the RADF Advisory Committee reserve the right to request additional information on your project.

In some instances, successful applicants may not receive the full amount of requested funding, but rather a percentage of the total sought. If your project cannot proceed without full funding requested, the reasons why your project requires full funding should be explained in your application.

Contributions

Your budget may include cash and in-kind contributions.

Cash contributions may include:

- funds from applicant/organisation
- workshop fees
- ticket sales

- sponsorships

In kind contributions may include:

- administration of RADF project
- in kind provision of venue hire
- volunteer hours
- in-house marketing/design
- in kind contributions from arts and cultural workers

Industry rates

Applicants must pay at least award rates or industry recommended rates of pay to arts and cultural workers involved in the funded activity.

Pay scales and conditions may be prescribed by legally binding industrial awards and agreements, such as those monitored by the Media, Entertainment and Arts Alliance (MEAA). In other cases, appropriate industry standards have been recommended by arts industry organisations, such as:

- Australian Writers' Guild
- Musician's Australia
- Australian Society of Authors
- Australian Production Design Guild
- National Association for the Visual Arts

Where an industry standard clearly applies, applicants are expected to meet those rates of pay. Please refer to www.fairwork.gov.au for current industry rates.

6. Application assessment

Applications will initially be assessed by the RADF Liaison Officer to confirm eligibility. If the grant round has not yet closed, and errors are identified, Council Officers will endeavour to work with the applicant to correct the application.

After the grant round closes, the RADF Advisory Committee will assess the applications.

The RADF Advisory Committee makes recommendations for project funding to Council for the final decision. In assessing the grants, Council will ensure RADF monies are allocated in a fair and equitable way and ensure best possible value for money.

Once Council has decided grant funding allocations, applicants will be advised of the outcomes.

The RADF grants program is a competitive application process. Council often receives more funding applications than it can support.

The RADF Committee uses the RADF Funding Program Guidelines and the information contained in your grant application to assess all eligible applications.

Applications are assessed on how they respond to the assessment criteria. To offer a diverse range of funding, the advisory committee may consider previous funding history of the applicant and also compare competing applications.

Council reserves the right to reject any application that does not meet the eligibility and assessment criteria and to request further information in considering applications.

Assessment criteria

Participate

High quality

- Invests in professional, career and capacity development opportunities for individual local practitioners to extend local arts, culture and heritage practice

Strong impact

- Creates a new skills development opportunity for local artist or arts worker

Sustainable value

- Demonstrates value for money

Develop

High quality

- Invests in professional, career and capacity development opportunities for local practitioners to extend local arts, culture and heritage practice
- Proven capacity to effectively support and deliver arts and cultural services
- Supports local arts and cultural priorities.

Strong impact

- Creates new employment opportunities and skills development for local artists and arts workers
- Demonstrates community demand

Sustainable value

- Demonstrates value for money
- Demonstrates sound governance, and ethical business practices
- Proposed activity has a strong delivery plan, including understanding potential risks and their management.

Share

High quality

- Produces high-quality arts and cultural initiatives for the Boullia Shire community
- Proven capacity to effectively support and deliver arts and cultural services
- Supports local arts and cultural priorities.

Strong impact

- Creates new employment opportunities and skills development for local artists and arts workers
- Builds new audiences and markets and reputation for local arts and cultures
- Demonstrates community demand and stakeholder involvement

Sustainable value

- Demonstrates value for money
- Demonstrates sound governance, and ethical business practices
- Proposed activity has a strong delivery plan and risk management understanding.

8. Alterations to applications

In the event circumstances change and the activity cannot be carried out exactly as described in the application, the following must be completed:

- notify the RADF Committee Chair through Council's RADF Liaison Officer in writing or by email; and
- receive approval of any changes before beginning the activity

**Note: If the application is changed without approval, Council may request the funds be returned.*

9. Notification

Successful applications

Successful applicants will receive conditional approval of funding with:

- A Letter of Offer and Funding Agreement specifying allocation of funding and special conditions that may apply to the application. The Funding Agreement and relevant supporting documents must be completed in full for funds to be released.
- Information to acknowledge the State Government and Council who are providing the grant.

Unsuccessful applications

Unsuccessful applicants will receive an email notification. For further information and feedback on the RADF Committee process, please contact Council's RADF Liaison Officer via telephone or email.

10. Attribution, marketing and communication

Funding recipients must ensure that the Queensland Government and Council's positive reputation is maintained at all times.

Successful RADF funded activities must acknowledge the Queensland Government and the Council in all promotional material, publications and products by inclusion of the RADF acknowledgement text below and logos provided to you by Council with your funding agreement.

Acknowledgement Text for RADF funding:

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

11. Acquittal of funding

Grant recipients must complete an on-line acquittal form within 28 days of the completion of the project. You will be required to provide receipts or other evidence of payment to support the expenditure of grant funding in your acquittal. Information supplied in your acquittal is reported to Arts Queensland in accordance with our Funding Agreement with Arts Queensland.

12. Further information and assistance

For further information visit www.boulia.qld.gov.au. For additional assistance contact Council's RADF Liaison Officer, by phone 07 4746 3188 or email: ecdm@boulia.qld.gov.au.

For general advice and guidance on grant writing and developing a project for support, refer to the Grant Writing Resources on the Arts Queensland website at: www.arts.qld.gov.au/arts-acumen/grant-writing-support



13. Glossary of terms

Activities – Activities refer to the project, program, initiative or event that will be delivered if the application is successful.

Artist – An artist is defined as an individual who creates work in the fields below as a profession or hobby.

Arts – In relation to the Australia Council for the Arts' areas of responsibility, the arts includes literature; music in all forms; theatre; musical theatre and opera; dance in all forms; other performing arts such as circus, comedy and puppetry; film and television; arts festivals; visual arts and crafts; arts education and training; Aboriginal and Torres Strait Islander arts; community arts and cultural development; emerging and experimental arts (Arts Nation, 2015.)

Arts Practitioner – An arts practitioner is defined as a practicing professional in the industry who is recognised by their peers, is committed to devoting significant time to artistic activity and/or has a career in the arts, i.e. cultural worker, project coordinator, producer, curator etc.

Auspice – An individual, partnership, group or unincorporated organisation without an ABN (auspicee) must work with an incorporated auspicing organisation (auspisor) to apply for funding. The auspisor will be required to complete and submit the application in consultation with the auspicee.

Culture – Arts and culture are inextricably linked, but while the arts are expressions of culture, culture is more than the arts alone. Culture encompasses diverse avenues of expression in architecture, arts, history, language, education, leisure, media, environmental heritage, work and daily life.

Community – Community is defined as a group of people living in the same place or having a particular characteristic in common e.g. "the Boullia Shire community".

Emerging artist – An artist at an early stage in their career with no more than five years of professional experience. Emerging artists will have a demonstrated and recent track record of some professional work in their art form area, and will have created a modest body of artistic work.

Established artist – An artist who is at a mature stage in their career, who has specialised training in the art form, who has created an extensive body of independent work, who has garnered recognition from their peers as having reached an advanced level of achievement.

Heritage – Heritage is defined as features belonging to the culture of a particular community, such as traditions, languages, or buildings that were created in the past and still have historical significance.

In Kind – The dollar value of non-cash contributions to a project, e.g. volunteer labour, free hire of venues or equipment.

Professional development – An activity that increases an applicant's skills, provides networking opportunities, introduces the applicant's work into new markets and/or enhances the applicant's ability to earn a living through their arts or cultural work.

Project(s) – Project refers to the activity, program, initiative or event that will be delivered if the application is successful.

Youth – Youth or young people as an individual or a group aged between 12 and 25 years.