

# Regional Arts Development Fund Guidelines



Image: Circa Ensemble – Southbank 2002. Photo: Justin Nicholas.

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# Contents

## General ..... 1

What is the Regional Arts Development Fund (RADF) Program?.....	1
Why do Arts Queensland and local government partner to support the arts?.....	1
Six RADF Principles.....	1
How does RADF operate? .....	2
What are the roles and responsibilities of the partners?.....	3
What are the Queensland Government’s social justice considerations? .....	4
What are the eight categories of funding?.....	4
What are the eligibility requirements?.....	7
What does RADF not support? .....	7

## RADF Committee ..... 10

How is a RADF Committee established?.....	10
There are two ways a council can choose to establish a RADF Committee: .....	10
How long does a member serve on the Committee?.....	11
Committee voting rights .....	11
What are RADF Committee members required to do upon commencement of their appointment? .....	11
What are the ongoing responsibilities of Committee members? .....	11
How do Committee members ensure that they are able to provide appropriate and current advice in the assessment process?.....	12
Who are the advisors to the RADF Committee?.....	12
What is the role of the RADF Chair?.....	13
How are applications assessed? .....	13
What happens after the RADF Committee has completed its funding recommendations?.....	14
What happens if a RADF grant recipient wants to change a part of their project or activity? .....	14
How are outcome reports assessed and acquitted? .....	15



## **RADF Liaison Officer ..... 16**

What are the roles and responsibilities of the RADF Liaison Officer? .....	16
Appreciating the volunteers on the RADF Committee.....	17
Participating in your local cluster.....	17
What annual RADF Committee meetings and events do I need to organise each year?.....	18
What are the RADF funding cycles and timelines?.....	19
What is the RADF funding workbook?.....	19
How do I record funding decisions and provide feedback to applicants? .....	19
How do I prepare a bid to Arts Queensland?.....	20
Local council/Arts Queensland bidding cycle .....	20
How are bids assessed at Arts Queensland?.....	21
What is the partnership agreement? .....	22
How do I prepare an annual report for Arts Queensland? .....	22
How do I develop a cultural policy?.....	23
How should I support applicants?.....	23
How do I promote the RADF Program? .....	23
What legal considerations should I know about? .....	24
Judicial Review..	24
Freedom of Information (FOI) .....	24
Anti-Discrimination Act .....	25

# General

## What is the Regional Arts Development Fund (RADF) Program?

The RADF Program, established in 1991, is a highly successful state and local government partnership that supports professional artists and arts practitioners living in regional Queensland. The Program focuses on the development of quality art and arts practice for, and with, regional communities.

The RADF Program's key stakeholders are the Queensland Government Department of Education, Training and the Arts, through Arts Queensland and the local councils that participate in the program. These stakeholders support arts and cultural development, RADF committees, regional and remote communities and their arts and cultural workers.

## Why do Arts Queensland and local government partner to support the arts?

The partnership between Arts Queensland and local government is important to ensure RADF grants are used in the best possible way to support professional arts outcomes and development in regional Queensland, by following six overarching RADF Principles.

### Six RADF Principles

#### **1. Supporting professional artists and artswriters**

State Government, through Arts Queensland, has a priority to support professional artists and artswriters, including those working in a cultural development context and living in regional communities, to practise originality and innovation in the development of quality arts activities and initiatives.

#### **2. Supporting locally determined arts and cultural priorities**

Local government partners with Arts Queensland through RADF to support locally determined arts and cultural priorities, as stated in local councils' corporate plans, as well as in local arts and cultural policies. Councils can determine priorities for RADF grants from these plans and policies and support the professional arts components.

#### **3. Supporting regional arts development in Queensland**

Partnerships across the tiers of government, between arts and non-arts practitioners and organisations, and across local council boundaries are essential to regional arts development in Queensland.

#### **4. Supporting cultural activities not supported by other state government agencies**

State Government recognises the value and importance of cultural activities and supports them through a range of government agencies, such as the Community Benefit Fund, Education, Sport and Recreation, Communities, Local Government and Planning and Queensland Events. RADF will not support cultural activities that are the responsibility of other state government agencies, including Arts Queensland. However, RADF can be used to complement other agencies' funding programs where the project is eligible and additional funds, or other forms of support, will enable the initiative to reach its full potential.

#### **5. Supporting the participation of community members in arts development projects run by professional artists and artworkers**

Non-professional arts and cultural activities are important to community life. Many local councils support non-professional activities through their own local community grants programs. RADF will support professional artists, artworkers and cultural development practitioners to run developmental projects or activities for community groups who enjoy participating in the arts, but who are not practising professional artists.

#### **6. Supporting complementary federal arts funding**

Federal Government supports a range of regional arts and cultural activities. RADF grants can be used to complement federal funding programs through the Australia Council for the Arts and the Department of Communications, Information, Technology and the Arts.

## **How does RADF operate?**

Arts Queensland manages the RADF Program by means of an annual budget for allocations to individual councils and infrastructure support for local councils in their administration of the Program.

Each council has a nominated RADF Liaison Officer and a RADF Committee that is culturally and geographically representative of the community.

Councils bid annually to Arts Queensland for an allocation of funds. The RADF Liaison Officer and the RADF Committee prepare a funding bid to Arts Queensland based on their consultation with the community.

This annual bid is ratified by council.

Arts Queensland invites four local RADF Liaison Officers from across the state to assess the RADF bids submitted by councils.

When assessing bids, the local council representatives consider the competitive strength of the bid in the following areas:

- consultation with the community
- community support
- innovation and diversity of arts activities
- sound planning

- strength of previous annual reports
- relevance to Council’s corporate plan and local cultural policies
- promotion of RADF.

Arts Queensland and individual local councils contribute funds to support the local RADF grant program. Each partners’ level of funding is determined by a ratio based on the population of individual councils, as shown in the table below:

Class	Population	% AQ	% Council	Class capped @ \$
1	0 to 5,000	90	10	25,000
2	5,001 to 10,000	70	30	30,000
3	10,001 to 50,000	60	40	40,000
4	50,001 to 200,000	50	50	50,000
5	200,000 +	40	60	100,000

Local councils manage the funding of grants to members of their communities.

The RADF Committee assesses individual RADF applications against their council’s corporate plan, arts and cultural policy and Arts Queensland’s RADF Guidelines and recommends applicants for funding. The RADF Liaison Officer presents the recommendations to council for ratification. Council can only overturn recommendations made by the committee if the application is ineligible under the Guidelines, or interferes with council initiatives that are already in progress.

## What are the roles and responsibilities of the partners?

Arts Queensland’s role in the RADF Program is to:

- develop, in consultation with other key players, specific training and development programs and services to support RADF committees, liaison officers and applicants
- develop and provide information, forms and procedural manuals for councils to administer the RADF Program
- facilitate networking opportunities such as conferences, forums, video and teleconferences
- respond to enquiries from stakeholders in the Program
- support councils, RADF liaison officers and RADF committees when difficulties arise in the management of the Program
- facilitate the annual assessment of local councils’ bids and make recommendations to the Minister for the Arts
- prepare a triennial report for distribution to all councils highlighting the successes of the RADF Program and reporting on the distribution of funds.

Local councils' role in the RADF Program is to:

- nominate a staff member as a RADF Liaison Officer to support the RADF Committee and the local RADF Program
- establish, implement and review council's arts and cultural policy
- ensure arts and culture are included in council's corporate plan
- establish the RADF Committee and cover its operational expenses
- hold biennial elections for the RADF Committee
- ensure that RADF grants are allocated according to the Principles and funding criteria in the Guidelines
- bid for funds and report funding outcomes to Arts Queensland
- promote the RADF Program locally
- operate within the *Local Government Act, 1993*.

## What are the Queensland Government's social justice considerations?

The Queensland Government requires that the RADF Program considers the social justice implications of its decisions. Aboriginal people, Torres Strait Islanders, Australian South Sea Islanders, people from culturally and linguistically diverse backgrounds (CALD), older people, young people and people with disabilities are among the groups that may need help to make their participation in arts activities possible.

The RADF Program is designed to support the cultural practice of all Queenslanders.

## What are the eight categories of funding?

The six overarching RADF Principles listed on pages 1 and 2 determine the eligibility of applicants for all categories of funding as well as each category having its own more specific criteria.

There are eight categories of funding available for individuals, groups or local councils:

### 1. Developing regional skills

**Objective** — for individual professional artists and artswriters living in regional Queensland to attend professional development seminars or 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 activities only.
- Arts Queensland's Individual Professional Development grants support international activities.
- Assistance is available for up to 65 per cent of the total costs to a maximum of \$1000 for Queensland travel and \$2000 for national travel.

Councils may also support **Quick-Response Grants** under this category for:

- opportunities for professional development that unexpectedly become available out of the normal local RADF rounds
- applications usually up to six weeks before the event/activity.

## **2. Building community cultural capacity**

**Objective** — for community groups to engage a professional artist or artswoker to work with them on developing their arts practice or to run arts development workshops or community projects.

- RADF grants will support travel, accommodation and fees associated with employing professional artists or artswokers to work on community projects or workshops in the local community.
- Assistance is available for up to 65 per cent of the total costs of the project or workshop.
- This category is also open to councils that wish to assume a co-ordination role for projects.

## **3. Interest-free arts loan**

**Objective** — for arts activities that will generate an income greater than the amount of the loan, and where no other funding source is available.

- RADF Interest-Free Arts Loans will support activities that can demonstrate a prior commitment from a distributor or producer, e.g. a publisher, gallery, record company or venue that can confirm and substantiate revenue forecasts.
- The total amount of the loan must be paid back at the conclusion of the activity.

## **4. Cultural tourism**

**Objective** — for projects and activities that focus on communities' locally distinct arts, culture and heritage both for members of that community and for visitors.

RADF grants can support initiatives and activities that focus on:

- product development by professional artists, either as individuals, or in partnership with individual community members or community groups
- marketing of professional artistic product.

## **5. Contemporary collections/stories**

**Objective** — to preserve and provide access to locally held collections of significance, and collect and tell local stories from the past and the present that can demonstrate state and/or local significance. The priorities for this category are proposals for post-1960 heritage and Indigenous stories that can demonstrate strong community participation and ownership.

RADF grants can support:

- documentation, preservation, interpretation projects and collection management training through community-based workshops
- community stories, which can be documented in a variety of forms and mediums, including: plays, videos, artwork, digital exhibitions, education programs, oral histories and publications.

Community organisations such as historical societies, museums, libraries, archives, galleries, Indigenous and migrant community groups which collect and provide public access to their cultural heritage collections are eligible to apply.

Applicants must provide a statement of significance with their applications.

## **6. Regional partnerships**

**Objective** — to encourage innovative and energising arts projects where artists, communities and councils work together in their community, or in partnership with another community, to achieve enhanced outcomes from RADF grants.

RADF grants will support projects that can demonstrate a partnership between:

- artists and local industry
- artists and community arts organisations
- artists and non-arts community organisations
- cross-council collaborations.

This category is also open to councils.

## **7. Concept development**

**Objective** — to develop arts research ideas and project proposals to the implementation stage and identify funding sources outside of RADF to implement project proposals.

RADF grants will support individuals and groups who wish to engage in professional research and the development of ideas and project proposals to the implementation stage. No specific artform product is required. However, the project should demonstrate how it will contribute to future arts development.

Potential funding sources for the implementation of the project must be identified prior to making an application and must be noted in the application form.

This category is also open to councils.

## **8. Arts policy development and implementation**

**Objective** — to support councils to:

- develop cultural policy, cultural mapping, visioning and planning proposals
- partner on regional cultural policy co-ordination activities

- cross-regional cultural planning
- development of cultural tourism plans
- community consultation, facilitation and preparation of the documents (but not publishing)
- RADF Committee training.

## What are the eligibility requirements?

The following categories of individuals and organisations **can** apply for a RADF grant:

- Individual professional artists, artswriters, cultural workers or project coordinators who:
  - are based in the local council area, or if based outside the local council area are able to demonstrate how the project will directly benefit arts and culture in the local council area
  - are permanent residents or Australian citizens
  - have an Australian Business Number (ABN).
- Incorporated cultural organisations based in the local council area, or those based outside the local council area that are able to demonstrate how the project will directly benefit arts and culture in the local council area.
- Unincorporated organisations, auspiced by an incorporated body, that are based in the local council area, or those based outside the local council area that are able to demonstrate how the project will directly benefit arts and culture in the local council area.

## What does RADF not support?

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

- Amateur arts activities **EXCEPT** for professional services to amateur arts activity. One of the main RADF aims is to develop professional artists in the regions. NOTE: Emerging professional artists are eligible for funding.
- Artists or artswriters who do not have an Australian Business Number (ABN).
- Applicants who submit unsigned applications.
- Applicants who have failed to acquit previous RADF grants.
- Projects for which artswriters are paid less than the recommended rates.
- Activities that commence before Council approval is given. RADF should not be used as a 'top-up' fund.
- Craft workshops — **UNLESS** a professional artist or artswriter is employed to work with a craft group to apply their skills in an innovative way to an arts development outcome.

- Murals — funding is available for murals from other government sources as part of anti-graffiti programs. RADF grants can only be allocated to murals that adhere to the RADF Principles, eligibility and program criteria.
- School arts activities **EXCEPT** where those activities form part of broader community cultural development processes or are part of professional arts development.
- Framing or freight — only a small proportion of these costs can be covered as part of presentation costs for significant exhibitions.
- Entertainment — funding is not available to pay for entertainment for events, **UNLESS** there is a developmental aspect included, e.g. musicians performing at a community event run a series of developmental workshops for community members prior to the event.
- Competitions — they are prolific and could monopolise funds. The competitive environment does not necessarily nurture emerging artists, as there is generally only one winner.
- Eisteddfods — they are essentially amateur competitions.
- Summer/Winter schools — councils should not support more than two places a year.
- Publishing costs — requests for grants to publish books should be directed to organisations that provide print-on-demand services. A small proportion of printing costs are eligible as part of the presentation costs for significant projects.
- Purchase of capital items e.g. equipment, buildings or vehicles. RADF gives artists and organisations opportunities for employment, professional development and a chance to practise their art. Buying capital items does not necessarily lead to these outcomes. **EXCEPTION:** Capital items can be funded **only** when they are included as part of a project application and when the RADF Committee considers the purchase **integral to that project** and where the item **will remain available for community use**.
- Recurrent funding for arts organisations — operational expenses are ineligible under RADF including wages for permanent staff and office expenses. **However**, local arts and cultural organisations that have regular community activities may apply for funding annually for different projects which have a project management component.
- Accredited study, training or university courses — Arts Queensland does not fund the primary training of artists, only their professional development once they are practising.
- Workshops with arts and cultural service organisations that are part of the organisation's 'core business' — Arts Queensland has already funded these organisations to deliver core services. Please call your cultural service organisations to find out what services they can offer you that are not 'core business'.

Please contact your local RADF Liaison Officer if you require:

- examples of the types of projects that are eligible for funding through the RADF Program
- definitions used for the RADF Program
- a RADF application kit.

Please refer to the enclosed CD and Arts Queensland's RADF website for further information, tools and templates to assist with the development and management of the RADF Program.

# RADF Committee

## How is a RADF Committee established?

A representative and informed committee reflects the diverse culture and geography of the council area. Each member of the Committee should have responsibility for a portfolio area.

### There are two ways a council can choose to establish a RADF Committee:

**1. by electing committee members through a public election. Council staff and the RADF Committee Chair oversee new Committee appointments conducted through a:**

- show of hands; or
- secret ballot.

**2. by selecting committee members for portfolio areas.**

In either case, to be considered for a position on a RADF committee, candidates will need to:

- Nominate for up to two arts portfolio areas:
  - creative arts/craft
  - visual arts
  - music
  - literature/writing
  - multimedia
  - theatre
  - dance
- Indicate which groups they represent within the community:
  - young people (under 26)
  - older people (55+)
  - Aboriginal people
  - Torres Strait Islanders
  - Culturally and Linguistically Diverse
  - councillor (no more than 2 at any one time)
  - people with a disability
  - female
  - male
- Provide a current CV highlighting relevant arts or cultural experience and outlining any involvement with relevant arts networks and organisations.

The Chair of the RADF Committee is nominated by the newly elected RADF Committee.

## How long does a member serve on the Committee?

Committee members, including the Committee Chair, may serve for a **maximum** term of four years, with an option to step down after two years.

Committee members who have served for a continuous four-year term are required to 'rest' for a period of 12 months before being eligible for re-election.

## Committee voting rights

All elected/selected members of a RADF Committee have full voting rights.

RADF Liaison Officers provide administrative support to the committee, but have no voting rights.

If the RADF Committee are unable to reach a majority decision, the Chair will have the casting vote.

## What are RADF Committee members required to do upon commencement of their appointment?

- Attend an induction for the RADF Program.
- Sign an agreement to abide by the Code of Conduct and to:
  - be fair and honest
  - treat applicants with respect
  - declare any conflict of interest
  - treat all the information an applicant includes in their application and any discussion surrounding the application as confidential and undertake to respect that confidentiality
  - acknowledge when speaking in an official capacity as a RADF Committee member, and when making private comment
  - ensure public comments reflect council's arts and cultural development policy and the RADF Program Guidelines.

## What are the ongoing responsibilities of Committee members?

Different councils and committees involve their members in arts and cultural planning in a number of ways. However, the primary responsibilities of Committee members are to:

- attend and participate in RADF meetings
- assess RADF applications and outcome reports
- ensure that funding allocated is in line with the RADF Principles, eligibility criteria, and the local council's cultural plans and policies
- participate in the RADF bidding and reporting cycles
- participate in RADF training
- advise the RADF Liaison Officer, prior to the meeting, if they are unable to attend, ensuring that a quorum can be met.

## How do Committee members ensure that they are able to provide appropriate and current advice in the assessment process?

It is anticipated that Committee members will work with the groups they represent in their portfolio area(s) and develop strong networks by actively:

- attending art club meetings
- attending other art club events
- holding RADF information sessions at meetings/events
- assisting applicants with their application forms and outcome reports
- assisting applicants with advice about the RADF Program
- promoting RADF in the community.

Committee members are also required to read and assess all RADF applications and acquittals in a fair manner. If a Committee member considers that they have a conflict of interest in assessing a particular application, they are required to inform the RADF Liaison Officer of the conflict prior to the assessment meeting.

If a member cannot attend an assessment meeting, they should:

- record their assessment of all applications on an assessment sheet
- nominate the RADF Liaison Officer, or another member of the Committee, to present their assessments.

If the absent member represents a particular community group such as the Aboriginal community or people with a disability, they may select a representative of that group to present their assessment to the meeting.

## Who are the advisors to the RADF Committee?

Other personnel can be invited to join a RADF Committee at any time as an advisor under various circumstances. For instance:

- If expertise is missing on the Committee for the assessment of a particular application, an expert in that field can be invited to provide independent advice to the Committee.
- A translator may be necessary if material presented to the Committee is in a language other than English. It is appropriate to use RADF grants for this purpose.
- Recognition may also be given to signers and facilitators when including applicants with a disability.

Advisors can be a RADF committee member from another council.

As advisors are not elected Committee members, they will not have voting rights but will still need to adhere to the Code of Conduct.

## What is the role of the RADF Chair?

During the period of their four-year appointment to the RADF Committee, the Chair is required to:

- ensure that meetings are run from an agenda and that minutes of all RADF meetings are kept. (Committees may elect the RADF Liaison Officer as minutes secretary.)
- be an active spokesperson for the Committee
- ensure that debate on applications and policy-related matters is open and accountable
- ensure that applications and outcome reports are completed and signed
- check previous minutes for accuracy at the commencement of meetings
- monitor the attendance of committee members at meetings (members who are regularly absent from meetings should be asked to step down from their position)
- negotiate:
  - the size of the Committee
  - the quorum
  - representation of priority areas in the Committee
  - any need for the inclusion of additional expertise on the Committee.

## How are applications assessed?

When assessing applications for RADF grants, committees are required to use the assessment tools provided in the support materials that accompany these Guidelines.

A concise rationale for funding decisions should be recorded as part of the minutes, so that applicants can be provided with feedback on their applications.

Funding recommendations should be based on:

- the six RADF Principles
- the eight RADF funding categories
- eligibility criteria
- your council's arts and cultural policy
- your council's corporate plan
- your available budget.

When recommending funding amounts, it is important to remember that:

- applications should be judged on merit
- the full amount being requested should be supported unless there are clear reasons for reducing funding requests
- not all available funds need to be allocated in a financial year if the quality of applications does not warrant support.

## What happens after the RADF Committee has completed its funding recommendations?

Once the RADF Committee has reached agreement on which grant applications should be recommended and for what level of funding, the RADF Liaison Officer will present the recommendations to Council for ratification.

Council can veto recommendations, but **only** when they:

- are not in line with council's cultural policy
- interfere with council initiatives already in progress.

Once Council has ratified the recommendations, the RADF Liaison Officer prepares:

- contracts for successful applicants
- letters for the unsuccessful applicants
- the method of payment.

## What happens if a RADF grant recipient wants to change a part of their project or activity?

Sometimes circumstances change and RADF grant recipients cannot carry out their project exactly as described in their application. Where this happens, the recipient must:

- notify the RADF Committee in writing
- negotiate any change **before** the commencement of their project or activity.

The RADF Committee (or a sub-committee) can:

- approve the changes
- request that a new application form be completed
- ask the recipient to return the funds and to re-submit in the next round.

Any agreement to alterations must be:

- made in writing
- endorsed by the chair of the RADF Committee
- approved and signed by both the Chief Executive Officer (CEO) and the recipient.

## How are outcome reports assessed and acquitted?

All RADF grant recipients must submit an outcome report **no more than eight weeks** after the conclusion of their activity.

Reviewing the outcome reports is an integral part of the Committee cycle of activities as it allows the Committee to:

- note program outcomes
- assess the benefits and drawbacks of different activities
- learn from the difficulties experienced in activities
- reflect on the decisions made during the last funding round
- celebrate successes, great and small
- set new priorities and directions
- consider the ongoing relevance of the council's arts and cultural development policy.

Outcome reports do not have to be formally assessed by the RADF Committee, but should be presented and recorded in the minutes at any RADF Committee meeting.

Please refer to the enclosed CD and Arts Queensland's RADF website for further information, tools and templates to assist with the development and management of the RADF Program.

# RADF Liaison Officer

## What are the roles and responsibilities of the RADF Liaison Officer?

The RADF Liaison Officer is not an official member of the RADF Committee and is, therefore, not eligible to vote at Committee meetings. However, RADF Liaison Officers play a pivotal role in the effective management of the Program and in supporting an informed decision-making process for the Committee.

The duties of a RADF Liaison Officer include:

- familiarity with the RADF Guidelines and resources
- provision of expert advice on:
  - the purpose of RADF grants
  - categories of funding
  - any council business that might affect a proposed application
- liaison with the following clients in relation to RADF:
  - Arts Queensland
  - Councillors
  - RADF Committee
  - local community
- organisation of:
  - RADF Committee meetings
  - the election/selection process
- planning and preparation of:
  - RADF Committee meeting agendas and minutes (ensuring a quorum for each meeting)
  - funding assessment comments on the RADF funding workbook for future feedback to applicants and to Arts Queensland
  - the summary template of recommended projects
  - public meetings/community consultations to support council's annual RADF bid
  - the annual RADF bid
  - the RADF annual report
- ensuring that all promotional materials produced by both council and applicants adhere to the RADF promotions protocol
- record filing and keeping for five years for all RADF:
  - correspondence
  - minutes
  - committee recommendations and council decisions

- applications
- acquittals
- financial reports
- maintaining a RADF workbook to support accurate reporting
- advising the RADF Committee of any recommendation for funding not supported by Council because the:
  - application is not aligned with the cultural policy
  - application might impede current Council initiatives
- ensuring the front page of the applications for assistance, the bidding sheet and the annual report are signed before being sent to Arts Queensland
- developing culturally appropriate strategies to ensure specific community groups have representation in committee decision-making processes.

## Appreciating the volunteers on the RADF Committee

Councils and the RADF Program are the beneficiaries of the time, experience and commitment of the voluntary RADF Committee members. The RADF Liaison Officer is encouraged to negotiate an agreement with their council to cover the following costs of committee members and develop a simple process for re-imbursement for:

- out-of-pocket expenses
- petrol costs for those travelling long distances
- catering for meetings
- attendance of Committee members at public RADF events organised on behalf of council.

Other ways to express appreciation for the contribution of Committee members include:

- a letter of thanks to departing Committee members
- social evenings
- dinners for Committee members at the end of the year
- providing access to training or mentoring activities.

## Participating in your local cluster

Arts Queensland has grouped councils participating in the RADF Program into a series of small clusters of up to eight councils in order to:

- provide annual training to all RADF Liaison Officers throughout the state
- support ongoing forums between members of each cluster on emerging regional cultural issues
- support the shared corporate knowledge of the RADF Program and provide a support network for newly appointed RADF Liaison Officers.

- utilise new technology for improved communication
- be a catalyst for developing new and existing partnerships.

The councils within each cluster are encouraged to work together on various aspects of the RADF Program, including:

- Committee training
- policy development
- provision of expert advice on specific portfolio areas for committees that do not have that particular expertise within their membership.

Arts Queensland will visit each cluster annually for a meet-and-greet training session. These visits will be hosted by local councils in the cluster on a rotation basis.

Membership of a specific cluster does not preclude councils partnering with councils outside their cluster for cross-regional partnerships.

## What annual RADF Committee meetings and events do I need to organise each year?

A series of RADF meetings or events must be held throughout the year. The number of times a Committee meets can vary according to the:

- number of funding rounds held per year
- size of funding rounds
- number of other matters arising in a year that require discussion.

Some committees may choose to meet:

- three or four times a year
- every one or two months
- more than once for each funding round.

The RADF Liaison Officer should endeavour to hold regular Committee meetings outside of the funding round assessment meetings. These additional meetings include:

- election or selection of RADF Committee members
- induction of RADF Committee members
- promotion of the RADF Program
- community consultation
- development of the annual RADF bid and annual report
- development or updating of the cultural policy
- ensuring that RADF priorities are included in council's corporate plans.

A well-structured and productive meeting relies on a clear agenda.

## What are the RADF funding cycles and timelines?

There are two types of grant application and grant acquittal cycles that occur each financial year for RADF. These are:

- Local councils and Arts Queensland:
  - submitting a bid to Arts Queensland for the next financial year's funding support; and
  - submitting an annual report to Arts Queensland for the previous financial year's activities.

An outline of the timeline for this process is provided below, under the heading 'Local council/Arts Queensland bidding cycle'.

- Artists, community arts organisations and councils:
  - submitting a funding application to the RADF Committee for arts activities
  - submitting an outcome report at the conclusion of funded arts activities.

The RADF Committee is advised to set aside money for:

**Quick-response grants** under the **Developing Regional Skills** category. This money can be used to help applicants attend professional development opportunities outside RADF rounds.

**Out-of-round funding.** This money can be used to help the committee or a community organisation when an unforeseen opportunity arises.

## What is the RADF funding workbook?

The RADF funding workbook is an electronic resource which has been developed to collect the information required for annual reporting to Arts Queensland.

The workbook also helps the RADF Liaison Officer to keep a record of:

- all applications received
- funding decisions for feedback to applicants
- what stage the applicant is at in terms of the grant-funding process
- information for merging into contracts, reports and letters.

## How do I record funding decisions and provide feedback to applicants?

Unsuccessful applicants for RADF grants often request feedback about why their application was not supported and how they can improve or develop future applications. The RADF Committee plays a role in advising applicants on the development of future applications. The RADF Liaison

Officer is responsible for informing applicants of the reason(s) their application was not supported.

The rationale for funding or not funding an applicant must be entered into the RADF funding workbook at the funding assessment meeting, together with any other feedback that the RADF Committee may choose to include.

The RADF funding workbook can then be used to merge these responses into letters to applicants, reports and individual contracts.

## How do I prepare a bid to Arts Queensland?

Each year, local councils participating in the RADF Program prepare a funding bid for the following financial year's funding allocation from Arts Queensland. Bidding sheets are completed online so that information is automatically entered into Arts Queensland's funding database.

The RADF bidding sheet captures all of the information required by Arts Queensland to manage an informed assessment process. The bidding sheet is also a planning document for each local council. Councils can adjust their planned activities to take advantage of emerging opportunities. RADF Liaison Officers should request a variation from Arts Queensland, in writing, to any substantive changes to its planned program of activities.

The Arts Queensland funding allocations are matched by councils on fixed ratios, dependent on their 'class'. Each 'class' is determined by population.

Councils may bid to:

- increase their current funding level
- continue their current funding level
- decrease their current funding level.

### Local council/Arts Queensland bidding cycle

- Key:
- RLO RADF Liaison Officer
  - RC RADF Committee
  - AQ Arts Queensland

Who		Activity	Date
RLO, RC	meeting	<ul style="list-style-type: none"> <li>• Annual report and bid community consultation information session</li> </ul>	August
RLO		<ul style="list-style-type: none"> <li>• RADF Liaison Officer leads community consultation</li> </ul>	August to January
RC		<ul style="list-style-type: none"> <li>• RADF Committee members consult with their peers</li> </ul>	August to January
AQ		<ul style="list-style-type: none"> <li>• Arts Queensland forwards the relevant bidding and annual report documents to council</li> </ul>	October

Who		Activity	Date
RLO, RC	meeting	<ul style="list-style-type: none"> <li>• Draft bid and annual report</li> <li>• Community consultation update</li> </ul>	November/December
RLO		<ul style="list-style-type: none"> <li>• Draft annual report and bid revised following meeting</li> </ul>	November to January
RLO, RC	meeting	<ul style="list-style-type: none"> <li>• Committee approves final draft of annual report and bid</li> </ul>	January/February
RLO		<ul style="list-style-type: none"> <li>• Annual report and bid to Council agenda for ratification</li> </ul>	February/March council meeting
RLO		<ul style="list-style-type: none"> <li>• Annual report and bid to Chief Executive Officer (CEO) for approval and signature</li> </ul>	February/March
RLO		<ul style="list-style-type: none"> <li>• Annual report and bid to Arts Queensland</li> </ul>	<b>By 31 March*</b>
AQ		<ul style="list-style-type: none"> <li>• Arts Queensland receives annual reports and bids</li> </ul>	
AQ		<ul style="list-style-type: none"> <li>• Assessment of annual reports and bids</li> </ul>	April/May
AQ		<ul style="list-style-type: none"> <li>• Minister for the Arts announces the annual allocations</li> </ul>	By 30 June

\* Note: If the closing date falls on a weekend or public holiday then the application must be postmarked by the next working day.

## How are bids assessed at Arts Queensland?

Upon receipt of the bids from each council, Arts Queensland prepares an assessment package for the members of an Assessment Team comprising:

- four invited RADF Liaison Officers from across the state
- an independent chair.

The assessment documents include copies of:

- bids for the next financial year
- annual reports received for the previous financial year
- any support material
- individual assessment sheets for each council.

Each assessor considers all documentation received from each council. Assessors are also instructed to look for strong evidence of:

- sound planning
- community support
- innovation and diversity of activities
- activities funding in accordance with RADF Principles and eligibility criteria
- cultural plans and policies that are less than five years old

- relevance to council's arts and cultural development policy
- inclusion of aspects of cultural development policy into the council's corporate plan
- strength of earlier reports.

The assessors meet at Arts Queensland to assess all of the bids and recommend the allocations for each council. At this meeting, a consensus is reached on the strength of each bid against the set of criteria listed above.

Arts Queensland submits a report of the recommendations for funding for the next financial year to the Minister for the Arts' consideration. Once the Minister has approved the recommendations, Arts Queensland develops a partnership agreement for each council. The agreement is signed and returned to Arts Queensland, which releases the allocated funds to council.

If special conditions of funding have been included in your partnership agreement, these will need to be met before your council's funding is released.

## What is the partnership agreement?

The partnership agreement is a legally binding document between Arts Queensland and each council.

The partnership agreement:

- outlines the key areas of responsibility for council in accepting the offer of an allocation from Arts Queensland
- includes the RADF Guidelines as a schedule to the agreement
- makes provision for the return of funds where they have not been allocated in accordance with the RADF Guidelines and council's arts and cultural development policy
- states that where the allocation provided by Arts Queensland exceeds \$50,000, the annual report must be accompanied by a financial statement as part of the council's general annual audit.

## How do I prepare an annual report for Arts Queensland?

The annual report is council's account of how RADF grants have been managed and expended over the financial year. It is this document that demonstrates how funds have been allocated in compliance with the RADF Principles and eligibility criteria.

The annual report form is completed online so that all information is automatically entered into Arts Queensland's funding database. The report contains all of the information required by Arts Queensland to manage an informed assessment and acquittal process. It is prepared by the RADF Liaison Officer with input by the RADF Committee.

## How do I develop a cultural policy?

To be eligible to participate in the RADF Program, councils are required to develop an arts and cultural policy. It is important that this policy is reviewed every five years with other council policies and strategies. This is to ensure that it remains a relevant document to direct cultural strategies in council's corporate plan.

The RADF Liaison Officer should be instrumental in the development and review of the policy. It is also the RADF Committee's responsibility to participate in the development of this document.

## How should I support applicants?

When working with prospective RADF applicants, you should be able to:

- provide advice to help applicants develop or write their application
- know about and advise applicants on how to align their application with your council's arts priorities contained in the council corporate plan as well as ensuring that their proposal meets the principles and eligibility criteria of the RADF Guidelines
- encourage the RADF Committee to help applicants develop ideas for activities or direct RADF Committee members to work directly with applicants
- run or arrange workshops on grant writing.

## How do I promote the RADF Program?

It is imperative that both council and successful applicants adhere to the RADF funding acknowledgement protocol. The RADF Liaison Officer is responsible for ensuring that all publicity materials, letters, reports and press releases properly acknowledge the partnership with Arts Queensland.

The RADF Liaison Officer will also need to work with council and the RADF Committee to promote the RADF Program by:

- arranging promotion of the RADF Program, RADF awards and the arts and cultural development policy
- collating the RADF application kits for distribution
- ensuring that RADF application kits are readily available through many outlets
- distributing promotional material through various networks
- ensuring that all successful applicants abide by the conditions of their grant (contract) in relation to RADF promotional requirements.

Arts Queensland can support council's promotional activities by providing RADF brochures, posters, banners and website presence for council use.

Please refer to the enclosed CD and Arts Queensland's RADF website for further information, tools and templates to assist with the development and management of the RADF Program.

## What legal considerations should I know about?

As RADF is a legally binding funding partnership between Arts Queensland and local councils, there are certain legal issues that council and the RADF Liaison Officer should be aware of:

- Judicial Review
- Freedom of Information (FOI)
- Anti-Discrimination Act.

### Judicial Review

The *Judicial Review Act 1991* gives a person the right to request details of the reason/s for a decision made in relation to an application for support from the government.

The applicant can request in writing, within 28 days of receiving notification of the decision, a written statement in relation to the decision.

The statement must contain:

- the findings of fact
- a reference to the evidence or other material on which the findings were based
- the reasons for the decision.

Under the Judicial Review Act, RADF committees and local councils may be required to account for decisions made in the assessment of applications.

RADF Committee recommendations must be made and recorded on the basis of how well each application meets stated assessment criteria.

### Freedom of Information (FOI)

The *Freedom of Information Act 1992* gives people the right of access to documents held by the minister, state government departments, councils, most semi-government agencies and statutory authorities.

A request must be made in writing to the agency which holds the documents.

- Documents, no matter how old or recent, include:
  - files
  - computerised information
  - audio-visual material
  - any other means of storing information.
- Documents generally cover two categories:
  - personal affairs — matters of private or personal concern to an individual. There is no application fee for these.
  - non-personal affairs — These carry a \$30 application fee plus other copying and reproduction charges.

- Documents concerning an individual's personal affairs are exempt if a third party applies for access.
- If an applicant seeks access to documents which may reasonably be expected to be of substantial concern to another person, government or agency, the agency cannot release the document unless there has been consultation to obtain the views of the concerned party.
- If the decision is made to release the documents, the person concerned has a right of review of that decision.
- No document will be released until review rights in such a case are exhausted. Review rights also exist for applicants where access is refused.
- Each council has a nominated FOI officer who will assist RADF committees in meeting any requests under the Freedom of Information or Judicial Review Acts.

### **Anti-Discrimination Act**

Federal and Queensland laws protect council employees, potential employees and clients against bad treatment or harassment because of their:

- sex
- parental status
- race
- colour
- nationality or ethnic background
- religion
- marital status
- disability/impairment
- lawful sexual activity/sexuality
- age
- political belief or activity
- trade union activity.

Anti-discrimination laws include three areas that affect councils:

- council services and facilities
- employment practice
- the way in which councillors treat one another.

A council employee could be found to be liable, or council itself could be vicariously liable for discrimination or harassment done by their workers or agents in the course of their work. This includes discrimination against community members.

There are two types of discrimination:


- Direct discrimination — treating someone unfairly or unequally because they belong to a particular group or category of people.
- Indirect discrimination — imposing an unreasonable rule, policy or practice that has a harsher impact on one group than others.

For more information on legal issues you can contact the Arts Law Centre of Australia which is the national community legal centre for the arts in Australia.

Web: <http://www.artslaw.com.au/>

Phone: (02) 9356 2566

Toll free: 1800 221 457



All enquiries about RADF should be directed to  
Creative Communities, Arts Queensland at:

[www.arts.qld.gov.au](http://www.arts.qld.gov.au)

[info@arts.qld.gov.au](mailto:info@arts.qld.gov.au)

ph: 07 3224 4896, 1800 175 531

fax: 07 3224 4077, 1800 175 532

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