

Regional Arts Development Fund

Frequently Asked Questions 2019-20

The Queensland Government recognises local governments as key partners and co-investors in Queensland's arts and culture. Local governments play a significant role in supporting arts and culture in their communities through:

- supporting and implementing arts and cultural programs, activities and events
- providing funding to local arts and cultural practitioners and organisations
- providing employment for arts and cultural workers
- cultural planning for increased liveability and economic growth
- ownership and management of local cultural facilities such as libraries, galleries and performing arts centres.

What should a local RADF program look like?

Councils determine the best use of RADF investment to achieve the objectives of the fund in ways most relevant to their local communities. As part of this process, councils may wish to consider:

- if local grants programs, council-led initiatives, or a combination of both, will best meet local needs and demand
- if the RADF allocation is best spread across a range of smaller activities, or directed to a bigger initiative that will make a substantial contribution
- opportunities to collaborate with neighbouring councils to address shared priorities (such as increasing liveability or cultural tourism)
- opportunities to leverage investment to attract partners for larger projects such as cultural infrastructure, significant events, public art or place-making activities.

RADF programs delivered by the council may include:

Council projects

- council-initiated or council-led arts and cultural activities, projects and events
- council-initiated professional development opportunities for local artists and arts workers (such as mentorships, incubator programs and provision of space or services)
- other RADF activities such as committee training, marketing and promotion.

Local grants programs (open or specifically targeted)

- grants for artists or arts and cultural workers for professional development activities, new work or projects
- grants for professional organisations and community groups for arts and cultural activities, projects or events
- quick response grants.

What artform areas are eligible?

RADF is a flexible fund inclusive of all relevant artform areas, supporting local councils to invest in arts and cultural priorities, as determined by local communities across Queensland.

How do you demonstrate the audience demand or community need for your project, and the broader public benefit?

Providing objective evidence that there is public demand or benefit for what you are proposing is critical to success. Examples of types of evidence are provided in the RADF 2019-20 Guidelines and RADF 2019-20 Tips. The track record of the applicant and/or project or program should be demonstrated, or if it is a new project or program, provide evidence of the applicant's success with prior work. Demand can take the form of history of attendance/participation, confirmed interest from project or program partners, letters of support, and financial investment at a local level.

A clear and concise demonstration of how you will achieve project or program outcomes, how these will be measured and the proposed impact to the Queensland arts and cultural sector and local community is critical.

How are members of the RADF Assessment Panel selected?

Applications to the RADF program are assessed by panel members selected to reflect the diversity of the arts and cultural sector. Assessors are members of the community with specific art form interest, knowledge and experience as well as broad industry knowledge.

Assessors need to adhere to strict conflict-of-interest and confidentiality guidelines and are selected depending on the skills mix required for each application. Given this, you should make sure that your application is succinct and clearly demonstrates how your proposed activity will deliver under the funding criteria. A list of Assessors is available on the Arts Queensland webpage:

www.arts.qld.gov.au/aq-funding/peer-assessment.

Can Councils that are successful to RADF apply to other Arts Queensland investment programs?

Yes. Councils that are successful to RADF are eligible to apply for the [Queensland Arts Showcase Program](#), [Playing Queensland Fund](#) and [Arts Business Innovation Fund](#).

Where can I find help to complete my application?

Through its Arts Acumen initiative, Arts Queensland has developed a suite of resources to assist applicants in completing funding applications, including general tips for applying, budget preparation tools and samples, and helpful checklists. These are available on the Arts Queensland website (www.arts.qld.gov.au/arts-acumen/resources/funding-application-writing). Local councils participating in RADF are encouraged to contact the RADF Fund Manager: radf@arts.qld.gov.au or call Arts Queensland on 07 3034 4016.

What supporting documents should I include with my application?

Most of the application information required is contained within the application form, including details of council initiated projects. Councils are encouraged to provide relevant support materials with their application as specified in the RADF 2019-20 Guidelines and Application Form (visit [Smartygrants](#)).

What should I consider in my application budget?

The RADF Assessment Panel will analyse RADF application budgets to determine if councils have demonstrated sound financial partnership capacity and have committed a reasonable amount of support towards the RADF program.

When completing the budget, note the difference between surplus and committed funds. 'Surplus funds' are any remaining funds that have not been expended on an approved activity. 'Committed funds' are unexpended funds allocated towards an approved activity that is yet to be delivered.

Where can I find the 2019-20 RADF Funding Agreement?

The RADF 2019-20 Funding Agreement will be provided to successful councils following approval of funding. To discuss further you can contact the RADF Fund Manager on (07) 3034 4016 or toll free 1800 175 531.

What are the acquittal and reporting requirements for successful applicants?

RADF funded councils are required to submit biannual reporting, depending on the level of funding offered, by the nominated dates. Councils will need to report against a set of Key Performance Outcomes (KPOs). Achievement of KPOs is tracked through the RADF reports provided by councils to Arts Queensland.

Councils are responsible for ensuring reporting and evaluation is completed in respect of all RADF funded activities including those by individual local recipients of funding awarded through RADF. These reports will contribute towards the Arts Queensland RADF reporting and outcomes.

What are some tips to make your application stand out?

- Avoid the use of acronyms, jargon and unnecessary language and use the spell and grammar check before submitting.
- Explain your project or proposal in simple language; who, what, where, why, when. Make sure you are clear about which parts are confirmed, and which are still in negotiation. Explain your contingency plans if unconfirmed parts need to change. Assume that the assessors know nothing about who you are or your project and explain everything clearly.
- Make sure your budget balances (total income = total expenditure). It is often helpful to complete the expenditure side of the budget first. Then you can insert your anticipated revenue and the difference between expenditure and revenue will be the amount you need government to invest in your project.
- Consider word limits and adhere to them – be concise.
- Provide support material that is relevant – again, be concise.
- Make sure you evidence demand for your proposed activity. Provide proof that your project is important and needed. This could be an email from a group you are working with expressing the demand for the project.
- Get someone unrelated to the project to read your application to make sure it is clear.
- Please refer to [Arts Acumen](#) webpage for more tips on preparing your application.