

Regional Arts Development Fund

Guidelines 2019-20

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. RADF is a flexible fund that supports local councils to invest in arts and cultural priorities, as determined by local communities, across Queensland.

The Queensland Government recognises local councils as key partners and co-investors in Queensland's arts and culture. Delivered as a partnership between the Queensland Government through Arts Queensland, and [eligible local councils](#) across the state, RADF aims to:

- provide public value for Queensland communities
- build local cultural capacity, cultural innovation and community pride
- deliver the Queensland Government's [objectives for the community](#).

Queensland Government commitments

Arts Queensland is committed to realising the ambitions of the [Queensland Aboriginal and Torres Strait Islander Economic Participation Framework](#), the [Queensland Multicultural Policy](#), the [Queensland Youth Strategy](#) and the [National Arts Disability Strategy](#). Applications which include the following target groups as creators, participants or audiences will strengthen the implementation of Queensland Government commitments:

- older people (over 55 years old)
- Aboriginal peoples and Torres Strait Islander peoples
- Australian South Sea Islander peoples
- people from culturally and linguistically diverse backgrounds
- young people
- people with disability.

Applicants are encouraged to explore how they might direct their RADF funded activities to these specific target groups as well as to regional Queenslanders.

When should you apply?

RADF opens for applications — 8 February 2019 (for activity commencing from 1 September 2019).

RADF closes for applications — 5 April 2019.

Applications **must** be submitted by 4:00pm on the closing date.

Retrospective funding requests will not be considered.

All funded activities must occur after **1 September 2019** and upon execution of the signed Funding Agreement.

It is anticipated local councils will be notified of funding outcomes by the end of July 2019.

How much can you apply for?

[Eligible local councils](#) can apply for funding guided by the population and co-investment tiers below:

RADF Tier	Population	\$ % Arts Qld	\$ % Council	Arts Qld maximum investment
1	0 to 5,000	90	10	\$25,000
2	5,001 to 25,000	70	30	\$30,000
3	25,001 to 50,000	60	40	\$40,000
4	50,001 to 200,000	50	50	\$50,000
5	200,000 +	40	60	\$100,000

Councils may consider applying for funding above their population tier's maximum investment amount or ratio (up to a maximum of \$120,000) where they can provide strong justification, including:

- their financial contribution is at a higher level than the defined % ratios, or they have secured partners who are investing in their local RADF program
- they can demonstrate capacity for exceptional delivery of RADF objectives.

Eligibility

To be eligible, all applicants must:

- have an active Australian Business Number (ABN) that is in the name of the applicant
- have satisfied the reporting requirements of any previous Arts Queensland funding
- where applicable, show evidence of demand and support for activities that involve Aboriginal and Torres Strait Islander people
- be one of the 59 [eligible Queensland local councils](#) to be considered for RADF investment.

Applications will be deemed **ineligible** if:

- they are submitted after the closing date
- they are incomplete or do not contain all relevant support material
- the activities to be funded occur before commencement date listed above
- the application form is incomplete or altered in any way
- the application is emailed
- the application is seeking funds for activities that will occur prior to the project commencement date.

Assessment criteria

All applications are assessed by the RADF Assessment Panel against the following four equally-weighted criteria:

1. Quality

- Produces or contributes to high-quality arts and cultural initiatives for local communities.
- Proven capacity to effectively support and deliver arts and cultural services.

2. Reach

- Provides access to, and engagement in, arts and culture for diverse communities, practitioners, participants and audiences.
- Evidence of local demand for proposed program/s.
- Demonstrates community and stakeholder involvement in RADF priority setting, decision making and evaluation.

3. Impact

- Demonstrates cultural, artistic, social or economic returns on investment.
- Supports one or more of the Queensland Government objectives for the community including encouraging safe and inclusive communities, building regions, supporting disadvantaged Queenslanders, stimulating economic growth and innovation, increasing workforce participation and conserving heritage.

4. Viability

- Evidence of good planning for strong governance and management of RADF at a local level.
- Evidence of partnership-capacity with partners, including business and government.

Please note, in addition to the applicant's ability to meet the assessment criteria, the following elements will also be considered:

- The diverse nature of Queensland communities
- Broader Queensland and local council priorities pertaining to the importance of industry development and community within a region.

Recommendations may be moderated to ensure balance across areas such as geographic region, artforms, target groups and Queensland Government priorities. Applicants may be requested to provide additional follow-up information as part of the assessment process.

The RADF Assessment Panel reserves the right to recommend the final amount of funding. Recommendations are made to the Minister for the Arts or delegate.

Demand for Arts Queensland funding is high and RADF is a competitive program for the 59 eligible councils. Applicants must not assume they will receive the amount of funding requested, or enter into commitments based on that assumption before receiving formal notification of the outcome of their funding request. Nor should applicants assume that they will receive the same level of funding again in the future.

Support material

A complete application should include application form and any relevant support material. Support material is important to provide evidence about the information described in the application.

Suggested support material (if applicable to your proposed activities)

- Community Grants Program Guidelines and Application forms.
- Evidence of council initiatives proposed – for example project plans, financial statements, quotes from suppliers, sponsorship arrangements, outcomes from previous year achievements, CV or profile of key personnel such as artists, artworkers and organisations.
- Evidence of how RADF will deliver on local priorities – for example extracts from relevant local plans and policies, summary of community consultation, program or project evaluations, letters of support for the proposed program.
- Evidence of how local communities are engaged in RADF decision making – for example copies of local committee and/or reference group procedures, community engagement plans, evaluation methods, community consultation reports.
- Evidence of financial partnerships – for example copies of MOUs, contracts, Letters of Offer, etc.
- Evidence of demand and support for activities that involve Aboriginal people and Torres Strait Islander people including evidence the required protocols have been followed to obtain support and confirmation of involvement from the relevant people, communities and organisations.

Application process

- Step 1** It is recommended that all applicants make contact with Arts Queensland to determine the suitability of the application prior to submission.
- Step 2** You can submit the application form at any time prior to the closing date. The application will be checked by Arts Queensland for eligibility after the closing date. If your application is deemed ineligible, Arts Queensland will provide guidance on how to develop an eligible, more competitive application.
- Step 3** Your application will be assessed by the RADF Assessment Panel. The Panel will assess your application against the assessment criteria and moderate with consideration of: available funding; target groups and government priorities.
- Step 4** The Minister for the Arts or delegate will consider the recommendations made by the Panel and make a final decision on the funding offer.
- Step 5** The Minister for the Arts announces RADF partnerships.

Important Information for all applicants

RADF guidelines should be read in conjunction with the [RADF 2019-20 Frequently Asked Questions \(FAQs\)](#) and the [RADF 2019-20 Tips](#).

Please refer to the document [Arts Investment – Important Information for Applicants](#) on the Arts Queensland funding webpage which provides important information on:

- privacy and right to information
- processes for feedback and review of decisions for unsuccessful applicants
- agreements and contracts, acknowledgments, reporting and acquittal requirements for successful applicants.

[Arts Acumen](#) is an initiative developed by Arts Queensland that aims to support individuals and organisations across Queensland by providing resources, information and opportunities to foster knowledge growth, connections and access to industry intelligence. Arts Acumen has been developed in consultation with arts sector individuals and advisory bodies.

Translating and interpreting services

Applications may be submitted in any language. If you have difficulty understanding this information and would like to talk to staff in your first language:

- telephone the Translating and Interpreting Service on 13 14 50 during business hours
- contact Arts Queensland about speaking with an interpreter.

Submitting your application

Eligible councils will receive an email from Arts Queensland including a link and instructions on how to apply for RADF 2019-20 funding via Smartygrants.

If circumstances prevent you from being able to submit your application online please contact your Partnerships Manager at least 10 working days prior to the closing date on (07) 3034 4016 or toll free 1800 175 531, or email radf@arts.qld.gov.au.

For support with technical issues related to the online application, please contact an Arts Queensland Grants Officer on (07) 3034 4114 or email investment@arts.qld.gov.au.

Arts Queensland cannot accept emailed or hand delivered applications.

You will receive an email or letter notifying you that your application has been received. If you have not received an acknowledgment within 10 days of submitting your application please contact an Arts Queensland Grants Officer.