

Regional Arts Fund Queensland

Guidelines 2017

The Regional Arts Fund (RAF) is an Australian Government program designed to benefit regional and remote arts practitioners, arts workers, audiences and communities.

Objectives

RAF supports and promotes participation in, and access to, Australia's arts and culture in regional and remote Australia by:

- encouraging and supporting sustainable economic, social and cultural development in regional communities
- developing partnerships and networks which leverage financial and/or in-kind support for specific projects and encourage ongoing collaboration
- developing audiences and broadening community engagement with the arts
- increasing employment and professional development opportunities for, and raising the profile of, regional and remote artists.

Funding

RAF is administered by Arts Queensland across two funding streams:

1. Community Project Grants – \$5,000-\$30,000 – opens 30 January 2017 and closes 15 March 2017 for projects commencing on or after 1 July 2017.
2. Quick Response Grants – up to \$3,000 for individuals and organisations – rolling fund receiving applications between 30 January and 30 June 2017 for applicants seeking to use funds no less than four weeks from submission of application.

Note: see timeframes on page 4 and 5 of these guidelines.

Eligibility

Applications to either of the two RAF funding streams will be accepted from individuals, groups and incorporated not-for-profit organisations which reside in postcodes classified as 'regional' according to the

Modified Monash Model (http://www.doctorconnect.gov.au/internet/otd/publishing.nsf/content/MMM_locator).

MMM1 locations are ineligible, MMM2-MMM7 inclusive are eligible. Applicants need to check their eligibility using this website.

Councils in eligible areas are also able to apply for RAF Grants.

Although ineligible to apply in their own right, individuals and organisations from excluded areas (MMM1) can participate in RAF-funded project activities as project partners and/or paid participants where the applicant is an eligible regional arts organisation or individual (MMM2-MMM7).

To be eligible, all applicants must:

- have an active Australian Business Number (ABN) that is in the name of the applicant as an individual/sole trader or the organisation
- if individual applicants, be aged 18 years or over
- have satisfied the reporting requirements of any previous Regional Arts Fund project funding and any previous Arts Queensland funding
- not be a state government agency
- not be a current Arts Queensland employee or former employee who ceased employment less than six months before applying. Employees of Arts Statutory Bodies and the Department of the Premier and Cabinet should consult the 'Important Information for Applicants' document before applying
- not have received a RAF grant in the previous 12 months.

An application will be deemed ineligible if:

- it does not comply with the eligibility criteria
- it requires that a grant be auspiced
- it is submitted after the closing date (Community Project grants)
- its activities occur before stated timelines
- it is requesting 100 per cent of project costs.

What will RAF not fund?

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- A project principally benefitting a major city or metropolitan location (i.e. not regional).
- Projects that will commence before funding is approved.
- Components of projects that are also funded by other programs administered by the Australian Government or Queensland Government.
- Touring projects that are eligible for support under the [Playing Queensland Fund](#).
- Core costs of organising and running competitions, prizes, awards or fund-raising events.
- Curriculum/school-based activities (including school musicals and excursions) or courses of ongoing education and vocational training in government or private institutions in Australia or overseas, academic activity, including wages or course work required as part of any academic program.
- Organisations and/or projects outside the geographic area designated as regional by the Australian Government for the Fund (see Eligibility). Ineligible cities include Brisbane, Ipswich, Gold Coast and Logan .
- Projects which do not substantially align with and further the objectives of the RAF.

Assessment criteria

QUALITY

Proven capacity to deliver high-quality arts and cultural initiatives in regional communities in response to identified need or demand.

REACH

Provides access to social and cultural development opportunities for diverse communities, practitioners, participants and/or audiences.

IMPACT

Increases employment and professional development opportunities for artists and arts workers living in regional and remote locations.

VIABILITY

Demonstrates good planning, management and partnerships to increase support for the initiative and for arts and culture in the region.

Application process

From 2017 applications for RAF Community Project Grants and RAF Quick Response Grants are made online through Arts Queensland Smarty Grants.

For both funding streams:

Step 1 Review RAF Guidelines and FAQs at www.arts.qld.gov.au/aq-funding

Step 2 It is recommended that all applicants make contact with Arts Queensland to determine suitability of the application prior to submission.

Step 3 Submit the application form via the Arts Queensland Smarty Grants application portal [Quick Response Grants](#) and [Community Project Grants](#)
The application will be checked by Arts Queensland for eligibility before assessment by the RAF Assessment Panel.

Arts Queensland will contact the applicant if the application is deemed ineligible.

Assessment Process

Members of the RAF Assessment Panel will assess applications to RAF. Panel members are selected from the [Arts Queensland Peer Assessors 2016-19 pool](#).

Applications for Community Project grants and Quick Response grants will be assessed against the assessment criteria and the RAF objectives.

For the Community Project grants stream:

The RAF Assessment Panel will:

- assess all applications against the fund criteria and moderate with consideration of: available funding, geographic location /spread, and the RAF objectives, and
- inform Regional Arts Australia of applicants to be funded and announced by the Federal Minister for the Arts.

For the Quick Response grants stream:

Applications will be assessed by two RAF Assessment Panel members. Panel members will assess applications against the fund criteria and make a recommendation to Arts Queensland on level of funding with consideration of available funding and RAF objectives.

Note:

- Quick Response grants are a rolling fund and applicants will be advised of the panel members' decisions within 10-15 business days after the application is received by Arts Queensland.
- Once funds for the period are fully allocated, the Fund will close until the next round.
- The Federal Minister for the Arts has the option to announce the awarding of RAF grants.
- Arts Queensland will contact both successful and unsuccessful applicants.
- It is not the policy of the RAF Assessment Panel to reduce funding for applications by arbitrary amounts for the purposes of funding more applications; however, at moderation, the RAF Assessment Panel will moderate against the fund criteria and reserve the right to recommend reduced levels of funding for individual projects.

Timeframes for RAF grants

Round 1 2017

| RAF Stream | Amount | Opens | Closes | For projects commencing | Successful applicants announced |
|--------------------------|----------------|---|---|---|--|
| Community Project Grants | Up to \$30,000 | 30 January 2017 | 15 March | 1 July 2017 | June 2017 (TBC) |
| Quick Response | Up to \$3,000 | Rolling from 30 January to 30 June 2017 | 30 June 2017 OR sooner. Note: The fund will close when funds have been expended | A minimum of four weeks after application is received | Applicants are notified 10-15 business days after application received |

Round 2 2017

| RAF Stream | Amount | Opens | Closes | For projects commencing on or after | Successful applicants notified |
|--------------------------|----------------|--|--|---|--|
| Community Project Grants | Up to \$30,000 | 17 July 2017 | 24 August 2017 | 1 January 2018 | December 2017 (TBC) |
| Quick Response | Up to \$3,000 | Rolling from 17 July to 30 November 2017 | 30 November 2017 OR sooner Note: The fund will close when funds have been expended. | A minimum of four weeks after application is received | Applicants are notified 10-15 business days after application received |

Contact Us

Further information about the Regional Arts Fund, including copies of the guidelines, the online application form, and Frequently Asked Questions can be obtained by:

- Downloading from www.arts.qld.gov.au,
- Phoning the RAF Partnerships Manager on (07) 3034 4016 or toll free 1800175531, or
- Emailing raf@arts.qld.gov.au.

Submitting your application

RAF applications are to be submitted via the Arts Queensland Smarty Grants application portal.

If you are unable to apply online, contact the RAF Partnerships Manager:

RAF Partnerships Manager

Arts Queensland

Phone: (07) 3034 4016 or toll free 1800 175 531

Email: raf@arts.qld.gov.au

Your application must be received by Arts Queensland according to the timelines listed for the appropriate RAF stream.

Acknowledgement of receipt of application

For Community Project grants:

- You will receive an email notification that your application has been received. If you have not received an acknowledgment within 10 days of submitting your application please contact Arts Queensland via raf@arts.qld.gov.au, on (07) 3034 4016 or toll free 1800 175 531.

For Quick Response grants:

- You will receive an email notification that your application has been received within three days. If you have not received an acknowledgment within 3 days of submitting your application please contact Arts Queensland via raf@arts.qld.gov.au or on 07 3034 4016 or toll free 1800 175 531

Acquittal and reporting requirements

Funding recipients will be required to submit an outcome report to Arts Queensland within 20 business days of completing the project or program.

The outcome report collects information about outputs and outcomes from your project or program, including artistic, cultural, social and economic returns on investment.

It is recommended that you familiarise yourself with the outcome report before you submit your application, so that you understand the obligations which come with RAF funding.

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; or
- contact Arts Queensland about speaking with an interpreter.

Arts investment – Important Information for Applicants

Applicants should read *Arts investment – Important Information for Applicants* which contains information that applies to all funding through Arts Queensland.

For RAF Quick Response grants, timelines may differ from the ones outlined in this document for signing of funding agreements.

Australian Government and Regional Arts Australia Information Privacy

In addition to the Arts Queensland acknowledgement of Information Privacy and Right to Information outlined in *Arts investment – Important Information for Applicants*, the following applies:

Personal information collected through the Regional Arts Fund is protected by the Privacy Act 1988 (Cth). Regional Arts Australia is also required to ensure that necessary permissions are obtained to allow funding to be announced publicly by the Australian Government (including the Minister and the Department), Members of Parliament, Regional Arts Australia and Regional Program Administrators, including by way of publication on the internet by any of those persons. This will include, but may not be limited to, the applicant's name/organisation name, funded project description,

funded amount, state/territory, location and electorate. This information may also be used for reporting and promotional purposes. By signing a Regional Arts Fund grant application you are also providing permission for this personal information to be used in this manner.