

Information for applicants

# Regional Arts Development Fund (RADF) Guidelines



*The Great First Nations Songbook by Adam James | 2024 | Image: vivid visual co.*

# Regional Arts Development Fund (RADF) Information Kit 2024-2025

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## Purpose

- The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through Arts Queensland and Redland City Council.
- RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions.
- RADF invests in local arts and cultural priorities, as determined by local communities, across Queensland.
- RADF is a flexible fund, enabling Redland City Council to tailor the RADF program to suit the community's needs.
- RADF information, case studies and criteria are available from Arts Queensland's website.

## Redland City Council Strategic Goals

Redland City Council's RADF program is informed by Redland City Council's Corporate Plan [Our Future Redlands: A Corporate Plan to 2026 and Beyond](#) and the [Creative Arts Service Strategic Plan 2024-2029](#): Three locally-determined priorities are supported by Redland City Council's RADF 2024-2025:



### **Strong Communities**

Our strong and vibrant community spirit is nurtured through services, programs, organisations, facilities and community partnerships that promote resilience, care and respect for residents of all ages, cultures, abilities and needs.



### **Quandamooka Country**

Our city embraces the rich Aboriginal heritage of Redlands Coast (Quandamooka) and the Traditional Owners' ongoing custodianship of Quandamooka land and waters. We work together for the future of Redlands Coast on Quandamooka Country.



### **Thriving Economy**

Our thriving economy recognises the benefit of our unique geography and is underpinned by enabling infrastructure, supportive policy and successful partnerships which maximise opportunity for growth in industry, job creation, innovation and environment.

## RADF Objectives

Redland City Council RADF supports arts and cultural activities that:

- Encourage creative and skills development within the arts and cultural life of Redlands Coast.
- Encourage partnerships and cultural innovations within the arts and cultural life of Redlands Coast.
- Support and nurture arts practices and development of local artists and foster a thriving creative community.
- Build local cultural capacity, sustainability, and community pride.
- Elevate First Nations creators and audiences.
- Encourage all creatives and artists to foster an engaged and creative community across all art forms.
- Support a robust living culture in Redlands Coast.
- Provide public value for Queensland communities.

## Funding Categories

RADF funding is provided in the following categories:

- **Community Project Funding:** Funding activities, projects and initiatives with grants of up to \$10,000. Open to community, two rounds per year, providing support for individual artists, groups and organisations.

## Key Dates: Community Project Funding

**Round 1:** Open 2<sup>nd</sup> September 2024 | Close 7<sup>th</sup> October 2024  
For projects commencing from December 2024

**Round 2:** Open 17<sup>th</sup> February 2025 | Close 24<sup>th</sup> March 2025  
For projects commencing from May 2025

## Eligibility

RADF provides opportunities through project-based funding in the following artforms:

- Community Arts and Cultural Development
- Circus
- Dance & Physical Theatre
- Developing Professional Skills
- Digital Arts
- Fashion

- Film
- Gaming
- Multi-arts
- Music
- Theatre
- Visual Arts, Craft and Design
- Writing

### **Applicants must:**

- Be a permanent resident or Australian Citizen.
- Be based in Redland City or demonstrate how the project will directly benefit Redland City's arts and culture.
- Be over 18 years of age or have the application co-signed by a legal guardian confirming responsibility of financial management.
- Hold an Australian Business Number (ABN) or be auspiced by an incorporated organisation.
- Be individual professional artists, emerging professional artists, arts workers, cultural workers, producers, or project coordinators.
- Be an arts and cultural organisation based in Redland City OR be an arts and cultural organisation based outside the region clearly demonstrating how the project will directly benefit arts and culture on Redlands Coast.
- Have met all acquittal conditions of previous Council grants and sponsorship.

### **Ineligible applications:**

- Requests for 100% funding of the project. Applicants are encouraged to seek other sources of funding for their projects. Applicants are required to make a significant contribution, which may be in-kind. This contribution must be shown in the application budget.
- Applications submitted after the closing date or are unsigned.
- Entertainment for events without a specific developmental outcome for artists.
- Funding competitions, prizes, or eisteddfods.
- Funding the purchase of capital items e.g., equipment, buildings or vehicles.
- Funding accredited study, training or university courses.
- Seeking ongoing operational expenses.
- Activities that commence before Council approval is given, RADF should not be used as a 'top-up' fund.
- Applicants who have outstanding grant acquittals or debts to Council.

## Application Process

Steps to apply for Project Funding (up to \$10,000):

- **Step 1:** Read and understand Redland City Council's RADF Guidelines including the strategic priorities and selection criteria.
- **Step 2:** Review the sample application form and understand the submission requirements including support material. This is available on Redland City Council's grants portal, SmartyGrants, under the relevant Round.
- **Step 3:** If required, set up a time to discuss your project with Council's RADF Liaison Officer by submitting a Meeting Request via Calendly on the [RADF webpage](#). Please allow 5 business days prior to your meeting request date to allow for confirmation.
- **Step 4:** Submit a full application via SmartyGrants between the opening and closing dates, including all relevant support material.
- **Step 5:** Applications will be assessed by the RADF Assessment Panel against the criteria (see page 8). Applicants will be notified in writing of the outcome within 8 weeks of the closing date.

## Assessment Process

The RADF Assessment Panel (the Panel) is an external group of industry and Council representatives that reflect the diverse arts and creative communities of Redlands Coast. Panel members are selected for their expertise in the arts and their understanding of developing the creative industries in the region.

- **Step 1:** Following the closing date, the Panel assess each application against a set of criteria and rank applications accordingly.
- **Step 2:** The Panel meet in person to deliberate on all applications and make final selections.
- **Step 3:** The RADF Liaison Officer submits the Panel's final recommendations to the Creative Arts Service Manager, who then forwards them to the Council's Group Manager of Customer and Cultural Services for final approval.
- **Step 5:** Once approved, successful applicants will be notified in writing, receiving a Letter of Offer and Funding Agreement detailing specific funding conditions.
- **Step 6:** Unsuccessful applicants are notified in writing and encouraged to request feedback.

## Assessment criteria:

All applications are assessed by the RADF Assessment Panel against four equally weighted criteria. The indicators listed are samples of the types of support material or evidence required to articulate each criterion:

### 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.
- Articulates how the project will align with one or more of the listed Objectives.

### 4. Viability

- Evidence of suitable planning for strong governance and management of the proposed project.
- Evidence of partnership capacity with partners including business and government.

## Contact Information

### **RADF Liaison Officer (RLO)**

Emma Bannerman

Creative Arts, Redland City Council

### **Community Grants Coordinator**

Karen Triplett

Community Grants, Redland City Council

**Phone:** (07) 3829 8999

**Email:** [grants@redland.qld.gov.au](mailto:grants@redland.qld.gov.au)

**Website:** [www.redland.qld.gov.au/grants](http://www.redland.qld.gov.au/grants)

## Additional Information

### **RADF Liaison Officer (RLO) assistance:**

- Council's RADF Liaison Officer is the main contact for the RADF Program.
- The RLO can assist you with understanding the broader context of RADF, project development, the application process and identifying opportunities to boost your application including other funding opportunities.
- Council's RLO liaises with Arts Queensland to ensure appropriate management of the RADF Program and Assessment Panel.

### **Eligibility checklist**

- Each professional or emerging artist receiving financial benefit from a RADF grant must complete the Eligibility Checklist in the application form in Smarty Grants.
- This checklist has been developed to determine the professional or emerging professional status of all artists receiving RADF grant money.
- Artists being paid with RADF grant money must meet at least three of the twelve criteria on the checklist.

### **Australian Business Number (ABN)**

- It is not mandatory for RADF applicants to hold an ABN. However, if they do not hold an ABN the application must be auspiced by an incorporated organisation with an ABN (known as the auspice body) who manages the grant on behalf of the applicant. The auspice body is responsible for providing a financial report on completion of the project, but is not responsible for the artistic direction, delivery or quality of the project.

### **Support material**

Brief and clear support material strengthens your application. Include only relevant support material, such as:

- CV or resume of professional arts and cultural workers employed in the activity including examples of previous artworks or projects.
- Letters of Support from project partners, a community Elder, workshop leader or leaders of groups that benefit from the project. Avoid support letters from community or audience members within the project.



- A comprehensive budget:
  - For items above \$5,000 (excluding Artist Fees) attach three (3) quotes evidencing effective research of best value for money.
  - For items above \$1,000 (excluding Artist Fees) attach one (1) quote confirming cost of item.

## Information for Successful Applicants

### Goods and Services Tax (GST)

If you or your entity has an Australian Business Number (ABN) and is registered for GST, your funding will be increased by 10% to cover the GST liability. If you or your entity has an ABN but is not registered for GST, any funding paid will not include a GST component. For goods and services that attract GST, include the whole amount in your budget.

### Invoices and Payment

Council prefers electronic funds transfer as its payment option. If you have not received a grant before, a Supplier/Creditor Information form needs to be completed prior to the payment. This will be sent with your Letter of Offer. If your grant is being auspiced on your behalf, please arrange for the auspicing organisation to issue an invoice.

### Variations

Funding must be used in accordance with the Funding Agreement and Letter of Offer. Any changes to the project activities, funding allocations or the project duration must be approved by Redland City Council. Requests for variations must be submitted via SmartyGrants and before the project end date. Funds expended on unapproved variations will be recalled by Council after the initial acquittal is received.

If there are significant changes to your project, please submit a Variation Request Form via SmartyGrants and await written confirmation from the RADF Liaison Officer. Significant variations over 20% in value or outcome will need to be approved by the Creative Arts Service Manager.

## Reporting

Reporting is essential for reflecting on the success of your funded activity. It involves identifying key outcomes to determine the significant achievements of your project and examining the artistic, cultural, social, and economic impacts. Evaluating your practice allows you to review the benefits and challenges, learn from difficulties, and recognise areas for improvement and growth. Financial assessment ensures that your financial estimates align with actual spending.

Compiling documentation such as photographs, videos, press articles, or brochures supports the report and provides tangible evidence of your project's impact. Failure to submit the required reports will result in ineligibility for future funding through Redland City Council, and you may be asked to repay the funds if you do not properly acquit your grant.

### **Stage 1: Progress Report & Meeting**

1. Timing: Meet with the RADF Liaison Officer halfway through your funded activity and submit a progress report.
2. Purpose: Provide an update on the progress of your project and identify future opportunities.
3. Contents:
  - Status of the project.
  - Challenges encountered and how they are being addressed.
  - Preliminary outcomes.
  - Photographs and personal stories.

### **Stage 2: Outcome Report & Acquittal**

1. Timing: Submit no more than four (4) weeks after completing your funded activity.
2. Purpose: Acquit the grant by providing comprehensive evidence of the activity's outcomes and expenditure.
3. Contents:
  - Key outcomes achieved.
  - Artistic, cultural, social and economic impacts.
  - Evaluation of the project, including benefits and drawbacks.
  - Lessons learned and potential for growth or new directions.
  - Financial reconciliation; comparison of estimates and actual expenditure.
  - Documentation such as photographs, videos, press articles and brochures.

## Acknowledgements

Successful RADF projects must acknowledge the Queensland Government and Redland City Council in all marketing and promotional materials, publications and products. This includes using the RADF acknowledgment text and the logos provided to you by Redland City Council with your funding agreement.

### Acknowledgement Text:

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

### RADF Logo Style Guide:

RADF Logos are available for download via:

[Redland City Council RADF Logo Lockup \[ZIP, 214.46 KB\]](#)

#### Logo Size and Placement:

1. Minimum Height: The RADF lockup must be at least 15mm high on all collateral.
2. Proportion: The RADF logo must be 50% larger than any other logos present on the same material.
3. Placement: The logo should be placed in the front bottom righthand corner on all marketing and promotional materials, publications, and products.
4. Clear Space: Ensure there is sufficient clear space around the logo to maintain its visual integrity. No other elements should encroach within this space. The clear space should be equal to the height of the "R" in the logo.
5. Quality: Do not stretch, compress, or otherwise distort the logo. Always maintain the logo's aspect ratio.



### **Approval Process:**

Once the logo and acknowledgment are 'in-situ' on your collateral, a formal approval process is required. Applicants must submit their materials for review to the RADF Liaison Officer ensure compliance with the funding agreement. Only after receiving written approval can the materials be publicly released.

## **Resources**

### **RADF:**

- [Redland City Council Corporate Plan, \*Our Future Redlands: A Corporate Plan to 2026 and Beyond\*](#)
- [SmartyGrants Help Guide for Applicants](#)
- [General Information about Redland City Council Grants](#)
- [Arts Queensland: RADF case studies and criteria explained](#)

### **Other resources:**

- [Apply for an ABN \(\[abr.gov.au\]\(http://abr.gov.au\)\)](#)
- [Arts Queensland Data Dictionary \(glossary of terms\)](#)