CHARTERS TOWERS
REGIONAL COUNCIL

Regional Arts Development Fund (RADF)
Applicant Guidelines

CONTENTS

PURPOSE OF RADF

The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through Arts Queensland and eligible local Councils across the state.

RADF promotes the value of arts, culture and heritage as key drivers of social change and strong, diverse and inclusive regional communities.

RADF is a flexible fund, enabling local Councils to tailor RADF programs to suit the needs of their communities.

RADF OBJECTIVES

The RADF objectives are to support arts and cultural activities that:

- increase access to arts and cultural experiences in regional Queensland
- grow employment and capacity building opportunities for artists and arts workers across regional Queensland
- deliver on local arts and cultural priorities and promote the value of arts, culture and heritage.

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:

- ATSI and CALD people
- Regional Queenslanders
- People with disability
- Children and Young people (under 25 years)
- Older people (over 55 years)
- Tourists

Applicants are encouraged to explore how they might direct their RADF funded activities to these specific target groups. If the application indicates that the project or activity will target one of these specific groups, evidence of how this will occur will be required to be included in the application.

RADF PRIORITIES

Priorities are development areas that local, state and federal governments and the community see as needing special attention. Feedback regarding priorities can be given to Council or the RADF Committee members.

Preference will be given to applications that address one or more of the following priorities:

- Celebrate heritage, identity and sense of place
- Activate places and spaces
- Increase and elevate locally produced arts and cultural activities
- Develop skills and capacity of local artists and arts workers
- Facilitate cross-industry partnerships and collaborations to increase social impact of arts activities
- Facilitate social outcomes through arts activity including health and wellbeing and social cohesion
- Maximise opportunities for First Nations creatives
- Liveability and placemaking (events, activations, activities, trails, town centre regeneration)
- Economic development
- Youth engagement
- Infrastructure (pedestrian and active transport routes, precinct development)
- Sport, recreation, health and wellbeing
- Inclusivity and diversity
- Community safety

APPLICANT ELIGIBILITY REQUIREMENTS

Individuals and/or organisations applying for RADF funding must meet the following eligibility requirements:

- Be 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.
- Be a permanent resident or Australian citizen.
- Have an Australian Business Number (ABN).
- Incorporated cultural organisations or individuals.
- Unincorporated organisations or individuals, auspiced by an incorporated body.

Note: If you are applying as a collective, the collective must nominate one member as their representative. That person is legally and financially responsible for the activity. All members of the collective should sign a letter that is presented with the application to demonstrate their involvement in and support of the activity.

RADF DOES NOT SUPPORT

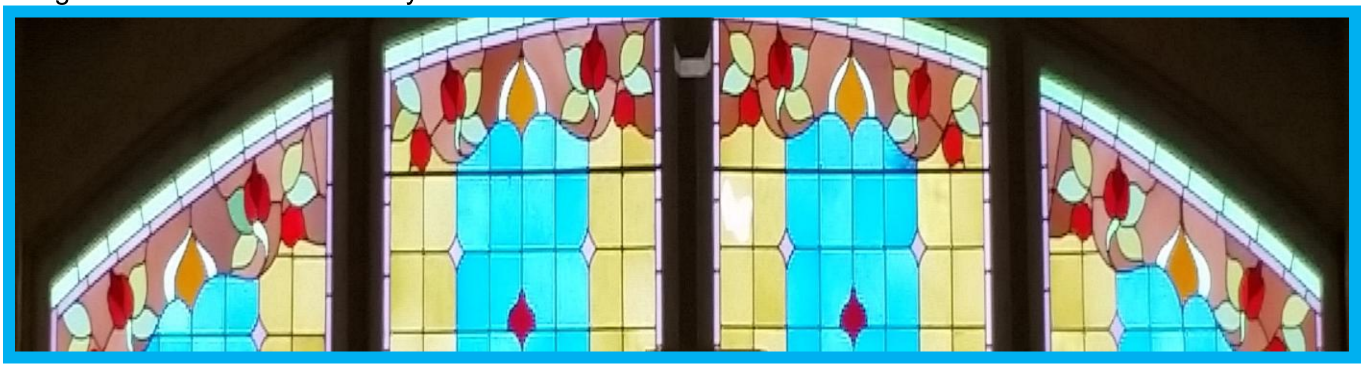
The following are NOT eligible for funding through RADF:

- Amateur arts activities EXCEPT for professional or emerging artist's services to amateur arts activity.
- Artists or artsworkers who do not have an Australian Business Number (ABN) or do not provide a completed 'Statement by a Supplier' Form from the ATO.
- Applicants who submit unsigned applications.
- Applicants who have failed to appropriately acquit previous RADF grants.
- Applications that have received, or applied for, funding for any of the requested project expenses from another funding body/local council.
- Projects for which artworkers are paid less than the recommended rates.
- Activities that commence before Council approval is given.
- Workshops – UNLESS a professional artist or artworker is employed to work with a group to apply their skills in an innovative way to an arts development outcome.
- 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 without demonstrated community value.
- 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 competitions.
- Summer/Winter Schools – Council should not support more than two places a year.
- Printing costs – requests for grants to print books should be directed to organisations that support 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 practice 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.

CHARTERS TOWERS REGIONAL COUNCIL DEPARTMENT ELIGIBILITY

Internal Council departments interested in applying for RADF funds can do so, however, are strongly encouraged to avoid community funding rounds. Departments are to advise the RADF Liaison Officer (RLO) of their intentions to apply for funds prior to the new financial years bidding to Arts Queensland. The event/project must meet with Council's Plans and Policies and should be included in Council's annual bidding program.

Council departmental applications that are not identified through the accepted above-mentioned procedure can be tabled at the allotted grant rounds but will only be considered once the allocated community percentage of funds has been granted. If unspent funds remain then Council's application may be considered. The RADF Chair and RLO will need to seek prior approval and sanction by the Council before this application can go before the RADF Advisory Committee.



PREPARING TO WRITE YOUR APPLICATION

- Read the Charters Towers Regional Council's RADF Applicant Guidelines, and Events, Arts and Cultural Plan (available on Council's website) before completing the application form.
- Seek help from RADF Committee members or RLO before submitting the application.
- If you are seeking funding from two or more RADF Committees or any other funding organisation for parts of the same project, you must advise each Committee about the other funding applications and include in 'Other government grants', section of the form.
- Reflect on ways in which your activity can develop your professional life, increase the sustainability of creative industries and/or benefit the community.
- If applicant is from outside of the Charters Towers Regional Council area, include information as to how you will promote and market your activity to include the small towns and rural community.
- Ensure you have all the relevant support material and information from artists involved (see below).

REQUIRED INFORMATION FROM ARTISTS

The following information must be provided from professional/emerging artists involved in the project:

- Resume or CV (maximum 1 x A4 page account of artist's career and up to date details).
- Schedule of fees outlining fees charged by artist (may be combined with letter of confirmation).
- Letter of confirmation stating the artist's availability for the dates nominated in the application.
- Eligibility Checklist (including ABN or 'Statement by a Supplier' form).

PRESENTING YOUR APPLICATION

Your application should give a snapshot of a potentially successful activity. Below are tips for preparing you application:

- Prepare your application accurately and honestly.
- Describe your activity in terms which match the Charters Towers Regional Council RADF Program.
- Sign your application. Unsigned applications are not eligible for funding.
- Always keep a copy of your completed application for your own records. If your application is successful, you will need to refer to it when you prepare your acquittal report at the end of the activity.
- **Relevance and clarity of support material provided increases the strength of your application**. Support material must be relevant to the application you are making. This should include:
  - evidence of how the project or activity will focus on any specific target groups N.B. If Aboriginal or Torres Strait Islander people are a specific target group, the applicant must demonstrate support for the project including documenting how they intend to adhere to cultural protocols.

    - relevant and detailed letters of support from groups who will benefit from your project (minimum 3);
    - a letter of acceptance from a community elder, workshop leader, project partner or gallery owner
    - quotes from tradesman, or other businesses that appear in your budget
    - required information from artist/s involved in the project
    - evidence of the community interest in the proposed project
    - evidence that the individuals referenced as being involved in a project have been contacted, have given consent and are available for the nominated dates.
- Support material will not be returned, so provide copies if you need the original. The Committee's ranking of your application can depend on how well it is supported by the community.
- Sometimes the committee will request additional support material if they are uncertain about the application.

HOW YOUR APPLICATION WILL BE ASSESSED

A community committee undertakes the assessment of RADF applications. When required "Expressions of Interest" are held and community members who are interested in arts and culture or people active in their community will nominate themselves to positions on the RADF Committee. The outgoing committee will decide as to the suitability of the nominees and appoint as they see best fit (final discretion lies with Council).

After the funding round is closed, each RADF Committee member will receive all the applications. There will be an assessment sheet, which they will complete as they assess the applications so that all applications will be assessed by the same criteria relating to the Key Performance Outcomes (KPOs) set out by Arts Queensland.

KEY PERFORMANCE OUTCOMES (KPO's)

All projects receiving RADF funding are required to report on their contribution towards RADF Key Performance Outcomes. The Arts Queensland set KPOs are below:

High 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.
- Evidence of delivery against arts and cultural priorities.

Strong Impact

- Creates new employment opportunities and skills development for artists and arts workers in Queensland.
- Builds new audiences and markets and reputation for Queensland arts and cultures.
- Demonstrates community demand and stakeholder involvement in RADF priority setting, decision making and evaluation.
- Where applicable, demonstrates support for activities that involve Aboriginal people and Torres Strait Islander people, including adhering to cultural protocols.
- Helps deliver government priorities including alignment to Creative Together and the principles of the Cultural Engagement Framework.

Sustainable Value

- Demonstrates value for money.
- Demonstrates sound governance, and ethical business practices, including paying amounts not less than industry award rates, recommended or agreed minimum rates.
- Proposed activity has a strong delivery plan, including understanding potential risks and their management.

When the Committee meets, these individual assessments will be compared, and a group assessment is made. The final recommendations of the Committee are taken to the next Council meeting where they are ratified. Council can veto the Committee decisions which are not in line with its Arts and Cultural Investment Policy or that interfere with Council initiatives already in process.

Applicants are then notified in writing of the success or otherwise of their application (including feedback for unsuccessful applications). A Letter of Offer will be sent to successful applicants outlining conditions associated with receiving RADF funding. The applicant must read this letter carefully and return the signed and witnessed Letter of Acceptance to Council accompanied by a tax invoice for the grant amount. You will also receive the Outcome Report with the Letter of Offer. It is most important that the applicant acquit the funds allocated as soon as possible, but no later than 8 weeks after the completion of the activity. **Failure to do this will make you ineligible for further funding.**

CONDITIONS OF GRANT

The following conditions of grant are listed in the Letter of Offer and are common for all RADF recipients:

- The Letter of Offer shall be void unless executed by you and returned with the required documentation to Council within thirty (30) days of the date of the letter.
- The grant may only be used for the purpose agreed by Council's RADF Committee. Approval must be obtained from the RADF Committee (in writing) for any changes to your project. The RADF Committee has the option of approving the changes, requesting that a new application is completed or asking you to re-submit next round. Changes can only occur once written approval has been granted by the RADF Chair.
- You must adhere to the Acknowledgement Guidelines. Free standing RADF promotional banners are available from Council and should be displayed during your project opening, workshop, event etc.
- You must circulate a media release promoting the outcomes of the project prior to submitting your Outcome Report. The media release is to be provided with the Outcome Report for use by Council.
- You are required to submit an Outcome Report, including proof of outcome promotion, no more than eight (8) weeks after the conclusion of the project.
- If the Outcome Report is not received by the due date and contact is not received from the applicant within ten (10) days, Council may begin debt recovery actions to recover the RADF grant amount in addition to other actions at its disposal as mentioned below.
- Council requires that you supply at least ten (10) digital photographs of both the event and/or the lead up to the event as part of your Outcome Report.

Some conditions of grant are common to all RADF recipients while Council and the RADF Committee may develop others. These may include:

- Grants can be withdrawn if an activity is unduly delayed and you will need to reapply in the following year.
- The RADF Committee may require additional information prior to recommending the application be funded, such as a more detailed timeline or additional support material.
- For applicants receiving funding for a professional development activity or training, the RADF Committee may request that you address a gathering of peers on their return from a funded project; to offer a workshop involving their new skills or to make documentary material available to the library. Grants over $5,000 may be released to the applicant incrementally. This payment program will be outlined in the Letter of Offer and will be dependent on key project milestones being met before further funding is released.

ACQUITTING THE GRANT

All RADF funded activities are required to complete a Project Outcome Report. This will be provided to you by Council. The Project Outcome Report includes information about the success of your project, budget and support material which are required to be submitted to Council within 8 weeks of the completion of your project, as indicated in your application.

Some funding recipients may find it useful to utilise a cash book template to assist in accurate and clear financial record keeping for the acquittal process. Templates can be found online or ask the RLO for assistance.

All projects receiving RADF funding are required to report on their contribution towards RADF Key Performance Outcomes (KPOs). Remember, if you fail to acquit your grant you will be ineligible for further funding and may be asked to repay the grant.

RETURN OF UNSPENT FUNDS

If an activity does not take place the grant recipient must return funds to Council. If funds are not fully expended on this activity, this will be detailed in the outcome report and surplus funds returned. If funds are partially expended on an activity that does not go ahead, then this must be detailed in the Outcome Report and remaining funds returned to Council with the Outcome Report.

DISPUTE RESOLUTION

Occasionally, there may be conflicts between Committee members or Council staff and applicants. In the first instance, direct any disagreement or conflict about an application to the RLO for assistance. Applicants have the right to request a meeting with the Committee Chair or Council staff person to get feedback about their application or to see minutes of assessment meetings. Arts Queensland can offer advice about the RADF Program to both the Committee and the applicant but it is not available to mediate.

RISK MANAGEMENT

In the interest of accountability and to support the staff responsible for managing your program, it is useful to design a small but attainable risk management strategy. The RADF Committee also has responsibility to the broader community, Local and State Government, in relation to their accountability and the risk management strategies they may implement may include actions such as:

- attaching an outcome report form to the application form
- staggering the release of funds in the case of larger grants (discussed with the applicant)
- not releasing funds until a Letter of Acceptance and an invoice are presented
- having the ability to not release funds to an applicant until a month before the activity
- withdrawing funds if an activity is unduly delayed and discussing with the recipient to re-present their application in the next round
- the applicant must maintain set time frames for the return of outcome reports or negotiate an extension with the RADF Committee
- RADF Committee will only, after all efforts have been exhausted, notify the recipient in writing to the recipient informing them of their loss of eligibility for further funding and a possible request for a return of funds
- RADF Committee will keep a record of recipients who have failed to acquit.

GOODS AND SERVICES TAX (GST)

Please consider GST when estimating costs for your application, such as photocopying or catering. Remember to include the GST inclusive price. The grants you receive from RADF attract GST because they are a cultural service which you deliver and for which you are accountable through your Outcome Report. Under the current Tax System, grants paid to artists and arts organisations may be subject to the Goods and Services Tax (GST) and the Pay As You Go (PAYG) withholding system.

For more information about GST or PAYG, please contact the ATO on 13 24 78 or visit their website at www.ato.gov.au

HOW TO COMPLETE A RADF BUDGET SHEET

It is important that you complete the budget sheet provided on the RADF Application Form. The best way to develop a RADF budget is to complete each section in the following order of project expenditure, project income and breakdown of requested RADF funding. Below is an example of completed RADF budget sheet.

	INCOME includes total RADF grant other financial and in-kind contributions	**TOTAL** of each income item		**EXPENDITURE**	**TOTAL COST** of each expenditure item.	**RADF Components**
A	Earned Income (e.g. ticket sales)		G	Salaries, Fees and Allowances		
B	Contribution from Artists and Others (Please note this is in-kind as IK or $)		H	Project or Activity Costs		
C	Other Grant Income (Please include both confirmed and potential funding)		I	Promotion, Documentation and Marketing		
D	Sponsorship, fundraising and donations (Please note where this is in-kind as IK)		J	Administration		
E	RADF GRANT (Maximum 60% of F)			TOTAL RADF Component (Amount = E)		
F	TOTAL INCOME (A+B+C+D+E=F) It is essential that F = K		K	TOTAL EXPENDITURE (G+H+I+J=K)		

PROJECT INCOME

List all the possible income associated with your activity. You need to ensure you have covered all the likely income in your budget. The lists below cover a range of activities so only include what is appropriate for your budget.

A. Earned Income

This section of the budget is where you put the amount of funding requested from RADF as it is an income of the project. Other items can include:

- ticket sales, admission fees, performance or public access income;
- sale of product produced, publications or merchandise sales;
- workshop or membership fees, subscription fees, contract fees, broadcast fees and recordings;
- any sundry income such as interest.

Examples

How to estimate projected income from a workshop:

How many people can attend? 12 maximum
What is the cost? $40.00 per person
A good rule of thumb is to calculate 50% of the total possible income:
12 people at $40.00 = $480.00 - 50% = $240.00. This is your projected income.

B. Contribution from Artists and Others

This section of the budget is where you enter any contributions monetary or in-kind from yourself as the applicant, other funding bodies or other councils.
Items may include:

- money/cash;
- other consumables, car, phone, printer, in-kind time, volunteer time or services or goods that would usually be paid for (a dollar figure must be allocated to any in-kind labour by referencing an appropriate industry award).

C. Other Grant Income

This section of the budget is where you enter any other income from grants if applicable. It is actually more beneficial for applicants to have sourced funding elsewhere. No funding program wants to fund 100% of an activity. You will need to provide grant name and source and if it has been approved or notification date.

D. Sponsorship, Fundraising and Donations

This section of the budget is where you enter sponsorship, fundraising and donations from others involved in the project, businesses or organisations. These can include:

- corporate and private sponsorships or donations (cash);
- in-kind donation, such as free advertising, materials ($ figure on any in-kind donation is needed);
- artist time (you need to put a monetary figure on any in-kind labour by referring to appropriate industry award).

Examples

Local Council (local government) = free hall hire = *$300 in-kind support*
Buzzer's sawmill = *$200 cash donation*

E. RADF Grant

This amount is the difference between your income and your expenditure.
This amount should be added to both columns after totalling both income and expenditure to identify the short fall. The RADF component cannot be more the 60% of the total project cost.
Total Income and total Expenditure must equal the same amount.

RADF funding breakdown

Once you have worked out how much you want to request from RADF (K), you need to decide what expenses you want to allocate the money to. The total requested can be split between several expenses as appropriate, however, only eligible items under the RADF Applicant Guidelines can be covered.
The total of the RADF Funds Breakdown column should equal the amount in subtotal K.

F. Total Income

This figure is the sum of all amounts in the Income sections - A+B+C+D+E=F
List all the possible expenses associated with the activity even if they are not intended to be covered by the application. It is important to record the real cost of your activity. You need to ensure you have covered all the likely costs in your budget. The lists below cover a range of activities so only include what is appropriate for your budget.

PROJECT EXPENDITURE

G. Artist's Fees, Salaries & Allowances

This section of the budget refers to wages and/or fees (not expenses) paid to any artists/artsworkers & production/technical staff participating in the project, that help produce a performance, broadcast, publication or recording etc.
Positions include musical director, composer, conductor, artistic director, choreographer, writer, designer, stage management, recording engineer.
Artists' expenses including travel, accommodation and touring costs are the responsibility of the artist and not funded by RADF and are to be accounted for by the artist in the artist's fee/salary.

H. Project & Activity Costs

This section of the budget is for costs directly related to the activity (other than salaries, fees and allowances) and can include:

- archival documentation;
- equipment expenses;
- exhibitions, freight, packing and crating gallery/venue hire, opening/launch costs, etc;
- production costs, costumes, equipment hire;
- installation, materials, seminar/workshop costs;
- freight, lighting and sound, scenic and staging;
- ticketing costs (ticket printing, ticket agency charges);
- soundtracks, instruments and equipment;
- all costs associated with the preparation and
- generation of sound for a production or visuals;
- manufacturing costs, recording costs.

I. Promotion, Documentation & Marketing Costs

This section of the budget is for costs associated with promoting and documenting the project and can include:

- Advertising - press and electronic, other printed or promotional material, marketing and audience initiatives and other services used directly in posters, programs, photos, videos;
- Marketing and audience initiatives (excluding expenditure on personnel), production/touring, administration costs.

J. Administration Costs

This section of the budget is for costs associated with the administration of the project and can include:

- audit and accounting.
- consumables, office supplies, stationery and printing.
- bank charges and taxes, telephone and fax, electricity.
- legal and licence fees, insurance (including public liability and equipment but NOT workers compensation).

K. Total Expenses

This figure is the sum of all amounts in the Expenditure sections - G+H+I+J=K

RADF PROJECT OUTCOME REPORT

INSURANCE INFORMATION

The following links are a great way to start answering your insurance questions:
AON Risk Services and Insurance - Email: nfp@aon.com.au |Web: www.aon.com.au
Community Care Underwriting Agency (CCUA) - Web: www.community-care.com.au
Volunteering Queensland - Email: admin@volqld.org.au | Web: www.volunteeringqld.org.au
The Insurance Ombudsman Service - Web: www.ombudsman.qld.gov.au/
National Insurance Brokers Association - Web: www.niba.com.au/about-niba

ACKNOWLEDGEMENT REQUIREMENTS

RADF funded activities must acknowledge, as a condition of your Agreement, the Queensland Government and Charters Towers Regional Council in all promotional material, publications and products by inclusion of the RADF acknowledgment text and logos.

Acknowledgement Text for RADF is as follows:
The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government through Arts Queensland and Charters Towers Regional Council to promote local arts and culture in regional Queensland.

This includes all promotional materials such as brochures, posters, conference programs, performance programs and invitations, signage at events, all media releases, television, radio and newspaper advertisements, speeches, websites, newsletters, annual reports and promotional videos.

Organisations, individuals and Councils receiving funding from the Regional Arts Development Fund program are required to place the Queensland Government and Council logos in a prominent position on all material associated with the activity. On websites, a link should be placed to the home page of Arts Queensland www.arts.qld.gov.au/ and Charters Towers Regional Council www.charterstowers.qld.gov.au/ websites. Where RADF provides the majority of funding, the acknowledgement should precede all other acknowledgements.

Please note that you must supply a copy of all promotional materials and publications in acquitting RADF funding. Failure to abide by these Guidelines may affect future funding decisions. In the event that breaches of the Guidelines come to the attention of Arts Queensland, the Deputy Director-General will write to you or your organisation and require a written response to explain the breach of the Acknowledgement Guidelines.

LOGOS FOR YOUR USE

Electronic versions of the Charters Towers Regional Council logo and the Queensland Government crest are available from Council. For the Charters Towers Regional Council Style Guide please email media@charterstowers.qld.gov.au.
Approval of all promotional material displaying the Charters Towers Regional Council logo must be approved by Council before publication. Please email media@charterstowers.qld.gov.au for electronic versions of the Council logo and approval of documents.