

## Regional Arts Development Fund Guidelines 2018/2019

### **What is the Regional Arts Development Fund?**

#### **Purpose**

- 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 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 local councils to tailor RADF programs to suit the needs of their communities.

#### **Objectives**

RADF objectives are to support arts and cultural activities that:

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

Arts Queensland is proud to partner with local government to support quality arts and cultural experiences across Queensland through the Regional Arts Development Fund (RADF).

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Central Highlands Regional Council (CHRC) are strategically aligning arts, cultural and heritage objectives from the CHRC Creative Cultural Futures Strategy 2016-2026 with other complimentary programs to provide maximum economic and partnership benefits for the region.

CHRC have a large focus on cultural tourism, heritage and social history, innovation, skills development, place making and partnerships.

CHRC are partnering with new and existing peak bodies to enhance growth across Central Queensland and beyond to intergrade more fully utilising innovative technologies supporting state, national and global programming and projects. Projects and programs will include creative recovery, well-being, indigenous and business development.

#### **CHRC Local Priorities for RADF 2018/19:**

1. Support a diverse economy stimulating local artists and arts and cultural activity to develop and build safe, caring and connected communities.
2. Invest in locally-determined priorities delivered through quality arts, cultural, heritage and environmental activities linking to growing Queensland's cultural reputation and cultural tourism offerings.

3. Provide opportunities for communities to participate in arts and cultural activities and encourage event and festival stimulus of the region.
4. CHRC Creative Cultural Futures action planning to develop strategic initiatives and partnership networks which will contribute towards wide reaching arts, cultural and heritage priorities.
5. Provide access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences; encouraging inclusive community and stakeholder involvement in RADF priority setting and decision making.
6. Deliver innovative leadership in arts, heritage, eco and cultural tourism, a regional arts, cultural and heritage app with additional innovative experiences such as augmented (AR) and virtual reality (VR) which will include Central Queensland Tourism partners.
7. Provide regional growth and contribute to the creation of jobs through professional and business development opportunities and cross regional program partnerships and training for regional Queenslanders.

#### **CHRC RADF Assessment process**

The CHRC RADF Assessment process is an evaluation process which is conducted by the Central Highlands Arts and Cultural Advisory Committee (CHACAC).

<http://www.centralhighlands.qld.gov.au/community-support/arts-culture-2/chacac/>

The CHACAC welcome new members and advertise for these new members on an annual basis and nomination forms are available by contacting the CHRC RADF Liaison Officer: Ph: 1300 242 686 or [enquiries@chrc.qld.gov.au](mailto:enquiries@chrc.qld.gov.au)

#### **CHRC RADF Assessment Criteria**

In council applications to Arts Queensland, applications are required to articulate delivery against RADF objectives and assessment criteria including quality, reach, impact and viability. This is the standard criteria for assessment for all Arts Queensland investment programs.

All applications are assessed by the CHRC RADF Assessment Panel against the below four equally weighted criteria and local program priorities. The indicators listed are a sample of the types of evidence needed to achieve each criterion:

<b>Criteria</b>		<b>Considerations:</b>
<b>Quality</b>	Produces or contributes to high quality arts and cultural initiatives for local communities.	<ul style="list-style-type: none"> <li>• Who will deliver particular projects or activities? Provide evidence of the quality of their work.</li> <li>• The types of outcomes expected from the projects and activities and how these are important in the local context.</li> </ul>

Criteria		Considerations:
		<ul style="list-style-type: none"> <li>• How the projects or activities will provide high quality experiences for the local community and/or build the capacity of the local arts sector.</li> <li>• Any innovative aspects of proposed project or activities. How it is innovative for the particular council or community?</li> </ul>
	Proven capacity to effectively support and deliver arts and cultural services.	<ul style="list-style-type: none"> <li>• Evidenced track record of delivering high quality arts and cultural initiatives.</li> <li>• How the proposed program of activities will build on past performance.</li> </ul>
<b>Reach</b>	Provides access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences.	<ul style="list-style-type: none"> <li>• Who in the community will be engaged through the proposed program of activities?</li> <li>• How does the proposed program of activities respond to diversity within the community?</li> </ul>
	Evidence of local demand for proposed program/s.	<ul style="list-style-type: none"> <li>• How does the proposed program of activities respond to local arts and cultural priorities and any other broader council or community priorities?</li> <li>• How does the applicant know there is demand for the proposed program of activities?</li> <li>• How does the applicant know the proposed program of activities responds to local needs and interests?</li> </ul>
	Demonstrates community and stakeholder involvement in RADF priority setting, decision-making and evaluation.	<ul style="list-style-type: none"> <li>• How did council arrive at the proposed program of activities (including how engagement with community stakeholders and results of evaluation and data collection inform the application)?</li> </ul>
<b>Impact</b>	Demonstrates cultural, artistic, social or economic returns on investment.	<ul style="list-style-type: none"> <li>• What cultural, artistic, social or economic value/outcomes does the applicant expect the proposed project or activity will contribute to the community?</li> <li>• How will council communicate the public value of RADF activities in the community?</li> </ul>

Criteria	Considerations:	
	Supports one or more of the Queensland Government <a href="#">Objectives for the Community</a> including encouraging safe and inclusive communities, building regions, supporting disadvantaged Queenslanders, stimulating economic growth and innovation, increasing workforce participation, and conserving heritage.	<ul style="list-style-type: none"> <li>Which Queensland Government objective(s) does the proposed program of activities make the strongest contribution to and how?</li> </ul>
<b>Viability</b>	Evidence of good planning for strong governance and management of RADF at a local level.	<ul style="list-style-type: none"> <li>How RADF is managed locally. What processes are in place to ensure transparent and effective management including monitoring of outcomes?</li> <li>How council governance of RADF builds on previous successful models of management or has been reviewed in light of learnings or challenges.</li> </ul>
	Evidence of partnership capacity with partners including business and government.	<ul style="list-style-type: none"> <li>Information about any local partnerships that will contribute to delivery of the proposed program of activities.</li> <li>How will the proposed activities leverage off other local projects, programs and events?</li> </ul>

### Who can apply for a RADF grant?

The following categories of individuals and organisations can apply for a RADF grant:

#### Individual

- professional artists, emerging professional artists, artswriters, cultural workers or project coordinators who:
  - are based in the CHRC area, or if based outside the CHRC area are able to demonstrate how the project will directly benefit arts and culture in the CHRC area
  - are permanent residents or Australian citizens who have an Australian Business Number (ABN) or who will be auspiced by an incorporated organisation or individual with an ABN.

#### Unincorporated organisations, auspiced by an incorporated body

- Unincorporated organisations, auspiced by an incorporated body that are based in the CHRC area, or those based outside the CHRC area that are able to demonstrate how the project will directly benefit arts and culture in the Council area.

#### Incorporated arts and cultural organisations

- Incorporated arts and cultural organisations based in the Council area, or those based outside the Council area that are able to demonstrate how the project will directly benefit arts and culture in the Council area.

**All applicants must:**

- Have successfully acquitted previous RADF grants.
- Have an ABN (or be auspiced by individual/organisation with ABN).

**What Items are Eligible for Funding?**

The budget will only **cover costs related directly to delivering the project or activity itself** such as:

- Artist/professional fees
- Travel and accommodation for visiting tutors etc.
- Venue hire

**What areas are ineligible?**

The following categories of individuals and organisations are not eligible for funding through the RADF Program:

- Projects that have already commenced.
- Organisations' operational expenses.
- School arts activities EXCEPT where those activities form part of broader community cultural development processes or are part of professional arts development.
- Prize money for competitions or eisteddfods.
- Framing or freight
- Catering costs, openings, launches and parties are not eligible for RADF grants, even if they are part of an exhibition or community project. (These activities can be included in your RADF project. However alternative funding must support these aspects).
- Publishing costs —Emerging local authors and Illustrators may be considered on a case by case basis.
- Accredited study, training or university courses.
- Applicants who submit unsigned applications or do not apply minimum \$50 a day participant fee for workshops.
- RADF does not support 100% of any project.
- Workshops with arts and cultural service organisations that are part of that organisation's 'core' business.

**Australian Business Number (ABN)****Refer to 'What are the eligibility requirements?'**

It is not mandatory for RADF applicants to possess an ABN. However, if they do not have an ABN the application must be auspiced by an incorporated organisation or an individual 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. It is not responsible for the artistic direction or quality of the project.

Each professional or emerging artists receiving financial benefit from an RADF grant must complete the Eligibility Checklist for Professional and Emerging Professional Artists and/or demonstrate their professional status (CV). This checklist has been developed to determine the professional or emerging professional status of all artists receiving RADF grant money. Possession of an ABN is only one of the 12 criteria on the checklist. Artists being paid by RADF grant money must meet at least three of the 12 criteria on the checklist.

**Categories of funding****Individual**

**Objective:** for individual artists and arts workers living in regional Queensland to attend professional development activities; master classes; mentorships with recognised arts and cultural peers; and placements with recognised arts and cultural organisations. Regional Arts Development Fund (RADF) grants will support intrastate, interstate and international.

Assistance is available for up to 65% of the total costs for registration, accommodation and travel to a maximum of \$1000 for activities in Queensland and \$2000 for activities in other states or overseas.

A workshop or performance will be an expected outcome for the local community.

### **Groups and Organisations**

#### **Project and items with special consideration:**

**Freight:** For significant exhibitions a small portion for these costs can be covered, as a guide 25%.

This is at the RADF Committee's discretion.

**Publishing costs:** Projects incorporating publication of a document should consider other sources of funding for this aspect or use print-on demand services. A portion of costs may be eligible as part of the presentation of significant projects, as a guide 25%. This decision is at the RADF Committee's discretion.

**Capital expenditure:** Equipment must be directly essential to the project, remain available to the local community. The future process or handling of equipment must be identified in the initial RADF application. The RADF Committee must consider the purchase integral to the project.

**Judges fees:** RADF will fund bringing professionals to our region to assist with your event, such as judges and associated costs, providing those professionals offer a public programme (such as a talk or workshop) to provide community benefit alongside their duties.

**Recurrent funding:** The Central Highlands Regional Council aims to support a diverse number of applicants and projects. Applicants are eligible to apply for RADF funding multiple times providing they have met previous reporting requirements. If the project is related to a previous RADF funding activity, it must build on the previous project or be an element of the artform.

Examples of this might include:

- Bringing the project or activity to a new location.
- A follow up workshop offering additional levels of skills development.
- Incorporation of new elements and/or collaboration and innovation.
- Establishment of new partnerships.



### **Notification of outcomes of assessment process**

All successful and non-successful CHRC RADF applicants will be notified by letter and/or email regarding the decision of the assessment panel.

A Letter of Offer will be sent to all successful applicants along with copies of all required RADF reporting templates.

All successful applicants will be advised as to necessary CHRC financial funding requirements necessary to receive their payment.

## Acknowledgment, reporting and acquittal process

<p><b>Project Outcome Report</b></p>	<p>Arts Queensland requires that Project Outcome Reports be submitted by all RADF grant recipients once funded activities are completed. Arts Queensland will provide Outcome Report templates for councils to distribute. Applicant outcome reports will inform RADF program reporting from council to Arts Queensland.</p> <p>All CHRC RADF funded activities are required to complete a Project Outcome Report. This will be provided to you by Council if successful. 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.</p> <p>Statistical information and photographic or video evidence of the event is also a CHRC RADF requirement.</p> <p>These may be utilised by CHRC and/or Arts Queensland within their websites or through other media channels.</p>
<p><b>Logo and acknowledgement</b></p>	<p>RADF funded activities must acknowledge the Queensland Government and the Council in all promotional material and publications by inclusion of the RADF 2018-19 acknowledgment text and logos - as provided to you by Council.</p> <p>Acknowledgement Text for RADF 2018-19:</p> <p><i>The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Central Highlands Regional Council to support local arts and culture in regional Queensland.</i></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div data-bbox="500 1289 1000 1436" style="text-align: center;">  <p><b>Central Highlands</b> Regional Council</p> </div> <div data-bbox="1105 1278 1227 1436" style="text-align: center;">  <p>Queensland Government</p> </div> </div> <p>Logos are available by contacting:            Karen Newman, PO Box 21, Emerald 4720            email: <a href="mailto:knewman@chrc.qld.gov.au">knewman@chrc.qld.gov.au</a>            1300 242 686 or <a href="mailto:enquiries@chrc.qld.gov.au">enquiries@chrc.qld.gov.au</a></p> <p>You can download the Queensland Government logo and style guide at:  <a href="http://www.arts.qld.gov.au/aq-funding/acknowledgement">www.arts.qld.gov.au/aq-funding/acknowledgement</a></p>