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

The Regional Arts Development Fund (RADF) is a partnership between state and local governments which invests in quality arts and cultural experiences across Queensland based on locally determined priorities.

RADF promotes the role and value of arts, culture and heritage as key drivers to: support diversity and inclusivity; grow strong regions; and provide training, education and employment opportunities for Queensland artists and local communities.

From 2015, Councils will deliver locally tailored RADF programs based on the identified priorities, opportunities and capacities of their local communities. This means that RADF may look different place to place as to best respond to the ways of working and aspirations of local communities.

For further information on the Bundaberg Region RADF program please contact the RADF Liaison Officer on 4130 4750 or radf@bundaberg.qld.gov.au

**RADF Objectives**

The Regional Arts Development Fund Objectives determine the eligibility of applicants for funding. Projects put forward must:

* 1. Support local artists and arts and cultural activity to deliver value for local communities
	2. Provide opportunities for local communities to participate in arts and cultural activities
	3. Invest in locally-determined priorities delivered through arts and cultural activity *(see pg. 2 of Guidelines,* ***Bundaberg Regional Council RADF Priorities****)*
	4. Contribute towards current government priorities

*(See pg. 3 of Guidelines,* ***Queensland Government State Priorities****)*

**RADF Key Performance Outcomes (KPOs)**

All projects receiving RADF funding are required to report on their contribution towards RADF Key Performance Outcomes (KPOs)

**Impact**

* RADF invests in a diversity of local arts and cultural projects
* RADF engages local communities in arts and cultural activities
* RADF supports local employment and strengthening of local arts sector

**Quality**

* RADF supports quality arts and cultural initiatives based on local priorities
* Local communities value RADF

**Reach**

* RADF supports engagement with new and diverse artists, audiences and communities
* RADF contributes to: diversity and inclusive communities; growing strong regions; and providing training, education and employment

**Viability**

* RADF builds strong partnerships between arts and non-arts sectors
* RADF leverages additional investment
* RADF funding is used effectively and appropriately

**Bundaberg Regional Council RADF Priorities**

Bundaberg Regional Council’s Arts & Cultural Strategy (released on 12 December 2018) highlights five priorities which should be considered by applicants to the Regional Arts Development Fund. Please refer to these priorities in your application.

|  |
| --- |
| **A. Arts and culture for and by the people of the Bundaberg region** |
| ***We will encourage people to create and innovate, and extend opportunities for local artists and creatives with a view to regional, national and global possibilities.***  |
| *A.1 Increase public programs for the region**A.2 Increase professional development and training opportunities for the region**A.3 Improve opportunities for arts leadership, excellence and exchange* *A.4 Maximise regional arts development fund program opportunities for both creatives and BRC**A.5 Encourage innovation in creative practice**A.6 increase opportunities for financial success for the region’s creative* |
| **B. Brokerage, leadership and partnerships make it happen** |
| ***We will broker, lead, advocate and collaborate to ensure arts and culture thrive and provide benefits for all.*** |
| *B.1 Embed arts and culture across council policy & programs**B.2 Partner with our arts and culture organisations & sector**B.3 Build strong partnerships with local business & sectors**B.4 Establish the Bundaberg Arts Foundation**B.5 Maximise connection with central Queensland regional arts services (CQ RASN) network (2018 – 2021)* |
| **C. Connections and communication enable audience development and creative networks**  |
| ***We will connect and communicate across our communities and beyond to let people know about who we are, what we have, what we do and who we want to be*.** |
| *C.1 Establish strong communications presence and network to reach arts and cultural sector**C.2 Identify opportunities for networking beyond the local region* *C.3 Maintain commitment to advocacy and amplification of the arts and cultural sector* |
| **D. Diversity of community experience and participation activates culture** |
| ***We will recognise and promote our First Nations peoples and cultures and the diversity of our community through participation and experience.*** |
| *D.1 Recognise and support First Nations peoples**D.2 Support the key role of festivals & celebration for community and culture**D.3 Recognise and support the diversity of artists, creatives, and audiences in the region**D.4 History and heritage of community*  |
| **E. Environments, places and spaces are accessible, alive and active**  |
| ***We will develop and promote our creative, cultural and heritage spaces, extend access and activate alternative spaces and places for making and sharing.*** |
| *E.1 Identify and develop a network of creative spaces & hubs**E.2 Invest in new gallery and creative precinct development**E.3 Activate non-traditional spaces**E.4 Invest in public art, programming and collections* |

**Queensland Government State Priorities**

The Queensland Government State Priorities are to:

|  |  |
| --- | --- |
| * Encourage safe & inclusive communities
 | * Increase workforce participation
 |
| * Build Regions
 | * Support disadvantaged Queenslanders
 |
| * Stimulate economic growth & innovation
 | * Conserve heritage
 |

# Funding Categories

There are 4 categories of funding available which have been identified by the Bundaberg RADF committee. Only one category can be selected per application.

|  |
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| Category 1: Developing Regional Skills (Individuals/Groups) |
| *Objective for Individuals*  | For individual applicants, this category is for Individual professional artists and artsworkers living in regional Queensland to attend professional development seminars or activities; master classes; mentorships with recognised arts and cultural peers; and placements with recognised arts and cultural organisations.* Assistance is available for up to 65% of the total cost of the project.
* The successful applicant must share the knowledge or experience gained with other artists and/or the community in the Bundaberg region.
 |
| *Objective for Groups* | For community groups to engage a professional artist or artsworker to work with them on developing their arts practice or to run arts development workshops or community projects.* RADF grants can support travel, accommodation and fees associated with employing professional artists or artsworkers to work on community projects or workshops *in the local community*.
* Assistance is available for up to 65% of the total costs of the project or workshop.
* This category is also open to councils that wish to assume a co-ordination role for projects.
 |
| *OUT OF ROUND QUICK RESPONSE FUND* | In 2020, an Out of Round Quick Response Fund will be established to support applicants for up to $1,000 for professional development activity as per the RADF Guidelines. Applications will be assessed on a rolling basis on application. There is a finite pool of money and this Quick Response Fund will be closed once funds are expended.  |

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| Category 2: Cultural Tourism & Heritage*(Applicants should focus on the most relevant of the following two objectives)* |
| *Objective 1* | For projects and activities that focus on communities’ locally distinct arts, culture and heritage both for members of that community and visitors.*RADF grants can support initiatives and activities that focus on cultural heritage e.g. ethnic groups:** Product development by professional artists, either as individuals, or in partnership with individual community members or community groups
* Marketing of professional artistic product;
* Develop tourism for region.
* Developing a Statement of Significance for a collection
 |
| *Objective 2* | To preserve and provide access to locally held collections of significance, and collect and tell local stories from the past and the present that can demonstrate state and/or local significance. The priorities for this category are proposals for heritage, indigenous and multicultural ethnic group stories that can demonstrate strong community participation and ownership.*RADF grants can support:** Documentation, preservation, interpretation projects and collection management training through community-based workshops
* Community stories, which can be documented in a variety of forms and mediums, including: plays, videos, artwork, digital exhibitions, education programs, oral histories and publications.

Community organisations such as historical societies, museums, libraries, archives, galleries, Indigenous and migrant community groups which collect and provide public access to their cultural heritage collections are eligible to apply. |
| Category 3: Innovative Partnerships |
| *Objective* | To encourage innovative and energising arts projects where artists, communities and councils work together in their community, or in partnership with another community, or across the region, to achieve enhanced outcomes from RADF grants.*RADF grants will support projects that can demonstrate a partnership (requires evidence of strong contribution from all partners) between:** Artists and local industry
* Artists and community arts organisations
* Artists and non-arts community organisations
* Cross-council collaborations
 |
| Category 4: Concept Development |
| *Objective* | To develop arts research ideas and project proposals to the implementation stage and identify funding sources outside of RADF to implement project proposals.*RADF grants will support individuals and groups who wish to engage in professional research and the development of ideas and project proposals to the implementation stage.* No specific artform product is required. However, the project should demonstrate how it will contribute to future arts development.Potential funding sources for the implementation of the project do not need to be identified prior to making an application. |

**Eligibility requirements**

The following classifications of individuals and organisations **can** apply for an RADF grant:

* Individual professional artists, arts workers, cultural workers or project coordinators who:
	+ are 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
	+ are permanent residents or Australian citizens
	+ have an Australian Business Number (ABN) or can demonstrate professional practice

*Note: Eligibility Checklists must be completed and provided for all professional and emerging professional artists / artsworkers involved in the project – The Eligibility Checklist is located on pg.11 of the BRC RADF Application form.*

* Incorporated organisations based in the Bundaberg Regional Council (BRC) area (e.g. not-for-profit, educational, business) or those based outside the BRC area that are able to demonstrate how the project will directly benefit arts and culture in our region.
* Unincorporated organisations, auspiced by an incorporated body, that are based in the Bundaberg Region, or those based outside the region that are able to demonstrate how the project will directly benefit arts and culture in the Bundaberg Region.
* Business organisations based in the Bundaberg Region.

**Additional Recommendations**

* It is recommended that projects should be completed within a 12 month timeframe.
* It is the applicants’ responsibility to ensure all relevant licences etc. have been obtained prior to commencement of projects where applicable (e.g. Insurances / Blue Cards if working with children etc.)

**Selecting the appropriate Funding Category:**

* Individual artists, groups/community groups (incorporated or not) and organisations can apply in any of the Funding Categories.
* Schools can apply as long as the project is ***not*** part of core school activities and the project demonstrates arts and/or cultural benefits for the wider community.
* Businesses can apply where they can demonstrate that the community benefits from the project along with their own investment. The most suitable category for business would be Innovative Partnerships.
* Traditional crafts such as cake decorating or knife making are not generally deemed acceptable, unless the project can demonstrate a truly innovative, unique, creative and/or heritage aspect.

# What RADF does not support

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

* Amateur arts activities ***except***for professional services *to* amateur arts activity.

One of the main RADF aims is to develop professional artists in the regions.

**Note**: Emerging professional artists *are* eligible for funding.

* Applicants who submit unsigned applications.
* Applicants who have failed to acquit previous RADF grants.
* Projects for which arts workers are paid less than the recommended rates.
* Activities that commence before Council approval is given. RADF should not be used as a “top-up” fund?
* Craft workshops - ***unless*** a professional artist or arts worker is employed to work with a craft group to apply their skills in an innovative way to achieve an arts development outcome, or, the craft is a traditional cultural skill e.g. indigenous artisans seeking to pass on knowledge and skills.
* Murals - funding is available for murals from other government sources as part of anti-graffiti programs. RADF grants can only be allocated to murals that adhere to the RADF Objectives, Local Priorities, eligibility and program criteria.
* School based 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 may be covered as part of presentation costs for significant exhibitions.
* 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 and Eisteddfods - the competitive environment does not necessarily nurture emerging artists, as there is generally only one winner.
* Summer/Winter schools - Council will not support more than two individual places a year.
* Publishing costs - requests for grants to publish books should be directed to organisations that provide print-on-demand services. A small proportion of printing/promotional costs are eligible as part of the presentation costs for ***significant***projects e.g. promotional video or brochure.
* 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 - Council does not fund the primary training of artists, only their professional development once they are practicing.
* Workshops with arts and cultural service organisations that are part of the organisation’s “core business” - Arts Queensland has already funded these organisations to deliver core services. Please call your cultural service organisations to find out what services they can offer you that are not “core business”.

**How much can applicants apply for?**

There are no upper or lower limits on the amount of money that can be applied for; however, typically $250 to more than $15,000 have been granted. Funding is available for up to 65% of the total project cost only. Applications are assessed against viability and value for money so the more a project works to achieve the objectives outlined in these Guidelines, the more competitive it will be.

**Acknowledgment, reporting and acquittal processes for the Regional Arts Development Fund (RADF)**

**Acknowledgement Text for RADF:**

RADF funded activities must acknowledge the Queensland Government and the Council in all promotional material, publications and products by inclusion of the RADF acknowledgment text and logos - as provided to successful applicants by the Bundaberg Regional Council with their letter of offer.

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

The Queensland Government Crest is available at [www.arts.qld.gov.au/funding/logos.html](http://www.arts.qld.gov.au/funding/logos.html)

The Bundaberg Regional Council logo is available at [www.bundaberg.qld.gov.au/brc\_logo](http://www.bundaberg.qld.gov.au/brc_logo)

A RADF design block including all logo’s & statement is located here [www.bundaberg.qld.gov.au/radf](http://www.bundaberg.qld.gov.au/radf)

Banner / signage equipment is also available to hire from the RADF Liaison Officer.

**Reporting**

*All* RADF funded activities are required to complete a project Outcome Report. This will be provided to you by Bundaberg Regional Council with your letter of offer. The Outcome Report requires information about the success of your project, budget and support material which are to be submitted to the Bundaberg Regional Council ***within*** 8 weeks of the completion of your project.

Public Feedback Surveys are mandatory for all successful projects receiving $10,000 or more in RADF funds, and optional for projects receiving under $10,000. *(A generic survey can be found within the* ***Bundaberg Regional Council RADF Application Form****)*

Conditions for reporting including progress reports will be detailed in the letter of offer for successful RADF applications. Failure to adhere to these conditions may result in ***cancellation and return of RADF grant funds.***

**Acquittal**

***All*** projects receiving RADF funding require a completed Outcome Report to be submitted to Council by the due date for acquittal. Failure to submit an Outcome Report on time will prevent the applicant from accessing future RADF funding. Applicants may also be required to **repay** all RADF grant funds issued for the project.

Outcome Report forms are available at [www.bundaberg.qld.gov.au/radf](http://www.bundaberg.qld.gov.au/radf)

**Funding Rounds**

Bundaberg Regional Council (BRC) usually holds 2 RADF application rounds per year, and each funding round is generally open for a period of around 6-8 weeks.

**Applications which have not been discussed with a committee member or the RADF Liaison Officer and are lacking information or supporting documentation may not be approved.**

**Application Forms**

BRC RADF Application Forms are available from the Bundaberg Regional Council website [www.bundaberg.qld.gov.au/radf](http://www.bundaberg.qld.gov.au/radf) or from the Bundaberg Regional Art Gallery, Childers Arts Space, Moncrieff Entertainment Centre or Bundaberg Regional Libraries during the application round.

Ensure you complete the Application Checklist at Section 8 of the application form to check that you have included all of the relevant support material required for your application.

It is essential for applicants to contact an RADF Committee member or the RADF Liaison Officer for assistance **prior** to submitting applications.

**Submitting your application**

Applications must be received **before 4pm on the due date**. Hard copy applications will be scanned so please **do not** bind or place in plastic sleeves. The preferred method of submission is via email to the radf@bundaberg.qld.gov.au email address. If hand delivering, this can be submitted to Bundaberg Regional Art Gallery (BRAG), Childers Arts Space (CHARTS), the Council Service Centre Offices in Bundaberg, Childers, Gin Gin or Bargara, or mail to:

***Regional Arts Development Fund
Bundaberg Regional Council
PO Box 3130
BUNDABERG, QLD, 4670***

**Assessment of applications**

Applications are assessed by theRADF Assessment Committee, comprised of the Portfolio Councillor or their delegate and representatives from the Arts and Cultural Services and Library Services teams.