



# Regional Arts Development Fund

## Funding guidelines

The Regional Arts Development Fund (RADF) is a partnership between the State Government, through Arts Queensland, and Bundaberg Regional Council. The program 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.

### 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
4. Contribute towards current government priorities

### Eligible Applicants

The following individuals or organisations can apply:

- **Individual professional artists**, arts workers, cultural workers or project coordinators who:
  - a) Based in the local council area or can demonstrate direct project benefits for arts and culture in the local council area
  - b) are permanent residents or Australian citizens
  - c) have an Australian Business Number (ABN) or can demonstrate professional practice
- **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 can 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 can demonstrate how the project will directly benefit arts and culture in the Bundaberg Region.
- **Business organisations** based in the Bundaberg Region.
- **If individuals, organisations or businesses are NOT living and/or operating in the Bundaberg Region, a strong justification of the benefit to the Bundaberg Region must be provided.**

### 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.

### 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+Culture Strategy 2019-23* highlights five priorities which should be considered by applicants to the Regional Arts Development Fund. Please refer to these priorities in your application. Consider carefully how your project delivers against the stated priorities and make sure you have a conversation with the RADF Liaison Officer to confirm you're on the right track.

[Download the 'Arts + Culture Strategy 2019-2023' here](#)

### Queensland Government State Priorities

The Queensland Government State Priorities are to:

- Create jobs in a strong economy
- Give all our children a great start
- Keep Queenslanders healthy
- Keep communities safe
- Protect the Great Barrier Reef
- Be a responsive government

### 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.
- Attendance at 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".

## 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."*

- [Download 'the Queensland Government Crest' here](#)
- [Download 'the Bundaberg Regional Council logo' here](#)
- [Download 'RADF design block including all logo's & statement' here](#)

### Additional Recommendations

- It is recommended that projects should be completed within a 12-month timeframe.
- It is the applicant's 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.)

## Funding Rounds

Bundaberg Regional Council (BRC) holds RADF funding rounds as per its agreement with the State Government. Rounds are 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.

## 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. However, the more data we receive, the more we can evaluate the success of the program.
- All applicants are required to provide detailed evidence (eg. receipts/invoices) to demonstrate their expenditure and a financial report, regardless of the size of the project.
- 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.
- Applicants have 6 (six) weeks from completion of the event to acquit the grant.
- 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.

## Submitting your application

All applications must be received before 4pm on the due date and are to be submitted via Smarty Grants Online. There are no exceptions. Please follow the link below.

[Smarty Grants RADF Application Link](#)

## Assessment of applications

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

## Contacting Council

Requests for further information should be directed to [rod.ainsworth@bundaberg.qld.gov.au](mailto:rod.ainsworth@bundaberg.qld.gov.au) and cc'd to [radf@bundaberg.qld.gov.au](mailto:radf@bundaberg.qld.gov.au)

## Regional Arts Development Fund

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