



Moreton Bay Region
**Regional Arts Development
Grant Guidelines**

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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.

RADF Objectives

The RADF objectives as a state-wide program are to:

1. Provide public value for Queensland communities.
2. Build local cultural capacity, cultural innovation and community pride.
3. Deliver Queensland Government’s objectives for the community.

The RADF locally determined priorities for the Moreton Bay region are identified in *Maximising Potential: Cultural Strategy 2015-18*. The priorities provide strategic direction for Council and local RADF investment in creative places, projects and people. The arts and cultural priorities of relevance to the Moreton Bay RADF are listed below:

- Provide opportunities for cultural expression and development through participation in a variety of cultural programs and activities.
- Maximise the creative industries potential of the Moreton Bay Region.
- Identify, preserve and promote the region’s rich cultural heritage and social history.
- Maximise the cultural tourism potential of the region.
- Build the capacity of community organisations to deliver a variety of cultural services and programs throughout the region.
- Bring vitality and vibrancy to civic spaces.

Important Dates

Applications will be invited biannually in July and February.

Round	Opening Date	Closing Date	Select this round if:	Notification	Disbursal of Funds
Round 1	1 July	12 August	Your project or event commences in November or thereafter	October	Two (2) weeks from receipt of invoice
Round 2	1 February	10 March	Your project or event commences in June or thereafter	May	Two (2) weeks from receipt of invoice
RADF - Out of Round	Applications may be submitted at any time (For Developing Creative Skills Individual Applicants only)			Four (4) weeks from submission	Two (2) weeks from receipt of invoice

Please ensure the proposed project and/or event fits the timeframes mentioned above and allows for the incorporation of the steps necessary for the successful implementation of the project / event (i.e. marketing and promotion, equipment hire).

RADF Funding Categories

The Moreton Bay RADF funding program is comprised of five (5) categories under which applicants may apply for funding.

Category	Category Objective
Developing Creative Skills	To support the professional development of individual creative practitioners, and projects that provide opportunities for community groups and residents of the Moreton Bay region to engage in skills development activities.
Creative Tourism	To support creative projects and activities that reflect the cultural vitality of the Moreton Bay region and deliver tangible benefits to the region's economy, visitation, and profile.
Collections & Stories	To support projects that preserve and provide access to historic and contemporary collections, and/or collect and tell stories from the past and the present.
Creative Concept Development	To support the research and development of creative project ideas. At the conclusion of the creative concept development phase, project ideas will be ready for realisation and implementation.
Interest Free Arts Loan	To deliver arts and cultural events that celebrate the cultural vitality of the Moreton Bay region and deliver tangible benefits to the region's economy, visitation, and profile.

Eligibility Criteria

Please note that additional eligibility criteria may apply for some Categories. Please refer to the Category to which you are applying, for further information.

Organisations and Groups

- Must be an incorporated not-for-profit organisation or a company limited by guarantee that has been endorsed by the Australian Taxation Office as a charity, tax exempt fund or deductible gift recipient. Unincorporated groups are eligible to apply, providing that their application is made through an eligible organisation acting as an auspice.
- Have \$20 million Public Liability Insurance to cover the project in its entirety.
- Have acquitted all previous Moreton Bay Regional Council grants.
- Have no outstanding debt to Council.

Ineligible Organisations and Groups

- Government agencies
- Schools and Parent & Citizens Associations; unless auspiced by an eligible organisation and the project engages and demonstrates a benefit to the wider community
- Churches; unless the proposed project can be considered to be in addition to the core business of the church
- Community organisations operating more than 30 gaming machines
- Political groups

Individuals Applicants

- Must be either an Established Artist or an Emerging Artist (as defined below).
- Must be based in the Moreton Bay region, or if based outside this area must be able to demonstrate how the project will directly benefit arts and culture within the region.
- Be permanent residents or Australian citizens.
- Have an Australian Business Number (ABN). Individuals that do not have an ABN are eligible to apply, providing that their application is made through an eligible organisation acting as an auspice.
- Have adequate Public Liability Insurance.

Eligibility Criteria

Definitions:

“Emerging artist” refers to an artist who is at an early stage in their career. Emerging artists will have a demonstrated and recent track record of some professional work in their art form area, and will have created a modest body of artistic work.

If applying as an Emerging Artist, applicants must demonstrate in their application that they are working or engaging with industry professionals in the delivery of their project. Fees associated with the engagement of industry professionals are eligible.

Emerging Artists are required to contact Council’s Grants and Business Services team on (07) 32055 0555 or by emailing grants@moretonbay.qld.gov.au to discuss their application.

“Established artist” refers to an artist who is at a mature stage in their career, who has specialised training in the art form, who has created an extensive body of independent work, who has garnered regional, state, national or international recognition from their peers as having reached an advanced level of achievement.

Applicants must demonstrate they are an Established or Emerging Artist by uploading support materials such as their CV, links to their websites, portfolios or past exhibitions, letters of support from professional peers, and/or any other files they feel evidence their application as an Established or Emerging Artist (maximum of five including a CV or resume).

All applicants will be assessed on their capacity to deliver the project based on their demonstrated skills and experience provided in the application form and uploaded support material.

Ineligible Projects and Expenditure

- Projects that occur prior to the receipt of funding.
- Projects and events receiving a contribution or sponsorship from Council.
- Projects that fall within the core business of the State or Federal Government including, but not limited to: education, employment assistance, housing and homelessness.
- Any project which involves an element of public art on Council owned or controlled land or buildings.
- Amateur arts activities and craft workshops; however professional services to these activities that deliver an arts development outcome are eligible.
- Competitions/Eisteddfods i.e. cash or funded prize monies.
- Accredited study, training or university courses.
- Ongoing salaries/wages, administrative and operating costs.
- Purchase of capital items.
- Insurance costs.

The following expenditure is generally ineligible, however if a strong developmental outcome is demonstrated a proportion of the cost (up to a maximum of 20%) may be considered:

- Framing or freight.
- Publishing costs.
- Music recording and production costs.

Particulars

- The project or event for which funding is sought must be based within the Moreton Bay region.
- Projects and events will be ineligible at the finalisation of the second round of funding.

Funding

- Up to \$5,000 is available per application (please note that other application and category funding limits may also apply).
- Applicants requesting funding of between \$5,000 and \$15,000 may be considered subject to the applicant meeting with a Grants Officer to discuss their proposed application and that the proposed project aligns with the identified arts and cultural priorities of the Moreton Bay region.
- Applicants requesting funding of between \$5,000 and \$15,000 are required to make a financial contribution of at least 25% towards the total project costs.
- Applicants successful in receiving funding of between \$5,000 and \$15,000 may be paid under an agreed payment schedule.
- Applicants are eligible to receive up to a total value of \$15,000 in RADF grant funds per financial year (excluding the RADF Interest Free Arts Loans category).
- RADF is not intended to be relied upon as the sole source of income. Applicants are encouraged to obtain co-funding from other external funding sources.
- Council reserves the right to part fund a grant application.

Applicant Checklist

The following documents are required for *all* applications. Please ensure the following are attached to your application:

- Public Liability Certificate of Currency (refer to Eligibility Criteria for requirements)
- A current CV for all arts or creative professionals involved in the project
- Support material (for individual applicants)
- Quotes for all items requesting funding
- Letter of confirmation from key venues, such as galleries, involved in the project where relevant
- Three letters from creative professionals, arts and cultural organisations, and/or members of your project's specific target groups (where relevant) that provide relevant comment in support of your application (not required for Developing Creative Skills - Individual Applicants).

Additional documents may be required for the specific Category for which you are applying. Please ensure you attach all relevant documents to your application.

In addition to the required documents, further supporting information may be submitted if it is felt that this would improve your case for funding.

How to Apply

All applicants are invited to submit their application online. The application link will be available during the round open dates.

The online application is powered by SmartyGrants and can be accessed via the RADF webpage on the Council website. You are required to register a user name and password login the first time you use this application system. The online application system will allow you to save, develop and print out applications before you choose to submit them.

Council's Community Grant Officers are also available to provide assistance. Please contact a Community Grants Officer on (07) 3205 0555 or email grants@moretonbay.qld.gov.au.

Applications must be received by Council by 5:00pm on the closing date. Late and incomplete applications will not be considered.

Budget

When completing the budget table, please total the entire income and expenditure of the project. This includes other sources of funding and costs not covered by the requested grant funds. Note: The total income needs to match the total expenditure of 'total project costs'. Refer to the Budget Tips on the application form for further assistance.

INCOME	
RADF grant amount requested	\$1,530.00
Cash Contributions <i>Your cash co-contribution (e.g. purchase of capital equipment)</i>	
Organisation cash contribution (Potters' Wheel)	\$385.00
In-Kind Contributions <i>(e.g. volunteers, skilled labour, project management)</i>	
1 x Volunteer labour valued @ \$34.89/hr for 10 hours	\$348.90
Other Income <i>(e.g. other grants, sponsorship, donations, fundraising, ticket sales)</i>	
Sponsorship confirmed	\$800.00
TOTAL INCOME:	\$3,063.90

EXPENDITURE	Total Project Costs	RADF Requested Portion
Salaries, Fees and Allowances		
Production/Program Costs		
Clay, slips and glazes	\$880.00	\$880.00
Venue Hire	\$300.00	\$300.00
Potters' Wheel	\$385.00	
Marketing/Promotion/Admin		
Flyers, posters, banners	\$550.00	\$150.00
Social Media and Print Advertising	\$600.00	\$200.00
In-Kind (e.g. value of volunteers p/hr)		
1 x Volunteer @ \$34.89/hr for 10 hours	\$348.90	
TOTAL EXPENDITURE:	\$,3063.90	\$1,530.00

GST

All quotes and project budgets must be GST inclusive. An applicant's GST registration status will not impact the total amount paid if successful. For advice on GST, please contact the Australian Taxation Office (ATO) on 13 24 78 or via the ATO website.

Assessment

The high demand for funding under Moreton Bay Regional Council’s RADF Grants Program means that not all grant applications are able to be funded. Even though an application may meet the eligibility criteria, grants are highly competitive and success will depend on the number of applications received, the relative merit and quality of the application, how well the project aligns with priorities of the RADF Grants Program and available funds.

How are applications assessed?

All applications will progress through the following assessment stages:

Stage	Tasks
Pre-eligibility check	All applications are checked to determine applicant and project eligibility and to ensure that they are complete. Ineligible and incomplete applications will not progress to assessment.
Assessment	<p>All eligible and complete applications are scored against the following Assessment Criteria:</p> <ol style="list-style-type: none"> 1. Alignment with program priorities <ul style="list-style-type: none"> - The project aligns with local arts and cultural priorities. 2. Demonstrated community need <ul style="list-style-type: none"> - The project is clearly and concisely communicated. - The need for the project is clearly demonstrated and relevant consultation, evidence and support is provided. 3. Level of community benefit <ul style="list-style-type: none"> - The community benefit and intended outcomes of the project are clearly articulated and well developed. 4. Value for money <ul style="list-style-type: none"> - The budget is balanced, realistic and expenditure items are relevant to the project. - The applicant demonstrates additional investment. - The applicant describes a plan to self-sustain the project. 5. Capacity to deliver the project <ul style="list-style-type: none"> - The applicant demonstrates skills, experience and internal resources to deliver the project to a high standard, on time and within budget. <p>Preference will be given to applicants that:</p> <ul style="list-style-type: none"> - Contribute financially to the cost of the project. - Have not received grant funding in the preceding twelve (12) months. - Partner with others or share skills with the community (for RADF Developing Creative Skills applicants only) - Contribute to broader community outcomes of Health and Wellbeing, Education and Training, Employment, Social Connection and Cohesion.
Council endorsement	Recommendations are presented to the Council for endorsement.

RADF Assessment Panel

The RADF Assessment Panel is comprised of two (2) suitably qualified and experienced Council Officers and a number of community assessors with professional arts/cultural experience. The composition of the panel assessors is representative of the diverse community and arts and cultural sector and geography of the Moreton Bay region. Panel assessors are responsible for assessing applications as per the Community Grants Program Guidelines and abovementioned Assessment Criteria.

Community assessors are appointed through an Expression of Interest (EOI) process and will undertake training sessions on the RADF program and how to assess applications.

If you are interested in becoming a Community Assessor, please email Council’s Grants team on grants@moretonbay.qld.gov.au for further information. Applications received under the Developing Creative Skills - Out of Round will be assessed by the Grants & Business Services team against the RADF Guidelines.

How will I be notified?

All applicants will receive correspondence announcing the outcome of their application.

Successful applicants will receive a Funding Agreement. The Funding Agreement will include terms and conditions of the grant. The standard terms and conditions are detailed in the 'Funding Agreement' section of these guidelines; in some cases additional conditions may be added. Applicants are required to complete and sign the Funding Agreement and provide an invoice for the grant funds before funding will be released.

Unsuccessful applicants are invited to seek feedback on their application by phoning or emailing a Grants Officer. Unsuccessful applicants are also encouraged to resubmit their application to future RADF rounds or to another grants program. Both the Queensland and Australian Governments have websites that list available grants:

Funding Agreement

Successful applicants are required to comply with the following standard conditions:

- Maintain appropriate insurance cover for the duration of the project.
- Ensure all employees (paid and volunteer) have the required skills and licences i.e. Blue Card.
- Obtain all necessary permits/approvals prior to the beginning of the project i.e. park bookings.
- Meet all relevant workplace health and safety requirements.
- Complete the project within the start and completion dates as specified within the funding application budget.
- Expend the grant funding for the approved project and for the prescribed items as described in the application.
- Return an outcome report to Council within six (6) weeks of project completion. Receipts, tax invoices and other evidence of project expenditure are required as supporting documentation.
- In the event that the grant is not fully expended for the purposes outlined in the application, the unspent funds will be returned to Council at the time of the outcome report.
- In the event of a project variation or change of scope (for example change of creatives' or project partners, budget variation greater than 10%, change of project timeline), the applicant must notify Council's Grants team via email (grants@moretonbay.qld.gov.au) and receive approval before implementing the proposed changes.
- Appropriately acknowledge Council for the funding provided in all publicity relating to the funded project. This includes using Council's logo, in accordance with the corporate style guide, in printed material, on the applicant's website and acknowledgement at the event or activity.
- At the request of Moreton Bay Regional Council, applicants may also be required to include:
 - Provision of space for a welcome message by the Mayor, or his representative, in any official event program or website.
 - An opportunity for the Mayor, or his representative, to participate in any official proceedings leading up to and during the event.
 - Promotion of Council's website on the organisation's website.
 - A link between council's Facebook page and the organisation's online promotions.
- Council reserves the right to promote projects funded through the Regional Arts Development Fund.
- Acknowledge Arts Queensland funding in all publicity relating to the funded project. This includes use of the Queensland Government crest and the following acknowledgement statement: *The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Moreton Bay Regional Council to support local arts and culture in regional Queensland.*

RADF Reporting

All RADF funded activities are required to complete a Project Outcome Report. The Project Outcome Report includes information about the success of your project, budget and support material which are required to be submitted to Moreton Bay Regional Council within six (6) weeks of the completion of the project. Reports can be submitted online via the Smarty Grants application portal.

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

Contacts and Support

If you require further information regarding the RADF Grants Program, please contact a Grants Officer on (07) 3205 0555 or email grants@moretonbay.qld.gov.au.

Each round, Council runs RADF information sessions which provide further details about the program and application process to prospective applicants. Information about upcoming information sessions are available on the Council website.

Additionally, an individual appointment may be made with a Grants Officer to receive advice regarding the development of your application. Appointment may occur via video conference, phone or face to face. Please contact a Grants Officer on (07) 3205 0555 or email grants@moretonbay.qld.gov.au to request an appointment.

TTY – National Relay Service

A 24 hour national relay service offers an over-the-phone solution for people who are deaf or have a hearing or speech impediment:

TTY and Voice: 133 677

Speak & Listen (SSR): 1300 555 727

SMS Relay: 0423 677 767

Translating and Interpreter Service (TIS)

Interpreter assistance is available in 160 languages and dialects.

To use an interpreter, please phone 131 450.

RADF Category: Developing Creative Skills

This category supports the professional development of individual creative practitioners, and projects that provide opportunities for community groups and residents of the Moreton Bay region to engage in skills development activities.

Eligibility criteria:

In addition to the General Eligibility Criteria, the following criteria apply to the Developing Creative Skills category:

Eligible projects and expenditure:

For individual applicants:

- Eligible individuals may apply for funding to attend and participate in professional development opportunities such as seminars, master classes and mentorships.
- Assistance is available for up to 75 per cent of the total costs for registration, accommodation and travel to a maximum of \$1,000 for activities in Queensland and \$2,000 for activities nationally and internationally.

For organisations:

- Eligible organisations may apply for funding to engage a professional creative or arts worker to work with organisation members to develop their arts practice or to run arts development workshops or community projects.
- Eligible expenditure includes travel, accommodation and fees associated with employing a professional creative or arts worker.
- Eligible expenditure may also include costs associated with delivering a community workshop or project such as venue hire and marketing.

Developing Creative Skills - “Out of Round”

Applications from eligible individuals may be considered outside the funding rounds to support professional development opportunities that unexpectedly become available.

Assistance is available for up to 75 per cent of the total costs for registration, accommodation and travel to a maximum of \$1,000 for professional development activities.

Applications should be submitted as early as possible, but no later than four (4) weeks prior to the professional development opportunity commencing.

Individuals are required to contact a Grants Officer on (07) 3205 0555 or by emailing grants@moretonbay.qld.gov.au for further information and to apply.

RADF Category: Creative Tourism

This category supports creative projects and activities that reflect the cultural vitality of the Moreton Bay region and deliver tangible benefits to the region's economy, visitation, and profile.

Eligibility criteria:

In addition to the General Eligibility Criteria, the following criteria apply to the Creative Tourism category:

Eligible projects:

This category supports projects and activities that:

- Focus on the region's locally distinct arts, culture and heritage,
- Are creatively innovative, and/or
- Encourage community participation.

Eligible expenditure:

- Project salaries, fees and allowances
- Marketing of project or professional creative product
- Production costs directly related to the activity - including (but not limited to): venue hire, product development, equipment or services hire.

Ineligible projects and expenditure:

- Projects where attendance is generally limited to individual organisations and their members.

RADF Category: Collections and Stories

The Collections and Stories category supports projects that:

- a) Preserve and provide access to historic and contemporary collections, and
- b) Collect and tell stories from the past and the present.

Eligibility criteria:

The following criteria apply to the Collections and Stories category:

Eligible projects and expenditure:

- Development of a statement of significance.
- Documentation, preservation and interpretation projects (a statement of significance must be provided with the application).
- Collection management training through community-based workshops.
- Community stories documentation, which may be through various forms and mediums including plays, videos, artwork, digital exhibitions, education programs, oral histories and publications.
- Preference may be given to applicants that can demonstrate strong community participation and ownership.

RADF Category: Creative Concept Development

This category supports the progression of a creative project from a concept to a plan for implementation. To achieve this, applicants will be expected to investigate and report on the following:

- creative content and rationale;
- demand for the creative project;
- future funding sources;
- project partners / stakeholders; and
- technical requirements relevant to the creative project.

Potential Creative Concept Development applicants are strongly encouraged to contact a Grants Officer on (07) 3205 0555 or by emailing grants@moretonbay.qld.gov.au to discuss the scope of their project prior to application submission.

RADF Category: Interest Free Arts Loan

Interest free loans are available to eligible organisations to deliver arts and cultural events that celebrate the cultural vitality of the Moreton Bay region and deliver tangible benefits to the region's economy, visitation, and profile.

Funding:

- Up to \$15,000 (GST inclusive) is available per application.
- The total amount of the loan must be paid back within six (6) weeks of the conclusion of the activity.

Eligibility criteria:

In addition to the General Eligibility Criteria of the Community Grants Program, the following criteria apply to the Interest Free Arts Loan category.

Eligible projects and expenditure:

- Projects that will generate an income greater than the amount of the loan, and where no other funding source is available.
- Applicants must demonstrate a prior commitment from a distributor or producer (such as a publisher, gallery or venue) that can confirm and substantiate revenue forecasts.

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

