

# Regional Arts Development Fund

2023-24 Grant Guidelines



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# Regional Arts Development Fund (RADF)

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 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.

## 2023-24 Important dates

Round	Opening Date	Closing Date	Select this round if:	Notification	Acquittal
<b>Round 1 -</b> All categories except CC	1 September	30 September	Your project commences after 1 November	~4 weeks after closing date	4 weeks after project completion
<b>Round 2 -</b> All categories except CC	1 March	31 March	Your project commences after 1 May		
<b>Continue Creating (CC)</b> (quick response)	1 August	Applications may be submitted at any time while funds remain. Projects must commence within 6 weeks of submission.		~10 business days from submission	2 weeks after project completion

# Eligibility Criteria

## 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 no outstanding grant acquittals or debt to Council.

## Ineligible Organisations and Groups

- Government agencies.
- Schools and Parent & Citizens Associations; unless auspiced by an eligible organisation and the project engages with, and demonstrates a benefit to, the wider community.
- Churches; unless the proposed project is 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 reside 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 active Australian Business Number (ABN) in the name of the applicant as Individual/Sole trader.
- Have adequate Public Liability Insurance (if required).
- Have no outstanding grant acquittals or debt to Council.

Please note that additional eligibility criteria may apply for some Categories. Please refer to the Category to which you are applying (on pages 7 and 8), for further information.

## 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.

**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.

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. Rates of pay (to arts and cultural workers involved in the RADF grant funded project) must be aligned with career stage (emerging / established) and relevant arts industry standards.



## Ineligible Projects and Expenditure

- Projects that start before the outcome of the application is known.
- Projects and events receiving a cash 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.
- Projects not providing a benefit to the Moreton Bay region.
- Projects that are being delivered primarily for a commercial purpose or are centred on an existing commercial product.
- Projects that have been funded twice previously under the Community Grants Policy.
- Entertainment at events without a specific developmental outcome for artists or engagement opportunity for audiences.
- 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 (furniture, equipment etc).
- Insurance costs.

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

- Framing or freight.
- Publishing costs.
- Music recording and production costs.
- Other professional services to the project.

For further information or explanation regarding eligibility please contact a Council Grants Officer.

## Funding

All RADF applicants are strongly encouraged to discuss their project with a Council grants officer before commencing an application.

- Up to \$2,000 is available per application through Continue Creating.
- Up to \$7,000 is available per application through the grant rounds. Applicants may apply for a higher amount, however, if requesting greater than \$7,000 a 25% minimum (of the grant amount being requested) cash co-contribution toward the total project cost is required. This cash co-funding may be sourced from own funds or other external funding sources.
- Applicants are eligible to receive up to a total value of \$15,000 in RADF grant funds per financial year.
- Where community organisations act as an auspice for unincorporated community groups, these funds will not form part of the auspicing organisation's maximum annual funding limit.
- 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.
- Applicants that have received a RADF grant this financial year, or have not yet finalised a RADF funded project, may be a lower priority.
- Council reserves the right to part fund a grant application.

## Application documents

The following documents are required for RADF applications:

- A current CV for all arts or creative professionals involved in the project.
- Support material (for individual applicants only to provide evidence of their selected career stage).
- Quotes (inclusive of GST) for all grant expenditure items in the budget.
- Letters of confirmation from key venues involved in the project.
- Letters of support from creative professionals and collaborators, arts and cultural organisations, and/or members of your project's intended target audiences or participants that speak to the proposed project as well as the applicant's creative practice and skills.
- Current public liability insurance Certificate of Currency (not required for individual applicants that are not engaging with the public).
- Additional documents may be required for some categories. Please ensure you attach all required documents to your application and that each attachment is clearly named.

## Using SmartyGrants

Applications must be submitted via Council's online grants management portal, SmartyGrants. The SmartyGrants application link can be found on Council's grants and funding webpage at [mbrc.qld.gov.au/RADF](http://mbrc.qld.gov.au/RADF).

Applicants are required to create a SmartyGrants account. This account will be used to manage all stages of your grant. It is recommended that you choose a username and password that is easy to remember.

Applications must be received by the closing date. Late or incomplete applications will not be considered. All applicants will be notified about the outcome of their application via email.

All RADF grant recipients are required to complete an Acquittal Report at the completion of the project. Reports must be submitted online via your SmartyGrants account.

# Assessment

The high demand for funding under Moreton Bay Regional Council's RADF Grants Program means that not all 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:

### Eligibility check

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.

### Merit Assessment

Eligible and complete applications are scored against the following Assessment Criteria:

#### Merit

- The project demonstrates creativity, originality and/or innovation.
- The project aligns with local arts and cultural priorities.

#### Benefit

- The project contributes to enhancing the artist's professional practice, and/or that of their community group, the broader community or arts sector.
- The benefits of the project are clearly articulated, and relevant evidence of consultation and support is provided.

#### Skills

- The applicant demonstrates the skills required to carry out the project, or if applying as an Emerging Artist, has involved relevant creative professionals that do.
- The applicant has demonstrated relevant experience to communicate with their intended target audiences or participants, or referenced relevant protocols to do so.

#### Value for money

- The budget is balanced, realistic and expenditure items are relevant to the project.
- The applicant demonstrates additional investment - this could include in-kind contributions, partnerships as well as funding from other sources.

#### Capacity to deliver the project

- The applicant demonstrates skills, experience and internal resources to deliver the project to a high standard, on time and within budget.

# RADF Funding Categories

## **Continue Creating (quick response - available to individual applicants only)**

This category supports individual artists to undertake professional development and the production of new work. Continue Creating projects must be ready to commence within six weeks of submitting an eligible application and must be completed within six months of commencing.\*

***Applicants seeking funding for these project types may apply for up to \$2,000 per application:***

- **Concept development** such as researching, developing and planning for a new creative project or idea and getting feedback from a professional;
- **Creative development** such as creating new and original work in any art form which can include a mentoring component;
- **Community engagement** such as the delivery of new activities and approaches that engage with local audiences or communities.

***Applicants seeking funding for professional development may apply for up to \$1,000 per application:***

- **Professional development** such as attendance at a conference or a skills development workshop (virtual or face to face). Applicants may apply for up to 75% of the total costs for registration, mentor fees, accommodation, and travel.\* Professional development applicants may apply up to 12 weeks in advance to take advantage of early bird rates offered by conferences.

All Continue Creating Projects must have a digital outcome that is published and shared by one of the following methods: podcast, audio file, content posted to an online platform or website, video content or images of your work/process etc.

## **Developing Creative Skills (available to organisations only)**

This category supports projects that provide opportunities for community groups of the Moreton Bay region to engage in skills development activities.

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 budget items include travel, accommodation and fees associated with employing a professional creative or arts worker, costs associated with delivering a community workshop or project (such as venue hire and marketing).

## **Concept or Creative Development**

This category supports the concept development of a creative project or the creation of new work in any art form. Concept development includes researching, developing, and planning for a new creative project or idea, concept rationale, intended audience and likely demand, project partners and stakeholders as well as a range of funding sources.

Creative development includes a phased approach and timeline for key tasks, technical requirements and collaborators involved in creating a new and original body of work.

Eligible budget items include artist fees, fees to engage collaborators and/or consultants, materials directly related to the project, venue hire, marketing etc.



## **Collections and Stories**

This category supports projects that preserve, and provide access to, historic and contemporary collections, and/or collect and tell stories from the past and the present.

*Eligible projects include:*

- 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. Eligible budget items include professional fees (consultants, curators, researchers, artists), materials directly related to the project, equipment hire etc.

## **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. Applicants will need to provide evidence that supports the anticipated tourism outcomes.

Eligible projects include creative projects and activities that focus on the region's locally distinct arts, culture and heritage and/or encourage increased visitation to the region. Ineligible projects are those where attendance is generally limited to individual organisations and their members.

Eligible budget items include professional fees (consultants, curators, researchers, artists), materials directly related to the project, venue and equipment hire, marketing etc.

## **Contacts and Support**

RADF applicants are strongly encouraged to contact a Council Grants Officer on (07) 3205 0555 or by emailing [grants@moretonbay.qld.gov.au](mailto:grants@moretonbay.qld.gov.au) to discuss the scope of their project prior to commencing an application.

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.

*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.*



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