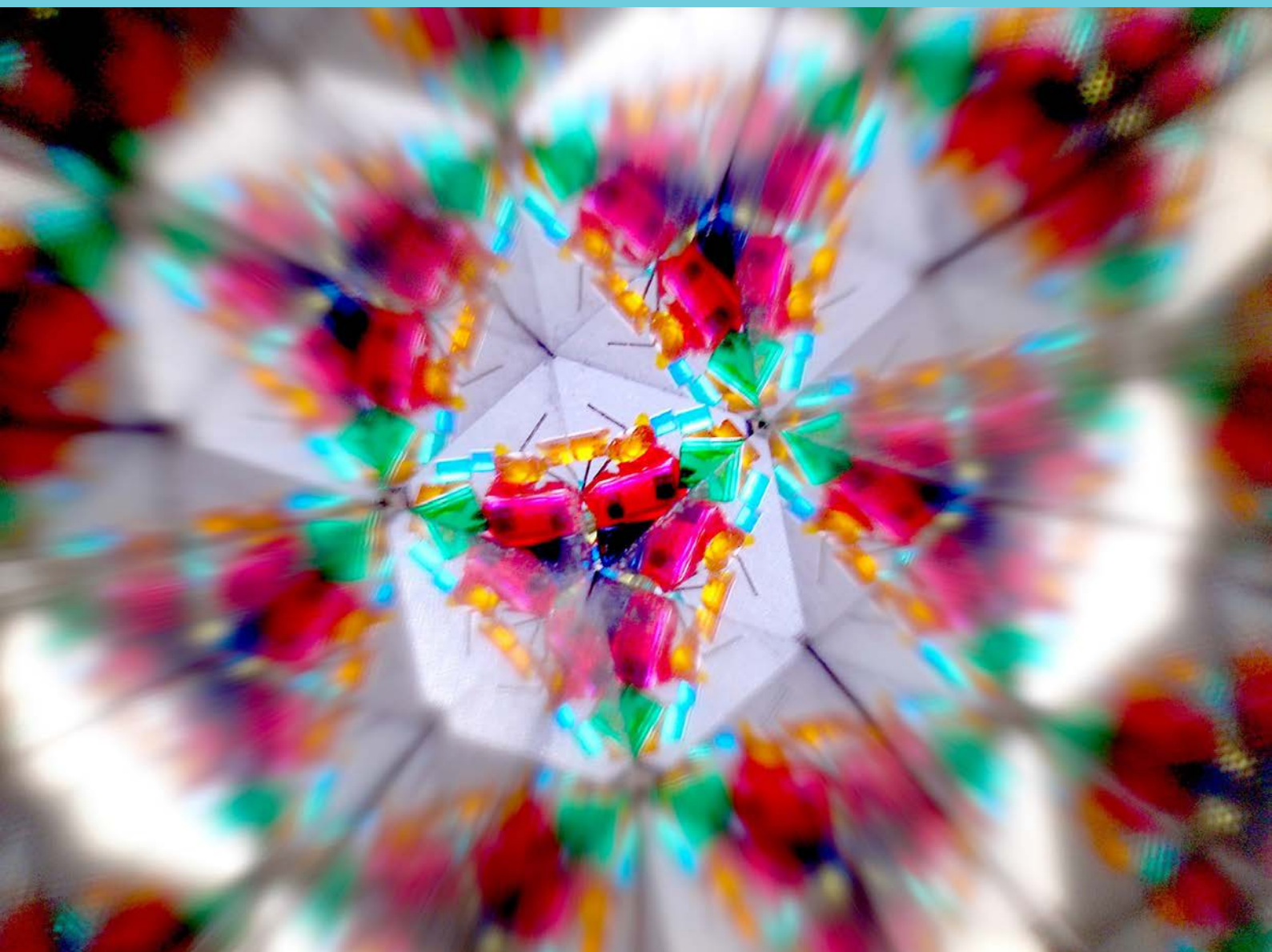




# Regional Arts Development Fund (RADF) Guidelines



## 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:

- X Provide public value for the Longreach Regional Council communities.
- X Build local cultural capacity, cultural innovation and community pride.
- X Deliver Queensland Government's objectives for the community:
  - X Encouraging safe and inclusive communities.
  - X Building regions, supporting disadvantaged Queenslanders.
  - X Stimulating economic growth.
  - X Innovation, increasing workforce participation and conserving heritage.

## 2022-23 Key Performance Outcomes (KPOs)

All projects receiving RADF funding are required to report on their contribution towards RADF 2022/2023 Key Performance Outcomes (KPOs):

### QUALITY

- X Produces or contributes to high-quality arts and cultural initiatives for local communities.
- X Proven capacity to effectively support and deliver arts and cultural services.

### REACH

- X Provides access to, and engagement in, arts and culture for diverse communities, practitioners, participants and audiences.
- X Evidence of local demand for proposed program/s.

### IMPACT

- X Demonstrates cultural, artistic, social or economic returns on investment.
- X Supports one or more of the Queensland Government objectives for the community including:
  - X Encouraging safe and inclusive communities.
  - X Building regions, supporting disadvantaged Queenslanders.
  - X Stimulating economic growth.
  - X Innovation, increasing workforce participation and conserving heritage.

### VIABILITY

- X Evidence of good planning and reporting.
- X Evidence of partnership with community, business and or government.

## Eligibility

The following individuals and organisations can apply up to 100% of eligible items for their project through RADF.

(Applicants are required to demonstrate other contributions including in-kind, sponsors, partners or funding to their project)

- X Incorporated and unincorporated organisations, individual artists, emerging artists, arts workers, cultural workers, project coordinators, non-for profit community organisation, schools, businesses or other non-arts groups who:
  - X Are based in the Council area, or if based outside the Council area are able to demonstrate how the project will directly benefit arts and culture in the Council area.
  - X Are permanent residents or Australian citizens.
  - X Have an Australian Business Number (ABN) or who will be auspiced by an incorporated organisation or individual with an ABN.

## Ineligible applicants that are no able to apply for RADF funding are:

- X Previous applicants that have not satisfactorily acquitted a previous RADF grant.
- X Applicants that are applying for multiple funding streams from Longreach Regional Council grants programs for the same project.
- X Projects that do not demonstrate benefits for residents of the Longreach Regional Council area.
- X Incomplete and/or unsigned applications.
- X Activities that commence before notification of successful funding by Council resolution.
  
- X Additionally, RADF will not support:
  - X Framing, (e.g. exhibitions), publishing or printing (e.g. brochures or promotional costs).
  - X Catering costs, openings, launches, parties and meal expenses.
  - X Competitions and eisteddfods.
  - X Purchase of capital items. E.g. laptop, printer.
  - X Operational expenses for the applicant (e.g. Wages and office expenses).
  - X Retrospective funding.
  - X Equipment or other expenditure that are personal or of personal gain.
  - X Meal expenses.

## Application Process

**Step 1:** Read the Longreach Regional Council RADF Guidelines.

**Step 2:** Applicants are strongly encouraged to contact Longreach Regional Council RADF Liaison officer to discuss your project and funding requirements on (07) 4658 4111.

**Step 3:** Complete an application form (that can be found on Council's website or requested via phone).

**Step 4:** Submit your application with your supporting documentation by e-mailing [assist@longreach.qld.gov.au](mailto:assist@longreach.qld.gov.au) or return in person to the Longreach, Ilfracombe or Isisford Council's Branch's or mail to PO Box 144, ILFRACOMBE QLD 4727.

## Funding Rounds

Regional Arts Development Fund is offered at a minimum of two (2) rounds per financial year, for opening and closing dates, please refer to Council's website.

Applications outside of the prescribed rounds will not be considered.

## Submission Guidelines and Supporting Documentation

When submitting your application you are required to submit the following supporting documentation:

- X List of artist(s) involved and their resumes or supporting documentation (e.g. references or website link).
- X Eligibility checklist for professional or emerging artists for each artist involved in your project.
- X Written confirmation of the names and availability from the key artists (email is acceptable).
- X Letters of support from relevant stakeholders.
- X Detailed and accurate budget, including applicant contribution details outlined as project revenue.

## Longreach Regional Council RADF Assessment Process

The Longreach Regional Council RADF Assessment process is an evaluation process which is conducted by the Longreach Regional Council Regional Arts Development Fund Advisory Committee. All applications will be evaluated against the Assessment Checklist by the RADF Committee and recommended for Council endorsement.

All applications will receive written notification of their outcome, following Council endorsement. Applications which are successful will be sent a letter of offer, which will need to be signed and returned before funds are paid to the nominated bank account. Unsuccessful applicants will receive a letter notifying the outcome.

## Longreach Regional Council RADF Assessment Criteria

Applications are required to articulate delivery against RADF 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 Longreach Regional Council RADF Advisory Committee against the below four equally weighted criteria. The indicators listed are a sample of the types of evidence needed to achieve each criterion:

Criteria		Consideration
<b>QUALITY</b>	Produces or contributes to high-quality arts and cultural initiatives for local communities	<p>Who will deliver the project?</p> <p>What outcomes are expected from the project?</p> <p>How will the project impact the local community or region?</p> <p>How will the project provide high quality experience or build capacity in the local community?</p> <p>Are there any innovative aspects of the project?</p>
	Proven capacity to effectively support and deliver arts and cultural services.	<p>Do you have a track record of delivering high quality arts and cultural initiatives?</p> <p>Does the artist have the right skill set to deliver the project?</p> <p>Are you able to support and deliver a project that provides value to our local community?</p>
<b>REACH</b>	Provides access to, and engagement in, arts and culture for diverse communities, practitioners, participants and audiences	<p>Who and how many benefits from the project (individuals, groups in the community)?</p> <p>Who in the community will be engaged in the project - artist, arts workers, and audience?</p> <p>Does the project include diverse groups in the community?</p>
	Evidence of local demand for proposed program/s	<p>How does the project respond to local need/demand?</p> <p>How does the applicant know the project of activities responds to local needs and interests? (provide letters of support)</p>
<b>IMPACT</b>	Demonstrates cultural, artistic, social or economic value.	<p>How will you measure the success of your project?</p> <p>How does the project add value to the cultural, artistic, social or economic fabric of our community?</p>
	<p>Supports one or more of the Queensland Government objectives for the community including:</p> <ul style="list-style-type: none"> <li>X Encouraging safe and inclusive communities.</li> <li>X Building regions, supporting disadvantaged Queenslanders.</li> <li>X Stimulating economic growth.</li> <li>X Innovation, increasing workforce participation and conserving heritage.</li> </ul>	<p>Which Queensland Government objective(s) does the proposed program of activities make the strongest contribution to and how?</p>

Criteria		Consideration
VIABILITY	Evidence of good planning and reporting.	Does the project demonstrate viability through budgeting, planning and timelines?  Does it provide relevant support material and confirmation of artists' roles and availability?  Is the amount you have requested appropriate to the reach of the project?
	Evidence of partnership with community, business and or government.	How will the proposed activities leverage off other local projects, programs and events?

## Acquittal /Outcome Report

Successful applicants will be required to complete and return the RADF Outcome Report within eight (8) weeks of the nominated event date. The acquittal form must be accompanied with proof of payment of invoices and supporting documentation. Failure to do so jeopardies any future grants applications with RADF.

## Acknowledging the partnership

All RADF funded activities must acknowledge the Queensland Government and the Longreach Regional Council in all promotional material and publications by including the RADF 2020-2021 acknowledgment text and appropriate logos.

### Acknowledgement text for RADF 2021-2022:

*The Regional Arts Development Fund is a partnership between the Queensland Government and Longreach Regional Council.*

You can download the Queensland Government logo and style guide at: [www.arts.qld.gov.au/aq-funding/acknowledgement](http://www.arts.qld.gov.au/aq-funding/acknowledgement)

## For further information contact:

Longreach Regional Council

E-mail: [assist@longreach.qld.gov.au](mailto:assist@longreach.qld.gov.au)

Phone: 07 4658 4111