



SCENIC RIM REGIONAL COUNCIL

RADF Guidelines 24-25

SCENIC RIM



REGIONAL COUNCIL



Acknowledgement of Country

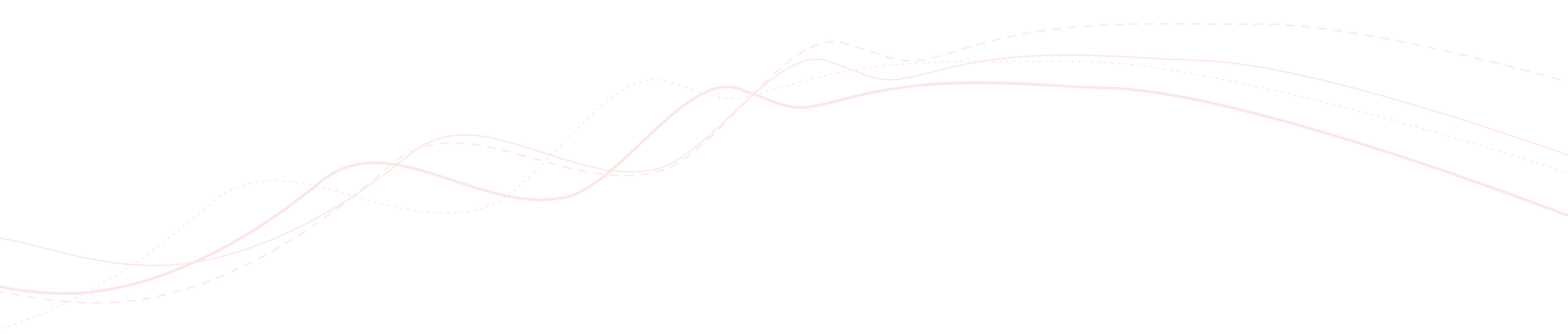
Scenic Rim Regional Council acknowledges the traditional country of the Mununjali, Wangerriburra, Migunberri and Ugarapul Peoples of the Scenic Rim.

We recognise that the Scenic Rim continues to have connections to cultural, spiritual, environmental, and economic importance and respect connection to Country.

We pay our respects to Elders past, present and emerging, acknowledging the important role Aboriginal and Torres Strait Islander peoples play in shaping the future of our Region.

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RADF PROGRAM

WHAT IS RADF?

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 2024-25 promotes the role and value of arts, culture and heritage as key drivers to support diversity and inclusivity; grow strong regions.

RADF provides training, education and employment opportunities for Queensland artists and local communities.

RADF is a flexible fund that supports local councils to invest in arts and cultural priorities as determined by local communities, across Queensland.

AIM

Scenic Rim Regional Council is committed to promoting the arts as a tool for cultural expression and development and encouraging cultural engagement and participation to build community capacity.

RADF will work in conjunction with the Scenic Rim Regional Councils Arts and Cultural Policy to realise three main goals.

- Build community capacity through arts and culture.
- Enable the region to appreciate, realise and articulate its heritage and identity.
- Promote and generate creative excellence.

RADF OBJECTIVES

- Build local cultural capacity, cultural innovation and community pride
- Provide public value for Queensland communities
- Provide opportunities for local communities to participate in arts and cultural activities
- Deliver Queensland Government's objectives for the community

KEY DATES

The RADF Program is open all year round for planning, preparing and seeking assistance with grant writing. Please note that Council is running a single grant round in 24/25.

Big Idea Community Grant Round

- Open 20 August 2024
- Closes 25 September 2024
- Shortlisted applicants notified 15 October 2024
- Full Applications due 4 Nov 2024
- For projects after 1 Feb 2025

Express Lane Quick Response Professional Development Grants

- Rolling Fund of \$5,000 open all year, available from 20 August 2024

Launch Pad Young Creatives Small Arts Grant

- Rolling Fund of \$5,000 open all year, available from 20 August 2024
-



BIG IDEA GRANTS

CATEGORIES

In developing your application, it is essential that you demonstrate how your project addresses one of the following four categories.

VALUE YOUNG PEOPLE

- projects and activities that engage young people
- events that encourage young people to participate
- workshops that teach young people new skills
- opportunities to develop inspiration for new work
- youth inspired exhibitions or performances
- street art festivals
- ephemeral works that explore play
- mentorship programs
- collaborations with schools
- projects that connect young people across the region

SUPPORT LOCAL ARTISTS

- to promote and market their arts practice
- to develop ideas for a body of work
- to explore new technologies in their art work
- to attend workshops or masterclasses
- to work with mentors to develop an arts practice
- to work with local communities
- to collaborate with other artists and art forms
- to partner with other regions and LGA's
- to undertake arts business training
- to develop arts events
- to participate in artists in residencies
- to exhibit or perform in and outside the region

SUPPORT FIRST NATION ARTS

- to grow arts and cultural experiences
- to develop and showcase new work
- to connect with stories of the past
- to share unique stories and cultural knowledge
- to mentor emerging artists
- to design and deliver arts and creative programs
- to increase career development opportunities
- to engage with new technologies
- to undertake artists in residencies
- to exhibit or perform in and outside of the region
- to grow opportunities for audiences to experience authentic arts and culture.
- to promote or market their work

ENHANCE OUR TOWNS AND VILLAGES

- by activating our public spaces
- through the sharing of local stories
- through projects that add vibrancy to our spaces.
- through public art and placemaking
- with street art festivals
- by upskilling artist to work build resilience
- through temporary or ephemeral art works
- by developing projection artworks
- through mural workshops or mentorships
- revealing new community stories or histories
- with signage, storyboards or story markers
- through activities that connect communities
- through digital and new technologies



EXPRESS LANE GRANTS

QUICK RESPONSE GRANTS

Maximum \$1,000 for Queensland projects
Maximum \$1,500 for Interstate or Overseas projects.

The Quick Response grants are for professional development opportunities that fall outside of the normal RADF rounds. It is a rolling fund commencing in July 2024 until \$5,000 in funding is exhausted.

The grant is aimed at activities focused on developing local creatives and showcasing the Scenic Rim as a region of creative excellence. Assistance is available for local, professional and emerging artists and arts workers to:

- attend professional development seminars, conferences or activities
- attend masterclasses or mentorships with recognised arts and culture professionals
- present or showcase at an appropriate arts event.

Grants can include travel, accommodation and registration fees for attendance, or event presentation costs.

Applicants are required to contribute to the costs of the professional development, as RADF does not cover 100% of the project. This can be In-Kind support from the applicant or other community members or businesses.

Applicants are required to submit the Application Form through Smarty Grants at least 8 weeks prior to the event for assessment, decision making and payment processing

Applications will be assessed on their individual merit by the Arts Reference Group against the RADF criteria.

LAUNCH PAD GRANTS

YOUNG CREATIVES ARTS GRANT

Maximum \$1,000 for Queensland project

The Launch Pad Grants provides an opportunity for emerging artists and producers aged 16-25 years to access resources to support their arts practice.

An aim of this grant is to increase awareness of the RADF program for emerging artists and provide experience in grant applications. This is a rolling fund commencing in July 2024 until \$5,000 in funding is exhausted.

Assistance is available to young creatives for a wide range of support including but not limited to:

- art materials for concept development or to produce a body of work
- publications, texts or journal subscriptions
- Travel to workshops, mentorships or work experience in a creative field
- mentorships with professional arts or cultural workers
- specific equipment required for an arts practice
- printing of promotional material for an arts practice or event
- workshops, courses or professional advice
- folio development and production

A requirement of this grant is for the recipient to provide a Letter of Support from a professional arts or cultural worker, teacher or tutor verifying the applicant's dedication to their arts practice



APPLICATIONS

The RADF Program is open year-round. Applicants can contact the RADF Liaison Officer throughout the year for information on the program, advice on developing a project for funding and assistance with grant writing.

The 2024-20245 RADF Big Idea Grants program involves a 2-stage application process.

SNAPSHOT APPLICATION

This application form is stage 1 of the "Big Idea" Community Grants. It should be a concise, persuasive overview of your project that will spark interest in your idea, a project or in yourself as an artist. Keep the language simple and provide a clear description of what you aim to do and the outcomes you aim to achieve. This is a shorter application with no support material required.

FULL APPLICATION

The Arts Reference Group will assess the Snapshot applications and successful applicants can then work with the RADF Liaison Officer to complete their full application. This includes additional information, full budget with quotes and support material.



FUNDING ALLOCATION

The total funding made available through a partnership between Arts Queensland and SRRC is \$72,500

- \$52,500 is allocated to "Big Idea" Community Grants Round (In total, not per grant)
- \$10,000 is allocated towards a Council initiated, community run Strategic Initiative project.
- \$5,000 is allocated towards "Express Lane" Professional Development Grants
- \$5,000 is allocated towards "Launch Pad" Young Creatives Small Arts Grant

APPLICANT SUPPORT

The RADF Liaison Officer is your main contact for the RADF Program. They liaise with officers at Arts Queensland to ensure appropriate management of the RADF Program. It is recommended that all applicants contact their RADF Liaison Officer for help in understanding the RADF Program, and with writing their grant application.

All RADF information can be downloaded from:
www.liveatthecentre.com.au/RADF-pg20589.html

RADF Liaison Officer, Mark Paddick
Ph. (07) 5540 5351
E. mark.pa@enicrim.qld.gov.au

ASSESSMENT PROCESS

Stage 1: Snapshot Applications

- Applications are reviewed by the RADF Liaison Officer to ensure eligibility.
- Applications are reviewed by relevant community advisory groups for feedback.
- All feedback is provided to the Arts Reference Group who will review all eligible applications.
- Successful applications are shortlisted and invited to complete a full application.
- Unsuccessful applicants are advised and provided with feedback.

Stage 2 Full Applications

- The Arts Reference Group assesses applications against the Key Performance Outcomes.
- Assessment decisions take into consideration: available funding, balance across art forms, artistic excellence, council priorities and target group representation.
- Recommendations are submitted to Council for approval.
- Successful applicants are sent a Letter of Offer.
- Unsuccessful Applicants are advised and provided.

ELIGIBLE APPLICANTS

Applicants must:

- Complete the Eligibility Checklist for Professional and Emerging Professional Artists. This checklist has been developed to determine the professional or emerging professional status of all artists receiving RADF grant money. Artists being paid by RADF grant money must meet at least three of the 12 criteria on the checklist.
- Be permanent residents or Australian citizens and be based in the Scenic Rim or demonstrate how the project will directly benefit Scenic Rim Arts & Culture
- Have an Australian Business Number (ABN) or be auspiced by an individual or organisation that has one
- Be over 18 years of age or have the application co-signed by a legal guardian.
- Be individual professional artists, emerging professional artists, arts workers, cultural workers.
- Be an Incorporated arts and cultural organisation based in the Council area, or if based outside the Council area be able to demonstrate how the project will directly benefit the arts and culture in the Scenic Rim area.
- Be an Unincorporated organisation, auspiced by an incorporated body, that is based in the Scenic Rim, or if based outside the area be able to demonstrate how the project will directly benefit the Council area.

INELIGIBLE APPLICANTS

- RADF will not support 100% of a project. Significant contribution, either financial or In Kind, is required from the applicant.
- Applications submitted after the closing date.
- Applications that are unsigned. Digital Signatures are acceptable
- Applicants who have failed to acquit previous RADF grants.
- Activities that commence before Council approval has been given.
- Funding for competitions, a prize or an eisteddfod
- Applications for accredited study, training or university courses.
- Applications that don't address the local priorities indicated on page 2 of these Guidelines
- Recurrent funding for artists or arts organisations.
- School based projects that are considered to be the schools core business
- Amateur arts activities EXCEPT for professional services to amateur arts activity.
- Purchase of capital items, e.g. equipment, buildings or vehicles

ADDITIONAL INFORMATION

RADF LIAISON OFFICER

The RADF Liaison Officer is your main contact for the RADF Program. They liaise with officers at Arts Queensland to ensure appropriate management of the RADF Program. It is recommended that all applicants contact their RADF Liaison Officer for help in understanding the RADF Program, and with writing their grant application.

ELIGIBILITY CHECKLIST

All artist receiving financial benefit from an RADF grant must complete the Eligibility Checklist for Professional and Emerging Professional Artists. This is attached to the application form. This checklist has been developed to determine the professional or emerging professional status of all artists receiving RADF grant money. Artists being paid by RADF grant money must meet at least three of the 12 criteria on the checklist.

AUSTRALIAN BUSINESS NUMBER

It is not mandatory for RADF applicants to possess an ABN. However, if they do not have an ABN the application can be auspiced by an incorporated organisation or an individual with an ABN (known as the auspice body) who manages the grant on behalf of the applicant. The applicant is still responsible for the acquittal and providing a financial report on completion of the project to the auspicing body to approve. The auspice body is not responsible for the artistic direction or quality of the project.

VARIATIONS TO A PROJECT

Funding cannot be used for any activities except those specified in your letter of offer, unless a variation of the funding agreement is sought from and approved in writing by Scenic Rim Regional Council.

Approval from the Scenic Rim Regional Council, through the RADF Liaison Officer, must be made in writing immediately if there are any changes to:

- key personnel
- Timelines
- Budget
- Funding from other source
- Project Outcomes

If approval is not obtained, you may be required to repay the funds and may not be eligible for future funding. Applicants requiring an extension require written approval prior to the original due date of the Outcome Report.

SUPPORT MATERIAL

Brief and clear support material strengthens your application. Include only relevant support material, such as:

- a Curriculum Vitae from each professional arts and or cultural workers employed in the activity.
- quotes from tradespeople, publishers or other businesses cited in your budget
- letters of support from project partners, a community Elder, workshop leader or groups that will benefit from the project. Avoid support letters from people involved in the project.
- confirmation of the availability of artist or arts and cultural workers involved in the project.

ACKNOWLEDGING YOUR RADF FUNDING

RADF funded activities must acknowledge the Queensland Government (Arts Queensland) and the Council in all promotional material, websites, publications and products by inclusion of the RADF acknowledgment text and logo band. This will be provided to successful applicants.

The acknowledgment statement for RADF 2022-23 is:

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



ARTS REFERENCE GROUP

The Scenic Rim Arts Reference Group (ARG) will support Council in promoting the arts as a tool for cultural expression and development and building community engagement.

The ARG comprises of seven community representatives who assess the grant applications against RADF criteria and the KPO's. Representatives are sort from across the region and with a diverse range of experience including:

- heritage
- education
- First Nations
- youth
- tourism
- health and well-being
- landscape and/or architectural design

When vacancies arise, an Expressions of Interest will be advertised and new members will be invited to apply.

APPLICATION PITCH

The 'pitch' is an in-person presentation about your project that is recorded by the RADF Liaison Officer and presented to the Arts Reference Group as an audio or video file.

This may be applicable where a written application is difficult due to:

- Cultural background
- Language
- Disability
- Health and Well being

The artist or a member of the organisation or group can present the idea for their project verbally during a meeting with the RADF Liaison Officer.

Be as creative in your pitch as you like but remember the key elements and details must be there for the panel to consider and assess your application

RECORDED OR VIDEO APPLICATION

In a time where communicating via video has become the norm, Council is offering applicants the opportunity to submit RADF applications via video.

Tips for video applications:

- answer all the questions in the application form. Like written applications, you still need to read the questions carefully and provide concise and clear responses.
- your content is critical, and is the most important criteria that will be assessed, not how professional your video looks or the nice the background images
- you may have escaped word limits and punctuation, but will instead need to prepare a script
- practice and rehearse your responses to ensure it meets the time limits and your voice is clear.
- plan in advance who will record the application, what software you will use to record the video and what format it will saved in.



GRANT PAYMENT

RADF LETTER OF OFFER

The Arts Reference group will assess all applications and make recommendations to Council for funding. Successful applicants will receive a Letter of Offer that states the terms and conditions of the funding. This will be mailed and emailed to the applicant once Council has ratified the ARG recommendations.

Applicants complete and sign the Letter of Acceptance (marked ORIGINAL) and the enclosed duplicate letter (marked COPY).

The original to returned to Scenic Rim Regional Council and the duplicate is retain for their records. The Funding Agreement commences on the date of receipt of your Letter of Acceptance by SRRC.

SUPPLIER/CREDITOR FORM

SRRC processes all grant payments using Electronic Funds Transfer (EFT). If the applicant is being auspiced, payment will be made to the auspicing organisation.

All successful applicants or their auspicing agent will be sent a Supplier/Creditor Form. This will need to be completed, signed and returned to accounts@scenicrim.qld.gov.au.

The Supplier Form ensures the applicant or the auspicing agent is in Council's Payment System.

PURCHASE ORDER NUMBER

The RADF Liaison Officer will raise a Purchase Order Number for each applicant and email this to them. This must be included on their invoice in order to be paid.

STATEMENT BY SUPPLIER

If an Australian Business Number (ABN) is not quoted, applicants will be required to complete the Australian Tax Office (ATO) Statement by a Supplier Form. This can be provided upon request. If a Statement by a Supplier Form is not supplied, Council will be required to deduct 46.5 per cent of the approved grant for remittance to the ATO.

GOODS AND SERVICES TAX

All RADF grants will be for the amount requested in the application. No GST will be added to the grant amount.

TAX INVOICE AND INVOCIES

All invoices for payment must include:

- Scenic Rim Regional Council, PO Box 25, Beaudesert QLD 4285.
- the words "Tax Invoice" if registered for GST or "Invoice" if not registered for GST.
- a valid/correct Council Purchase Order number. E.g. PGO012345.
- invoice date
- invoice number.
- detailed description of goods/services being supplied
- date/period of supply.
- subtotal, GST amount (if applicable) and total amount, including GST
- current Australian Business Number or Statement by a Supplier form.

Send in your invoice to accounts@scenicrim.qld.gov.au

OUTCOME REPORT

A condition of the RADF funding agreement is that the Scenic Rim Regional Council is provided with a completed Project Outcome Report for the funded activity within 8 weeks of the completion of the project.

The data collected in the report is provided to Arts Queensland twice a year for reporting.

There are two templates provided dependent on the type of project that is funded:

- Professional or Career Development Outcome Report
- Public Projects Outcome Report

The acquittal provides information about the outcomes that were achieved with the RADF grant.

This includes:

- statistics about your project. (including number of participants and attendees, number of artists employed and the number of volunteers involved)
- value of non RADF contributions to the
- project partners involved
- reflections and key learnings about the project
- feedback about the project and how feedback was collected
- a statement of income and expenditure
- copies of invoices
- documentation including photographs, videos, catalogues and press clippings as digital files

A woman in a vibrant red, long-sleeved, flowing dress is captured in a dynamic dance pose. She is balancing on a large, dark rock in a lush, green forest. Her right arm is raised high, and her left leg is extended horizontally. The background is filled with dense foliage and trees, creating a natural, serene setting. The lighting is soft, highlighting the woman's form against the darker background.

ASSESSMENT CRITERIA

All applications are assessed by the Arts reference Group against the following four equally weighted criteria.

QUALITY

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

REACH

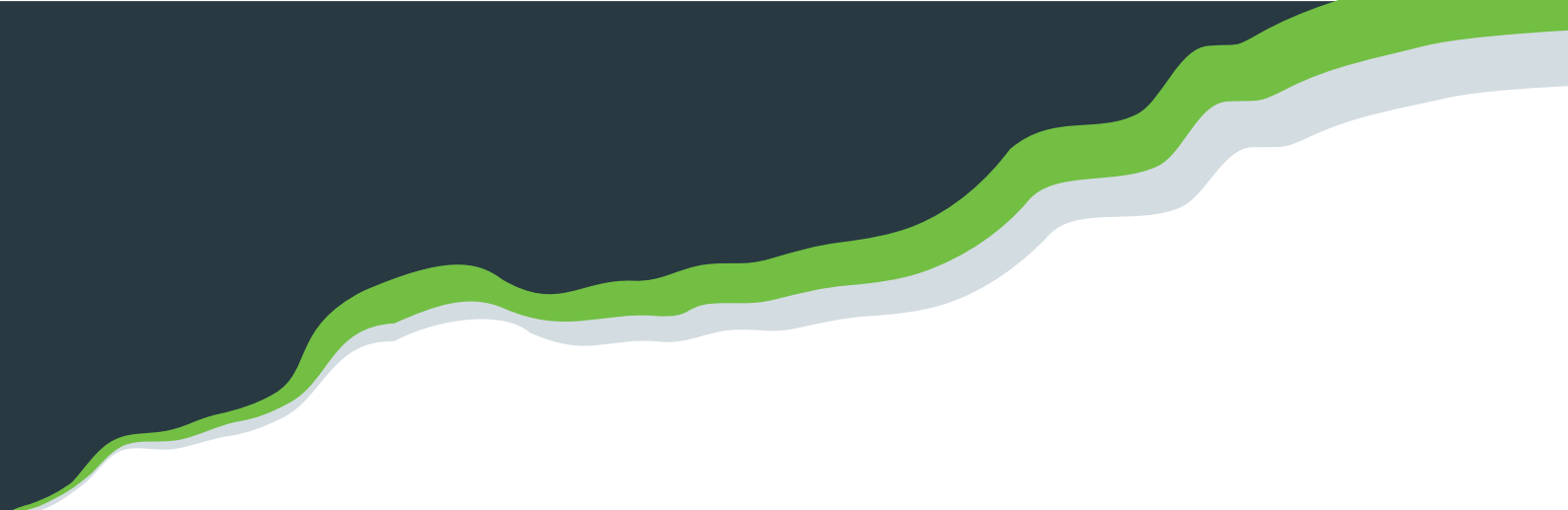
- Provides access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences.
- Evidence of local demand for proposed program/s.

VIABILITY

- Evidence of good planning for strong governance and management.
- Evidence of partnership capacity with partners including business and government.

IMPACT

- Demonstrates cultural, artistic, social or economic returns on investment.
- Supports one or more of the Queensland Government objectives for the community including safeguarding our health, supporting jobs, backing small business, making it for Queensland, building Queensland, growing our regions, investing in skills, backing our frontline services, protecting the environment.



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