

WESTERN DOWNS REGIONAL ARTS DEVELOPMENT FUND (RADF) GUIDELINES



Hollie | *Embrace* 1990 | Acrylic on Paper | 1185mm x 1690mm

Review as at 17 June 2022

The Regional Arts Development Fund (RADF) is a Queensland Government and Local Government partnership to support local arts and culture.



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SECTION A - ABOUT RADF

What is RADF?

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.

Arts Queensland RADF Core Objectives

RADF objectives are to support arts and cultural activities that:

- provide public value for Queensland communities.
- build local cultural capacity, cultural innovation and community pride.
- deliver Queensland Government's objectives for the community.

Western Downs RADF Objectives

To build local arts and cultural capacity, stimulate innovation and artistic vibrancy to have the Western Downs recognised as a region that is thriving with an active arts and culture community.

Who can apply for a Western Downs RADF grant?

The following categories of individuals, sole traders and organisations can apply for a Western Downs RADF grant:

- Individual professional artists, emerging professional artists, arts workers, cultural workers or project coordinators
- Incorporated organisations
- Unincorporated organisations which are auspiced by an incorporated body,
- Applicants based outside the Council area are eligible to apply, however they must demonstrate how the project will directly benefit arts and culture in the Council area.

What does Western Downs RADF not support?

RADF is not intended to be used as the main income source for any professional artist or arts worker or for recurrent funding of projects or organisations, e.g., for the same component of the same event every year.

The following categories of individuals and organisations are not eligible for funding through the Western Downs RADF Program:

- Applicants who have failed to acquit previous Council grants.
- Projects for which arts workers are paid less than the recommended rates.
- Activities that commence before Council approval is given. Western Downs RADF should not be used as a 'top-up' fund.
- Accredited study, training or university courses - Arts Queensland does not fund the primary training of artists, only their professional development once they are practising.
- School arts activities EXCEPT where those activities form part of broader community cultural development processes or are part of professional arts development.
- Summer/Winter schools - If an individual is funded to attend a McGregor Summer/Winter School or equivalent institution they will not be eligible to apply to attend that event for another 2 years. Western Downs Regional



Council RADF Program will support a maximum of six placements per year at Summer/Winter schools or similar institutions.

- Purchase of capital items, e.g. equipment, buildings or vehicles. Western Downs RADF gives artists and organisations opportunities for employment, professional development and a chance to practise their art. Buying capital items does not necessarily lead to these outcomes.
- Framing or freight - only a small proportion of these costs can be covered as part of presentation costs for significant exhibitions. As a guide only, 10% of the total framing and freight costs would be considered a small proportion.
- Catering costs, openings, launches and parties are not eligible for Western Downs RADF grants, even if they are part of an exhibition or community project.
- 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.
- Recurrent funding for arts organisations - operational expenses are ineligible under Western Downs 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.
- Western Downs RADF does not support 100% of any project, except in the Cultural Volunteers category. Applicants are required to make a significant contribution to the project, of which some portion may be in-kind.

Eligibility for Western Downs RADF grants

Each person wanting to receive financial benefit from a Western Downs RADF grant must complete the [Western Downs RADF Eligibility Checklist](#).

This checklist has been developed to determine the professional or emerging professional status of all artists receiving Western Downs RADF grant money.



SECTION B - WESTERN DOWNS RADF PRIORITY AREAS

1. Local Delivery and Participation in the Arts

Objective - To support local creatives to deliver cultural activities for peers in the local area, and engaging audiences from the broader community.

Funding of 65% total project cost can be used towards:

- Professional or emerging artist fees or arts worker fees, for preparation and delivery time
- Promotion, Documentation and Marketing
- Local travel
- Venue hire
- Accommodation within region if required

Funding does not cover:

- Administrative costs
- Catering
- Materials

Conditions:

- Applicants are expected to hold valid Public Liability Insurance.
- Participants are expected to contribute towards costs.

Potential outcomes:

- | | |
|--|---|
| • Upskill and increase the profile of local creatives | • Strengthen community bonds |
| • Provide alternative income opportunities for local creatives | • Encourage life-long learning |
| • Practiced teaching skills for local creatives | • Encourage participation in the arts |
| • Professional development of local creatives | • Build self-sufficient and resilient communities |
| • Increase creative skills within community | • Provide greater community awareness of the role of arts in society. |
| • Share ideas and skills | • Strengthen arts industry in the Western Downs |

Example projects:

- A local dancer organises a production to accompany an existing local festival, teaching novice dancers' movement and performance skills.
- A local painter who has previously undertaken individual skills development workshops applies for funding to run a workshop to teach a technique to peers.
- A museum undertakes a project whereby their volunteer researcher shares systems and processes with others encouraging greater involvement in local history research.
- The arts council engages a respected local actor to lead and direct their annual performance.



2. Technical & Professional Skills Development - incoming group tutor

Objective - To facilitate access to affordable development workshops and training, by subsidising the costs of bringing professional tutors (professional artists or arts workers) to the Western Downs to teach creative groups valuable skills, for ongoing benefit of community.

Funding towards 60% total project cost can be used towards:

- Tutor Fees for preparation and delivery time
- Tutor travel to Western Downs
- Accommodation for tutor
- Venue Hire
- Promotion, Documentation and Marketing

Funding does not cover:

- Administrative costs
- Catering
- Materials

Conditions:

- Participants are expected to contribute towards costs.
- Tutors are expected to hold valid Public Liability Insurance.
- Tutors must complete eligibility checklist and supply quote.

Potential Outcomes:

- | | |
|---|-------------------------------------|
| • Technical and professional skills development for local creatives | • Develop calibre of local artists |
| • Encourage life-long learning | • Build careers of local artists |
| • Increased participation in the arts | • Build confidence of local artists |
| • Strengthen community bonds and arts industry in the Western Downs | • Networking |
| | • Sharing ideas and experiences |

Example projects:

- An art group engages a prolific painter to visit the Western Downs to teach oil-painting skills.
- A festival committee engages an arts organisation to deliver Project Management and Events Training and invites other interested committee across Western Downs to participate.
- The local Men's Shed brings in a blacksmith to teach forging skills for members to build a community gate.



3. Technical & Professional Skills Development - outgoing individual

Objective - To facilitate access to once-off professional or technical skills development workshops and conferences for individual local creatives to develop their careers, and for ongoing benefit of community.

Funding towards 40% total project cost can be used towards:

- Workshop / Seminar / Conference / Masterclass / Mentorship Fees
- Travel
- Per Diem
- Accommodation

Funding does not cover:

- Administrative costs
- Catering
- Materials
- Western Downs RADF will not contribute to Accredited study, training or university courses

Conditions:

- Applicant is expected to contribute towards costs.
- Applicant must demonstrate clear evidence of benefit to career progression as result of attending.
- Comply with Western Downs RADF protocols relating to professional development.

Potential Outcomes:

- | | |
|---|---|
| • Technical and professional skills development | • Networking |
| • Develop calibre of local artists | • Sharing ideas and experiences |
| • Build careers of local artists | • Increased profile of local artists within arts industry |
| • Build confidence of local artists | |

Example projects:

- A museum volunteer applies for funding to assist with the cost of attending a national museum conference interstate.
- An actor applies to undertake a masterclass with an experienced theatre collective in Toowoomba.
- A curator applies to undertake a mentorship in a gallery under the guidance of a cultural peer.
- A glass-blower applies to undertake a residency and one-on-one training with a skilled and experienced artist.



4. Cultural Entrepreneurs

Objective - To cultivate the creative industries and support local creatives to become financially viable independent producers.

Funding towards 40% total project cost can be used towards:

- Fee for individual artist - to undertake concept development, research and market evaluation, positioning and branding in order to plan and develop their unique local arts product for market.

Funding does not cover:

- Administrative costs
- Advertising and promotions
- Product production

Conditions:

- Western Downs RADF funding under this category is only available to applicants once.
- Applicant is expected to produce a report for submission as part of Outcome Report.

Potential Outcomes:

- Increased profile of Western Downs creatives and product within market
- Region associated as a culturally rich area
- Region known for creative output
- Increases quality product for sale at events, festivals and within Western Downs Galleries and Visitor Information Centres
- Allows creatives to be self-sustainable
- Creates income for creatives
- Strengthens entrepreneurial skills of local creatives

Example Projects:

- A local potter undertakes a concept development project to plan how they will develop their unique product for market across the Western Downs.
- A musician applies for funding to work to develop a plan for how they will develop and successfully distribute an album.
- A performer undertakes a project to brand, market and position themselves to generate work as a performer within the region and beyond.



5. Cultural Volunteers

Objective - *To build community cultural capacity and ensure sound succession planning by supporting cultural volunteers to undertake relevant training.*

Funding towards 65% total project cost can be used towards:

- Workshop / Seminar / Conference / Masterclass / Mentorship Fees
- Travel (for applicant or tutor)
- Accommodation (for applicant or tutor)

Funding does not cover:

- Accredited study, training or university courses
- Administrative costs

Conditions:

- Applicant must provide letter of support from incorporated cultural organisation in the Western Downs advising details of applicant's volunteer roles and history.

Potential Outcomes:

- Upskill volunteers
- Increase cultural capacity
- Increase volunteerism and participation
- Encourage self-sustainable and resilient communities

Example Projects:

- A local gallery, museum or arts and cultural group applies to send volunteer committee members to a Flying Arts short-course in Brisbane.
- A local arts council undertakes a project to upskill volunteers by bringing in experts to and encouraging young people to be mentored by current committee members to take on specialist roles.
- A local theatre group brings in an expert to examine their organisation structure and make recommendations for better governance.



6. Local Cultural Organisations

Objective - To support local cultural organisations to develop and implement strategic plans to increase quality arts and cultural offerings for community, and to grow audiences.

Funding towards 60% total project cost can be used towards:

- Consultant Fees to work with organisations to develop plans such as Business Plan, Marketing Plan, Training and Education Projects
- Programs that increase the professionalism of local arts organisations
- Travel
- Accommodation

Funding does not cover:

- Administrative costs
- Advertising and Promotions
- Catering
- General programming or operations
- Materials

Conditions:

- Western Downs RADF funding under this category is only available to applicants once.
- Applicant is expected to produce a report for submission as part of Outcome Report.

Potential Outcomes:

- | | |
|---|---|
| • High quality and varied arts and cultural offerings | • Ensures longevity of organisations |
| • Increased attractions for residents and visitors | • Increased support for cultural organisations |
| • Greater understanding of cultural heritage | • Increase profile and support for cultural organisations |

Example Projects:

- A local museum works with an arts organisation or professional to develop a 5 year Business and Marketing Plan.
- A local gallery undertakes the Museum and Gallery Services Standards Program and applies for Western Downs RADF funding to assist with associated costs.



7. Collections and Local History

Objective - *To support ongoing work documenting, protecting, conserving, interpreting and digitizing local collections to make them more understood and accessible. To support the undertaking of significance and preservation assessments. To discover, document, interpret, celebrate, and preserve cultural heritage, historic and natural assets through oral history and digital storytelling with a view to actively encourage cultural tourism to the region.*

Funding towards 60% total project cost can be used towards:

- Applicant or consultant time
- Travel
- Accommodation
- Publishing Costs

Funding does not cover:

- Acquisitions
- Administrative costs
- Advertising and Promotions
- Materials

Potential Outcomes:

- Succinct and relevant collections
- Research and interpretation into significant items
- Greater use of and access to arts and historical collections
- Allows relevant collections to develop into future
- Significance Assessments, Interpretive Projects, Training and Education, Collection Development Policies and Plans

Example Projects:

- A local history group undertakes a project to film and record the stories of local farmers and their families.
- A local researcher undertakes a project to interpret a large donation of documents from the area in 1910.
- A local museum engages a professional consultant to undertake collection management training and develop policies for future use.
- An artist, a musician and a dancer produce a multi-disciplinary work based on the stories contained within the items in the local museum.
- A local group publishes a book celebrating an historical milestone.



SECTION C: WESTERN DOWNS RADF PROTOCOLS

Frequency of Rounds

The Western Downs Regional Council will offer 3 funding rounds per financial year for projects over \$2,000.00 and a Quick Response Round which will be open all year for projects \$2,000.00 and under.

Regular Applicants

An individual, group or organisation can only submit one application per round.

If the application is successful, they cannot apply for another grant until the current one is acquitted successfully. In the event of timeframes overlapping new applications will be assessed.

Cancellation of a Project

If a project is cancelled it is generally required that the full amount of funding be returned to Council. This will need to be approved by Council. Where a non-refundable booking fee is paid, RADF Grant money should not pay for this due to low uptake.

How are Western Downs RADF Grants Assessed?

All applications are assessed against the following four equally weighted RADF Assessment criteria:

1. Quality:

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

2. 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.

3. Impact:

- Demonstrates cultural, artistic, social or economic returns on investment.

4. Viability:

- Effective use of RADF funding. Evidence of accurate financial planning.

Also, against the following administrative items:

- Previous grant delivery: Did the applicant deliver, as proposed a previous project, and was the grant acquitted in the required format and timeframe
- Compliance with health and safety, insurance, copyright and licence requirements.

Responsive Grants

- Applications are accepted all year; however, applications will be assessed on a monthly basis.
- Final approval for the responsive grants sits with the Arts and Cultural Coordinator.
- Applicants will be advised of the outcome of their application via an email from Council's online grants platform, Smarty Grants.
- Applications must be submitted a minimum of 6 (six) weeks prior to the commencement of the event or project. Please allow up to 6 (six) weeks to be advised of the outcome of the funding application.
- Payment will be made to successful organisations direct to the bank account details held by Council.

Competitive Grant Rounds

- Eligible applications will be assessed on how well they can demonstrate that the event, project or activity meets the program outcomes and priorities.
- Decisions of the assessment panel will be ratified at a meeting of Council.



- Applicants will be advised of the outcome of their application via an email from Council's online grants platform, Smarty Grants after the formal decision of Council is adopted.
- Please allow 8 (eight) weeks after the closing date to be advised of the outcome of the funding application.
- Eligible project must not commence within two (2) months and must be completed within six (6) months of the closing date of the round.
- Payment will be made to successful organisations direct to the bank account details held by Council.



SECTION D: YOUR APPLICATION

What should I do before I complete an application form?

It is important that you:

- Read these [Western Downs RADF Guidelines](#)
- Read the Western Downs Region Council's [Community Grants - Council Policy](#) and Community Grants Guidelines to understand the framework and process governing the Western Downs RADF program
- Where relevant, speak with peers and gain community support for your project
- Ensure your application is for activity that the local community will benefit from either directly and/or indirectly

What support material is required?

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

- Quotes from tradespeople, tutors or other businesses cited in your budget
- Letters of support

Each professional or emerging professional arts worker receiving Western Downs RADF support will be required to provide:

- A completed eligibility Checklist
- A recent CV

Please note that your support material will need to be uploaded into the application form.

Do I have to complete a budget?

Yes. You must include a comprehensive budget using the template in the online application form.

You must:

- Ensure your budget estimates are as accurate as possible. Inflated budget claims may affect the funding decision for your activity.
- Account for all costs of your activity – expenses and income; monetary and voluntary. This includes all items listed in the income column as in-kind.
- Ensure you list all forms of income, including any in-kind, and all other grants you have applied for. Mark an asterisk beside grants which have already been approved.
- Indicate the amount of the Western Downs RADF grant that will go towards any expenditure in the column titled RADF Grant Breakdown.
- In the space provided, include the total amount you are seeking from Western Downs RADF as income.

What happens if I am successful?

If you are successful, before you receive your grant money and begin your activity, you will receive from Western Downs Regional Council:

- An email specifying what the funding is being allocated for and any special conditions that may apply to your application
- All relevant information you need to acknowledge the State Government and Council who are providing the grant.

The Assessment Reference Group may ask for special conditions of funding to be included in your contract. These must be met through your funded activity.

What happens if I am unsuccessful?

Not all funding applications will be successful. If you are unsuccessful, you will be notified in writing.



You can request feedback by contacting the Arts and Culture Coordinator and are encouraged to adjust your application accordingly and apply for future funding rounds.

Can I alter my application after funding has been allocated?

Yes. Sometimes circumstances change and you cannot carry out your activity exactly as described in your application. When this happens, you **MUST** contact Council to seek approval for any variation to the approved activity.

Please note: If you change your application without approval, Council can ask for the funds to be returned.

I have completed my funded activity. Is there anything else I should do?

Yes. You must complete and submit an Acquittal Report to Council no more than 6 weeks after completing your funded activity. This acquits the Western Downs RADF monies you spent.

If you fail to acquit your grant, you will be ineligible to apply for future funding through Western Downs Regional Council and Arts Queensland. You may be asked to repay the grant.

Your acquittal report must show evidence of the outcomes of the activity and how the Western Downs RADF money was spent.

Standard Costs Table

The following table provides standard industry costs that may help in the development of your activity:

Expense	Standard Cost*
Fuel	Maximum amount funded 72c/km
Emerging Artists	\$47.30/hour
Mid Career Artist	\$84.82/hour
Professional Artist	\$114.52/hour
Accommodation	Quotes must be included with application when requested as part of budget
Volunteer Rates	\$31.50/hour

*These costs are current as at September 2021. You are advised to check the latest rates at the link below.

This list of standard costs is provided to assist applicants and assessors to budget and approve appropriate and consistent project costs. **These figures are a guide only and are based on national industry and local standards.**

These figures have been compiled from: *Artists' Scales of Fees & Wages* from the Theory in Practice Series, National Association for the Visual Arts Ltd; ourcommunity.com.au.

<https://visualarts.net.au/code-of-practice/73-schedule-fees-practitioners/>



Useful websites

The following table lists some useful websites that may help in the development of your activity:

Organisation and website	For
Arts Queensland (AQ) www.arts.qld.gov.au	Further RADF and other Arts Funding information.
Australian Copyright Council www.copyright.org.au	Information and guidance about creating copyright in Australia.
The Arts Law Centre of Australia www.artslaw.com.au/	Specialised legal and business advice and referral services, professional development resources and advocacy for artists and arts organisations.
Australian Council for the Arts https://australiacouncil.gov.au/investment-and-development/protocols-and-resources/protocols-for-using-first-nations-cultural-and-intellectual-property-in-the-arts/	Protocols are an essential component when dealing with individuals and communities. This site provides guides to assist communication across cultures.

