

# WESTERN DOWNS REGIONAL ARTS DEVELOPMENT FUND (RADF) GUIDELINES



Patricia Hinz *Life's Patchwork* 2011 Acrylic on canvas

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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 a longstanding and highly successful state and local government partnership that promotes the role and value of arts, culture and heritage as key drivers of sustainable, diverse and prosperous local Queensland communities.

RADF was established in 1991 and continues to support professional artists and arts practitioners living in regional Queensland. The RADF program focuses on the development of quality art and arts practice for, and with, regional communities.

RADF invests in local arts and cultural priorities, as determined by local communities. The program promotes the role and value of arts, culture and heritage as key drivers to develop sustainable, diverse and prosperous local communities.

Across Queensland RADF supports more than 3,000 arts, cultural development and heritage projects annually delivering local job creation, training and great arts and cultural experiences.

RADF recognises local governments as key partners and co-investors in local arts and culture, and therefore is delivered as a partnership between the Queensland Government (Department of the Premier and Cabinet), through Arts Queensland, and eligible local councils across the state. These stakeholders support arts and cultural development, RADF committees, and regional and remote communities and their arts and cultural workers.

In 2014 the RADF program was revised with new guidelines presented to local councils, allowing councils and communities greater input into how to structure and deliver the program, to best suit their needs. The key aims of the revision were to:

- grow local returns on arts and culture investments by being more flexible and focused on locally-determined outcomes and new ways of working
- encourage transparency and local decision-making in Government by supporting outcomes identified in local council plans developed in consultation with communities
- foster collaboration within communities and encourage new partnerships with private and others sectors to deliver improved outcomes

From 2015 the Fund will be delivered flexibly, and local councils can implement locally tailored RADF programs based on priorities determined by them and their communities. This means that RADF may look different in each local government jurisdiction.

From 2016, the Western Downs RADF Program underwent some structural changes to better align this program's delivery with Council's own community grant programs.

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

### RADF Principles

- **Local** - empower local councils to determine priorities and outcomes through arts and cultural activity to meet the aspirations and needs of their local community.
- **Participation** - ensure local communities in all areas of Queensland have access to arts and cultural initiatives, programs and opportunities that are locally relevant.



- **Quality** - focus on investing in arts and cultural outcomes which will have the highest value to local communities across Queensland.
- **Diversity** - respond to the diversity of communities, councils, arts and cultural activity and practices across Queensland and support flexible delivery models.

## Arts Queensland RADF Core Objectives

1. Support local artists and arts and cultural activity to deliver value for local communities.
2. Provide opportunities for local communities to participate in arts and cultural activities.
3. Invest in locally-determined priorities delivered through arts and cultural activity.
4. Contribute towards current Government targets and priorities.

## Western Downs RADF Objectives

- Support local artists and arts and cultural activity.
- Increase local participation in the arts in the Western Downs.
- Support skills development of Western Downs Creatives.
- Support professional development of Western Downs artswomen and volunteers to build community cultural capacity.
- Facilitate access to quality arts education.
- Increase community access to quality arts and cultural programs and activities for people of all ages and abilities.
- Increase volunteer numbers in the arts.
- Increase profile of Western Downs Creatives within industry.
- Increase profile of Western Downs arts and craft products in the marketplace.
- Strengthen entrepreneurial skills of local artists.
- Support quality arts and cultural experiences that increase cultural tourism to region.
- Celebrate unique cultural heritage, historic and natural assets and strengthen Western Downs identity.
- Enhance quality of life, through the arts, for Western Downs residents.
- Support production of oral history recording and digital storytelling.
- Support the preservation, conservation and interpretation of local collections, ensuring accessibility for the community and visitors.

## Who can apply for a Western Downs RADF grant?

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

- Individual professional artists, emerging professional artists, artswomen, cultural workers or project coordinators who:
  - 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.
  - Are permanent residents or Australian citizens.
  - Have an Australian Business Number (ABN) or who will be auspiced by an incorporated organisation or individual with an ABN.
- Incorporated arts and cultural organisations based in the Council area, or those based outside the Council area that are able to demonstrate how the project will directly benefit arts and culture in the Council area.
- Unincorporated organisations, auspiced by an incorporated body, that are based in the Council area, or those based outside the Council area that are able to demonstrate how the project will directly benefit arts and culture in the Council area.



## Australian Business Number (ABN)

If RADF applicants do not possess a valid ABN, they must be auspiced by an individual or incorporated organisation with a valid ABN (Sponsor) who will manage the grant on behalf of the applicant.

The sponsor is responsible for providing a financial report on completion of the project. It is not responsible for the artistic direction or quality of the project.

## What does Western Downs RADF not support?

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

- Amateur arts activities EXCEPT for professional services to amateur arts activity. One of the main Western Downs RADF aims is to develop professional artists in the regions. NOTE: Emerging professional artists are eligible for funding.
- Applicants who have failed to acquit previous Council grants.
- Projects for which artswomen are paid less than the recommended rates.
- Activities that commence before Council approval is given because Western Downs RADF should not be used as a 'top-up' fund.
- Craft workshops - UNLESS a professional artist or artswoman is employed to work with the craft group to apply their skills in an innovative way to an arts development outcome.
- School arts activities EXCEPT where those activities form part of broader community cultural development processes or are part of professional arts development.
- 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.
- 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.
- 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.

- Accredited study, training or university courses - Arts Queensland does not fund the primary training of artists, only their professional development once they are practising.
- Western Downs RADF does not support 100% of any project, except in the Cultural Volunteers category. Applicants are required to make a significant contribution which may be in-kind.

## **Proof of Western Downs RADF Eligibility**

- The Western Downs RADF program is in place to support professional artists, emerging professional artists, artswriters, cultural workers or project coordinators and arts and cultural organisations.

Individuals and organisations must possess a valid ABN number or seek a Sponsor to manage the grant.

Each person receiving 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, engaging audiences from the broader community.*

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

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

#### **Funding does not cover:**

- Materials
- Catering
- Administrative costs

#### **Conditions:**

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

#### Potential outcomes:

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

#### Example projects:

- 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 local dancer organises a production to accompany an existing local festival, teaching novice dancers movement and performance skills.
- The arts council engages a respected local actor to lead and direct their annual performance.
- A museum undertakes a project whereby their volunteer researcher shares systems and processes with others encouraging greater involvement in local history research.



## 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 artswokers) 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
- Materials
- Catering

### 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 | Encourage life-long learning | Increased participation in the arts | Strengthen community bonds and arts industry in the Western Downs | Develop calibre of local artists | Build careers of local artists | Build confidence of local artists | 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 one-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
- Materials
- Catering
- 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. Please refer to Western Downs RADF protocols relating to professional development.

#### Potential Outcomes:

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

#### 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:

- Product production
- Advertising and promotions
- Administrative costs

### 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 grow audiences.

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

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

### Funding does not cover:

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

### 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 | Increased attractions for residents and visitors | Greater understanding of cultural heritage | Ensures longevity of organisations | Increased support for cultural organisations | 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 celebrate, document, interpret 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. To support significance and preservation assessments and ongoing work documenting, protecting, conserving, interpreting and digitizing local collections to make them more understood and accessible.

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

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

### Funding does not cover:

- Acquisitions
- Materials
- Advertising and Promotions
- Administrative costs

### 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.

### **Professional Development**

Category 3 applications are for Professional Development. Individuals can apply for Category 3, once per year.

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.

Western Downs RADF will not fund an individual under Category 3 to attend an event, workshop or activity that has already received an RADF grant.

Successful applicants in Category 3 are required to submit evidence following completion of their project showing how their Professional Development has directly benefitted arts and culture in the local council area. Where this does not fit within the timeline of the outcome report the applicant is required to submit this evidence to Council prior to the applicant being deemed eligible for further Professional Development opportunities under this program.

### **Cancellation of a Project**

If a project is cancelled it is generally required that the full amount of funding be returned to Council. However in extenuating circumstances, consideration may be given to allow some of the funds that have been expended to be retained (e.g. advertising). 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?**

Western Downs Regional Council uses an online funding platform called Smarty Grants to assess all funding applications.

For Quick Response Round applications, the Community Grants Administration Officer completes a pre-eligibility checklist and the Arts and Cultural Coordinator assesses the

application on its merits against the guidelines and recommends an approval amount. A decision is recorded by the Community Manager.

The applicant is advised of the outcome and if approved payment is made to the nominated bank account. An acquittal form is then sent to the applicant to be submitted for a date no later than 8 weeks after completion of the project.

For the regular funding Rounds, once closed, the Community Grants Administration Officer completes a pre-eligibility checklist and the Arts and Cultural Coordinator makes a recommendation on approval level.

The Western Downs Regional Council RADF management structure includes four (4) RADF Local Area Committees to allow for broad representation across a large Council area. These committees are administered by Local RADF Support Officers.

A nominated RADF Local Area Committee will assess all applications for the round and make recommendations to the Western Downs Community Grants Assessment Reference Group by way of the Local RADF Support Officer submitting an external assessment form on their behalf.

The Western Downs Community Grants Assessment Reference Group reviews the recommendations of the Arts and Cultural Coordinator and the local committee, performs a final assessment and makes recommendations through a report to Western Downs Regional Council.

Western Downs RADF Committees and the Community Grants Assessment Reference Group will look for activities that:

- Will develop the paid artist's professional career
- Will increase the sustainability of creative communities
- Will benefit their community, both directly and indirectly
- Align with Western Downs Cultural Plan priorities
- Align with State Government priorities

All applications are judged on merit with Committee decisions based on:

- Arts Queensland Core Objectives
- RADF Principles
- Western Downs RADF Objectives
- The seven (7) Western Downs RADF funding priority areas
- The eligibility criteria
- Western Downs Regional Council's Cultural Plan
- Western Downs Regional Council's Corporate Plan
- Western Downs Regional Council's available RADF budget for the year

Applications are assessed on merit and against the following RADF Principles:



## Quality

- RADF invests in quality arts and cultural initiatives based on locally identified priorities
- RADF contributes to strengthening the professional and commercial capacity of the local arts sector
- Enterprising, effective, entrepreneurial and innovative approaches to RADF delivery are demonstrated

## Reach

- Locally-determined RADF program supports investment in outcomes that meet local priorities
- RADF activities/projects support engagement of diverse local audiences/participants/target group
- Community members are actively engaged in RADF decision making and evaluation

## Impact

- RADF initiatives grow public engagement in - and value of - the arts
- RADF demonstrates good return on investment through cultural, social and economic outcomes
- RADF contributes to the prosperity, diversity, community cohesion and pride of local places and communities
- RADF contributes towards growing cultural tourism

## Viability

- Effective use of RADF funding
- Strong governance and management of RADF operational delivery and program at a local level
- Local partners are engaged in supporting RADF activities/projects
- RADF leverages additional investment including financial and in-kind contributions by Council and others

The Western Downs RADF committees, staff and the Community Grants Assessment Reference Group also consider:

- Has the applicant acquitted previous grants?
- Does the Committee need to interview the applicant or seek expert advice to clarify details about the application?
- Is the applicant responsible for management of the activity?
- Has the applicant contacted the artist/s to obtain their consent to work or contacted the gallery or publisher to assess their interest?
- Has the applicant demonstrated the capability to plan and carry out the activity effectively?
- Is the budget well prepared and realistic, demonstrating sound financial management and knowledge of professional rates of pay?
- Can the applicant demonstrate matching support from their organisation or themselves, at least in-kind?
- Is RADF the best funding source for this activity?

- Is this activity in the correct grant category?
- Does the activity:
  - Employ, or use the skills of, an appropriate professional or emerging professional artist or arts and cultural worker?
  - Benefit either an individual artist or the community?
  - Reflect the aims of the Council's corporate plan, cultural plan or other published priorities?
  - Help to develop arts and culture in the community, develop audiences, increase social harmony?
- Does the activity address principles of social justice and equal opportunity?
- Have health and safety, insurance, copyright and licences been considered?
- Are any conditions to be applied to the funding?



## 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
- Read the Western Downs Regional Council's [Cultural Plan](#) to understand the community's values and goals and Council's cultural priorities
- 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
- Reflect on ways your activity develops your professional life
- Establish your eligibility by completing the [Western Downs RADF Eligibility Checklist](#)

### How do I complete the RADF grant application form?

1. Ask yourself these key questions when developing your activity:

- Which activity do I want to do?
- Why do I want to do it?
- Which people will be involved?
- Do they have the skills to make it happen?
- Who in the community will benefit?
- How much will it cost?
- Where will I get the money from in addition to a Western Downs RADF grant?

2. Your application should give a snapshot of a potentially successful activity. All information required is requested in the application, so:

- Research thoroughly
- Prepare accurately and honestly
- Provide all information on the official [Western Downs RADF Application](#)

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

- An Eligibility Checklist and a recent CV must be attached for each professional or emerging professional artsworke receiving Western Downs RADF support
- Quotes from tradespeople, tutors or other businesses cited in your budget

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

4. Keep a copy of your completed application. If your application succeeds, you will use it when you prepare your outcome report at the end of the activity.

5. If you are employing others, think of using employment contracts.

6. Western Downs RADF committees may request further information or support material if they are uncertain about an application. Usually you will have only a short time to respond.

## 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.
- Ensure the income and expenditure columns balance.

## Who can assist me with my application?

The first port of call for assistance with your Western Downs RADF application is to speak with your local Community Activation Officer as they also act as **Local RADF Support Officers** and can provide support to applicants.

Local RADF Support Officers administer the local assessment process, meetings, record keeping and correspondence of the Local Area Committee. They are responsible for organising Local Area Committee meetings and submitting reports to the Regional RADF Liaison Officer.

Local RADF Support Officers might be able to put you in touch with community arts experts, the **members of your local RADF committee**. Local RADF committee members are often a good sounding board and some committee members may be willing to help you flesh out or simplify your ideas into a cohesive project. Committee Members are volunteer arts experts who follow RADF guidelines to assess applications for their merit.

If you have a concern regarding the outcome of an application or require further assistance understanding the Western Downs RADF Program and grants process, you may contact Council's Arts and Cultural Coordinator, the **Regional RADF Liaison Officer** who is responsible for overseeing the Western Downs RADF Program.

The Regional RADF Liaison Officer is the primary contact between Council and Arts Queensland and ensures the appropriate management of the Western Downs RADF Program and RADF Committees.



The **Community Grants Administration Officer** assists the Regional RADF Liaison Officer with meeting minute taking, record keeping, payment of grants and correspondence.

## How can I become involved as a Local Area Committee Member?

You can self-nominate or nominate someone to become a member of the Local Area Committee by contacting your Local RADF Support Officer.

Nominated individuals are required to supply a copy of their CV for consideration. Their involvement will be voted upon at the next local RADF assessment meeting. It is optimal to have between five (5) and ten (10) members on Local Area Committees.

## How do I submit my application?

After completing your Western Downs RADF Application Form and attaching all relevant support material, you choose the submit button and the system will generate and acknowledgement email.

## 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.

Some conditions of grant are common to all Western Downs RADF recipients, such as:

- Wherever possible, all funded activities must begin within the financial year of the receipt of funding
- Grants can be withdrawn if an activity is unduly delayed — you will need to reapply in the following year
- Your acknowledgement of Western Downs RADF funding in all publicity about your activity and as part of the outcome
- Requesting approval from the Regional RADF Liaison Officer for any changes to your application.

Other conditions may be developed by Western Downs Regional Council, such as:

- More information and/or evidence of the community need for a proposed workshop
- More information and/or evidence that individuals cited as being involved in an activity have been contacted, have given consent and are available
- A request to:
  - Address a gathering of peers after a funded activity



- Offer a workshop demonstrating new skills
- Make documentary material available to the local library.

## What happens if I am unsuccessful?

Not all funding applications will be successful. If you are unsuccessful, you will be notified once the results of the funding round have been ratified by Council.

The applicant will be advised by email.

You are able to request feedback by contacting the Regional RADF Liaison Officer and are encouraged to adjust your application accordingly and apply for future funding rounds.

## Can I alter my application after funding has been allocated?

Sometimes circumstances change and you cannot carry out your activity exactly as described in your application. When this happens, you **MUST**:

Notify the RADF Liaison Officer in writing or by email

- Receive approval of any change before beginning your activity.

The Arts and Cultural Coordinator can:

- Approve the changes if they are minor
- Request that you complete a new application however this may require re-assessing

If the Arts and Cultural Coordinator deems that the change is a **significant** alteration to the original scope in the application, this will require consultation with the Community Manager.

Any agreement to **significant** alterations **MUST** be:

- Made in writing
- Approved and signed by either the Chief Executive Officer (CEO) or the delegated officer

*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 8 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. It is a chance to reflect on the level of success your activity achieved by:

- Identifying key outcomes
- Assessing the benefits and drawbacks
- Checking your financial estimates against your actual expenditure
- Learning from any difficulties — these can often teach more than successes



- Recognising the potential for growth or new directions in your work
- Setting new priorities.

### **If I have a problem, how do I deal with any dispute resolution?**

Occasionally, conflict can arise between applicants and Committee members or Council staff. If this happens, you should, in the first instance, tell your Regional RADF Liaison Officer about any disagreement or conflict with your application.

You have the right to request a meeting with a Committee member or Council staff member to get feedback about your application or to see minutes of assessment meetings.

### **Who should I contact for more information on Western Downs RADF?**

For more information about the Western Downs RADF Program and process, please contact the Regional RADF Liaison Officer.

### **Standard Costs Table**

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



# Western Downs Regional Arts Development Fund (RADF)

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## Standard Costs Table

Expense	Standard Cost
Fuel	Maximum amount funded 75c/km
Emerging Artists	\$40/hour
Mid Career Artist	\$55/hour
Professional Artist	\$75/hour
Accommodation	Quotes must be included with application when requested as part of budget
Volunteer Rates	\$31.50/hour

This list of standard costs is provided to assist committee members 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.

### Useful websites

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

Organisation and website	For
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<p>Western Downs Regional Council  <a href="http://www.wdrc.qld.gov.au">www.wdrc.qld.gov.au</a></p>	<p>Key RADF information.</p>
<p>Arts Queensland (AQ)  <a href="http://www.arts.qld.gov.au">www.arts.qld.gov.au</a></p>	<p>Further RADF and other Arts Funding information.</p>
<p>Media, Entertainment and Arts Alliance  <a href="http://www.alliance.org.au/">www.alliance.org.au/</a></p>	<p>Fees and awards schedule for everyone in the media, entertainment, sports and arts industries.</p>
<p>Australian Copyright Council  <a href="http://www.copyright.org.au/information">www.copyright.org.au/information</a></p>	<p>Information and guidance about creating copyright in Australia.</p>
<p>Protecting heritage places  <a href="http://www.heritage.gov.au/protecting.html">www.heritage.gov.au/protecting.html</a></p>	<p>Information and guidance in obtaining a Statement of Significance.</p>
<p>The Arts Law Centre of Australia  <a href="http://www.artslaw.com.au/">www.artslaw.com.au/</a></p>	<p>Specialised legal and business advice and referral services, professional development resources and advocacy for artists and arts organisations.</p>
<p>Department of Aboriginal and Torres Strait Islander Policy (DATSIP)  <a href="http://www.atsip.qld.gov.au/resources/cultures.cfm">www.atsip.qld.gov.au/resources/cultures.cfm</a></p>	<p>Protocols are an essential component when dealing with individuals and communities. This site provides guides to assist communication across cultures.</p>

