

# Fact Sheet Arts & Culture

## Richmond Shire Council Regional Arts Development Fund (RADF) Local Guidelines

Effective July 1, 2015

All RADF applicants are encouraged to carefully read these Local Guidelines

Applicants are urged to discuss RADF Guidelines with Council's RADF Liaison Officer (phone: 07 47 193 377 or email [angelah@richmond.qld.gov.au](mailto:angelah@richmond.qld.gov.au))

**RADF applications are capped to \$5,000 per application.** Applications between \$5,000 to \$15,000 may be considered subject to the applicant meeting with the Liaison Officer to discuss their proposed application and that the proposed project aligns with Council's priorities:

- a. Provide a sustainable and accessible network of cultural facilities and services that reflects the cultural aspirations of the region.
- b. Provide opportunities for cultural expression and development through participation in a variety of cultural programs and activities.
- c. Maximise the creative industries potential of the Richmond Shire area
- d. Identify, preserve and promote the Shires rich cultural heritage and social history.
- e. Maximise the cultural tourism potential of the Shire.
- f. Build the capacity of community organisation to deliver a variety of cultural services and programs throughout the region.
- g. Bring vitality and vibrancy to public places

# RADF GUIDELINES

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## **BACKGROUND TO THE RADF PROGRAM**

The RADF program supports the arts and cultural development of regional communities across Queensland. The program is funded predominantly by the Queensland Government (Arts Queensland) with financial and resource contribution also being made by the Richmond Shire Council.

## **OBJECTIVES FOR RADF INTO THE FUTURE**

Applications will be assessed by the following objectives and principles:

### *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 activities
4. Contribute towards current Government targets and priorities

### *Principles*

- Local – empower to determine priorities and outcomes through arts and cultural activities to meet the aspirations and needs of the local community
- Participation – ensure local community has access to arts and cultural initiatives, programs and opportunities that are relevant to our whole community
- Quality – focus on investing in arts and cultural outcomes which will have the highest value locally
- Diversity – respond to the diversity of the community, Council, arts and cultural activity and practices across Queensland and support flexible delivery modes

### ***Richmond Shire Council Priorities***

- Achieving the desired outcomes of the Richmond Shire Council Arts and Cultural Policy
- Grow collaborations that strengthen arts and cultural, particularly in the Cultural Tourism sector
- Foster vibrant projects through diverse initiatives that offer a range of activities, projects and events that advance community pride and extend to new audiences.

## **HOW MUCH CAN I APPLY FOR?**

Funding is available for up to 65% of the total cost of the project. RADF will not support 100% of any project. If the applicant is registered for GST, Council will pay the grant plus GST (10%)

## **ELIGIBLE APPLICANTS AND ACTIVITIES**

The following will apply for an RADF Grant:

- Individual professional artists, emerging professional artists, artswriters, 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 cultural in the Richmond area.
  - Are permanent residents or Australian Citizens
  - Must provide evidence of professional or peer recognition
- Community groups and organisations
- Incorporated arts and cultural organisations based in the Council area, or those based outside the Richmond 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 local area.

## **INELIGIBLE APPLICANTS, APPLICATIONS AND PROJECTS**

The following are ineligible for RADF Support:

- Late, incomplete or unsigned applications
- Retrospective applications (projects started or completed before notification of successful funding has been received)
- Artists or artswriters who do not have an Australian Business Number (ABN)
- Requests for 100% of project costs
- Applicants who have failed to acquit previous RADF grants

Additionally, the following will not be considered for funding:

- Craft workshops, UNLESS a professional artist or artswriter is employed to work with a craft group to apply their skills in an innovative way to an arts development outcome.
- 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 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, eg musicians performing at a community event run a series of developmental workshops for community members prior to the event
- Competitions – they are prolific and could monopolise funds. The competitive environment does not necessarily nurture emerging artists, as there is generally only one winner.
- Eisteddfods – they are essentially competitions.
- Summer/Winter Schools – Councils should not support more than two place a year

- Publishing Costs – requests for grants to publish books should be directed to organisations that provide print on demand services. A small proportion of printing costs are eligible as part of the presentation costs for significant projects. As a guide only, 10% of the total publishing costs would be considered a small proportion.
- Purchase of capital items eg equipment, buildings or vehicles. 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. EXCEPTION: Capital items can be funded only when they are included as part of a project application and when the RADF committee considers the purchase integral to that project and where the item will remain available for community use.
- Project management or administrative assistance costs
- Recurrent funding for arts organisations – operational expenses are ineligible under 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.

### **HOW WILL YOUR APPLICATION BE ASSESSED?**

All applications will be assessed by the Richmond Shire Council against the following criteria:

- Richmond Shire Corporate Objectives
- Richmond Shire Arts and Cultural Policy
- Categories of funding
- RADF Assessment Criteria

Note: Applications that specifically contribute to strengthen the Richmond Shire Corporate objectives will be given additional weighing.

### **RICHMOND SHIRE PRIORITIES**

#### **Lifestyle and Cultural Heritage**

To preserve the Shires natural beauty and community pride in our relaxed lifestyle

To support and celebrate the Shires diversity of cultural styles and activities

To acknowledge the cultural heritage of the local Aboriginal people – the Wannamarra people

To enhance the Shire's image so that residents are proud of where they live and visitors want to return.

#### **History and Heritage**

To encourage and support the preservation of the Shire's considerable history and heritage, thus maximising the opportunity for it to be seen as relevant by everyone in the Shire

### **Education and Training (including Cultural Awareness)**

- To assist cultural groups to access funds
- To increase skills levels and involvement in cultural activities
- To increase community skills in leadership

### **Community Involvement in Planning**

- To encourage residents from all communities within the Shire to participate in strategies for cultural development in order to develop community pride and a sense of ownership

### **General Priorities**

- Grow collaborations that strengthen arts and culture, particular in the health and well being field
- Expand the arts through place making and unique cultural tourism initiative

### **RADF ASSESSMENT CRITERIA**

#### ***QUALITY* – Artistic achievement, contribution to growing the arts sector and strengthening the community of arts within the Richmond Shire**

- 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

#### ***IMPACT* – Articulation of public value, contributing to the cultural profile and priorities for the Richmond Shire**

- 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*- A viable, value for money proposal**

- 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

## **CATEGORIES OF FUNDING**

### **Developing Regional Skills**

For Council, individual professional artists and artworkers to attend or secure professional development seminars or activities; masterclasses; mentorships with recognised arts and cultural peers; and placements with recognised arts and cultural organisation.

Applicants are to demonstrate direct benefits to the local arts community as a result of this professional development opportunity

### **Building Community Cultural Capacity**

For community groups to engage a professional artist or artworker to work with them on developing their arts practise or to run arts development workshops or community projects.

- RADF grants will support travel, accommodation and fees associated with employing professional artists or artworkers to work on community projects or workshops in the local community

### **Cultural Tourism**

For projects and activities that focus on communities locally distinct arts, culture and heritage both for members of the community and for visitors

RADF grants can support initiatives and activities that focus on:

- Product development by professional artists, either as individuals or in partnership with individual community members or community groups
- Marketing of professional artistic product

### **Contemporary Collections/Stories**

To preserve and provide access to locally held collections of significance and collect and tell local stories from the past and present that can demonstrate state and/or local significance

RADF grants can support

- Documentation, preservation, interpretation projects
- Collection management training through community based workshops
- Community stories documentation, which may be through various forms and mediums, including plays, videos, artwork, digital exhibitions, education programs, oral histories and publications

## Regional Partnerships

To encourage innovative and energising arts and cultural projects where artists, communities and Councils work together in their community, or in partnership with another community to achieve enhanced outcomes from RADF grants.

RADF grants will support projects that can demonstrate a partnership between:

- Artists and local industry
- Artists and community arts organisations
- Artists and non-arts community organisations
- Cross Council collaborations

## THE APPLICATION PROCESS

Applicants need to:

Review the Richmond Shire Council RADF Guidelines

1. Complete the Richmond Shire Council RADF Application Form. Incomplete applications and late applications will not be reviewed and are deemed ineligible. Applicants can be submitted to [radf@richmond.qld.gov.au](mailto:radf@richmond.qld.gov.au) or [angelah@richmond.qld.gov.au](mailto:angelah@richmond.qld.gov.au)
2. Applicants are notified of the outcome of their application in writing within 14 days of the monthly General Council Meeting.
3. RADF Letter of Offer is to be completed and returned before the release of funds.
4. Once formal notification is received the project can commence
5. An Outcome Report is to be completed within eight (8) weeks of the project end date.

**Note: A Quick Response Grant may be available; dependent on available funding.**

As a recipient of RADF funding you are required to acknowledge the financial assistance provided by the RADF program which is a state and local government partnership.

All relevant forms and guidelines are available on the Richmond Shire Council website – [www.richmond.qld.gov.au](http://www.richmond.qld.gov.au)

For assistance with completing the application form or for any enquiries about your application contact:

Richmond Shire Council's RADF Liaison Officer (07) 47 193 377 or email [radf@richmond.qld.gov.au](mailto:radf@richmond.qld.gov.au)

## FAQ'S

### **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 Richmond Shire Council can:
- Approve the changes;
  - Request that you complete a new application form;
  - Ask you to return the funds and re-submit your application in the next round.

Any agreement to alternations must be:

- made in writing

-endorsed by the Richmond Shire Council

Approved and signed by both the Chief Executive Officer and the recipient

Please note: if you change your application without approval, Council can require that the funds be returned.

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

Yes.

As part of the conditions of the funding agreement, you agree to submit an Outcome Report to Council no more than 8 weeks after completing your funded activity. This acquits the local RADF monies you have spent.

If you fail to acquit your grant, you will be ineligible to apply for future funding through RADF. In some circumstances, you may be asked to repay the grant. Your outcome report must show evidence of the outcomes of the activity and how the RADF money was spent. It is a chance to reflect on the level of success your activity has 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