

Community Grants Program Regional Arts Development Fund Guidelines Round 9 (February-April 2018)

Artists Jan Dunlop, Yanni Van Zijl and Pam Walpole, The J, Noosa Long Weekend Festival. 2015. Images: Yanni Van Zijl.

The Regional Arts Development Fund is a partnership between the Queensland Government and Noosa Council to support local arts and culture in regional Queensland.

1. Introduction

Council recognises that the arts and creative industries play a central role in the way we view ourselves through music, books, film, theatre, art, festivals, fashion, design and architecture. Cultural pursuits generate a sense of pride, help reflect on our special place in the world, and support our local economy. Council values and encourages opportunities to highlight the creative talents and unique cultures that exist in our local community. (extract taken from the Noosa Social Strategy, 2015)

A key initiative of the Noosa Social Strategy is to “support local artists and arts organisations to provide a range of arts and cultural services and activities”. One way Council is doing this is through the Regional Arts Development Fund which is a partnership between the Queensland Government and Noosa Council to support local arts and culture in regional Queensland.

Before applying for funding through RADF it is a requirement that you read and thoroughly understand these guidelines and have an indepth discussion with Noosa Council’s Arts and Cultural Development Officer about your project and the application process. The contact telephone number for the Arts and Cultural Development Officer is 5329 6558.

2. Key Dates

Round 9

Round opens:	Thursday 15 February 2018 at 9am
Round closes:	Thursday 12 April 2018 at 12 noon
Announce results:	Friday 18 May 2018 (via email)
Project delivery period:	1 July 2018 to 30 June 2019
Acquittal due:	Within 30 days of completing the project

3. Council's RADF Priorities

The RADF Round 8 priorities for Noosa are:

i. Arts + Environment

The Noosa region is known for its strong environmental focus and pristine natural environment. Our arts community reflects and celebrates this, as shown in the continued success of the Floating Land Festival and our many arts practitioners who work with environmental themes. Creative projects can attract new audiences and share environmental information in an accessible and thought provoking way. Applications that include environmental messages, use natural or recycled materials and celebrate our unique local natural and built environments are encouraged under this priority.

ii. Arts Outside (arts in non-traditional spaces)

Why does an exhibition need to be in a gallery and a performance in a theatre? This priority encourages artists to think outside the box and take their art 'outside'. This could be in a public space, such as a park or civic centre, or it could be a performance in the local post office, an art installation at a bus stop or a workshop at the beach. Places have their own stories. Think about your work and how you can engage with a different setting, find a new audience, create new networks, explore new themes or create new work in a new space. How will your work be influenced by and reflect the space in which it will be located? Please note – 'outside' activities will need permissions from the space owner, public liability insurance and may also require an event permit from council

Note: Projects do not have to address these priority areas to be eligible to apply for RADF funding.

4. Eligibility for Grants

RADF funds are aimed at the development of emerging and professional artists and creative arts workers.

Applicants must:?

- Be an individual professional and / or emerging professional artists with an ABN
- Not-for-profit organisations (see definition in [Council's Community Grants Policy](#))
- Reside or be based in the local council area, or if based outside the local council area be able to demonstrate how the project will directly benefit arts and culture in the local council area
- Be permanent residents or Australian citizens
- Have appropriate insurance and adhere to sound workplace health and safety practices
- Be able to demonstrate viability
- Have met acquittal conditions for previous Council grants.

If an individual, organisation or group does not have an ABN with the Australian Taxation Office their application must be auspiced and administered by one who does.

What can be funded?

- Projects that employ an emerging or established professional artist or arts worker
- Artist's fees and wages at award rates or industry recommended rates of pay (arts and cultural workers involved in the project)
- Project coordinator fees or wages
- Travel expenses
- Costs of materials
- Costs of promoting, recording and marketing the project

Hint: For ideas - look at projects that were funded in [previous RADF rounds](#).

Who cannot apply?

- Government agencies or departments of local, state or federal government
- Educational institutions
- Parents & Citizens Associations
- Medical organisations or primary health care providers
- Political organisations
- Commercial businesses and enterprises
- Kindergartens and pre-school centres
- Religious organisations where the application is for a project that relates specifically to the organisation's core business
- Organisations with a liquor licenced supporters/associated club who commercially trade seven days a week
- Applicants with outstanding acquittal requirements with Noosa Council

What cannot be funded?

- Amateur arts activities unless you are employing a professional artist to build capacity
- Catering, alcohol or administration expenses
- Purchase of capital items
- Expenses relating to an organisation's 'business' type activities
- Projects that have started before the commencement date
- Recurrent operational funding
- Competitions
- Accredited study, training or university courses
- Publishing costs or framing or freight
- Entertainment (except for when it has a developmental aspect)
- Items funded by Tourism Noosa except where a significant direct benefit to residents can be established
- Items funded by Noosa Biosphere Reserve Foundation Ltd
- Items included in another Council grant application
- Payment of debt
- Political activities, and
- Projects run solely for fundraising purposes, without broader community benefit

5. Funding availability

The delivery of RADF is subject to Council's annual budgets and support from Arts Queensland.

RADF does not support 100% of any project, therefore, applicants are required to make a significant contribution towards the project. This may be in the form their own cash contribution, funding from other sources, donations and in-kind support.

It is not possible to approve all requests for assistance, therefore grant funding should not be deemed automatic or anticipated.

6. Application Process

Have an indepth discussion with Noosa Council's Arts and Cultural Development Officer about the project and the application process. The contact telephone number for the Arts and Cultural Development Officer is 5329 6558.

RADF Applications are conducted online through SmartyGrants and depending on your project will require a detailed project plan, a budget and support material, insurance and workplace health and safety arrangements. Application support is available from Council staff. You will be required to provide uploads in the form of [RADF Budget](#) and [Artist Eligibility & Participation Forms](#). Step by step advice, sample forms and the link to the online application can be found at <http://www.noosa.qld.gov.au/radf>.

7. How are applications assessed?

The RADF Committee assesses each application and provides recommendations for funding. The Committee consists of independent community members who provide expert advice and recommendations to Council officers on matters relating to the Noosa arts community and the RADF program. Recommendations from this committee are then endorsed by Council.

Applications are assessed by their ability to meet one or more of the following objectives:

- project supports local artists and arts and cultural activity
- provides opportunities for local communities to participate in arts and cultural activities
- supports artists to develop and practice their creative endeavours
- engages and benefits local communities in the Noosa Shire
- builds the capacity of local artists
- builds existing partnerships and develops new partnerships
- supports individual professional development opportunities.

The assessment of applications will also be based on Council priorities and the Arts Queensland's Key Performance Outcomes below.

8. Arts Queensland Key Performance Outcomes

Quality

- Produces or contributes to high quality arts and cultural initiatives for local communities and
- 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 and
- Demonstrates community and stakeholder involvement in RADF priority setting, decision making and evaluation

Impact

- Demonstrates cultural, artistic, social or economic returns on investment
- Supports one or more Queensland Government objectives for the community including:
 - encouraging safe and inclusive communities
 - stimulating economic growth and innovation
 - building regions
 - increasing workforce participation and
 - supporting disadvantaged Queenslanders
 - conserving heritage

Viability

- Evidence of good planning for strong governance and management of RADF at a local level and
- Evidence of partnership capacity with partners including business and government

9. Project Budget

When developing your budget please ensure you meet these requirements: Ensure the budget is balanced, realistic and complete

- Written Quotes are required for any budget items over \$1,000 as follows:
 - Between \$1,000 and \$7,499 one (1) written quotation is required
 - Over \$7,500 three (3) written quotations are required
- All amounts recorded in your budget and application are not to include GST
- The budget must balance, that is total income relating to this project must equal total expenditure on this project
- Include the Supplier's name in the description of expenditure items
- In-kind support/volunteer hours are valued at no more than \$30 per hour
- You must demonstrate that award rates or industry-recommended rates of pay will be made to artists and art workers involved in the project
- If you are paying only a portion of the recommended rate of pay because the arts professionals involved is contributing some of their time as an in-kind contribution, please list the total rate of pay and then separately note their in-kind contribution

Income items may include:

- Earned income from ticket sales or other sales
- Contribution from artists or others, whether in-kind or cash, note "C" for confirmed or "UC" for unconfirmed
- Sponsorships or donations
- Other grants

10. Applicant Support

For further information or help completing online applications, please contact Council's Arts and Culture Development Officer on (07) 5329 6558 or grants@noosa.qld.gov.au. Office hours are 8.30 am – 4.30 pm, Monday – Friday (excluding public holidays). If you do not have your own computer, you can access a computer at any of Council's libraries at no cost.

11. Successful Applicants:

Within thirty (30) days of being advised of a successful outcome, the applicant will be required to:

- Enter into a Funding Agreement with Council which may include specific conditions. The agreement will contain the details on how the funding is to be spent, how Council and Arts Queensland is to be acknowledged and how the funds are to be acquitted
- Set up an account with Noosa Council. The creditor account application form will be provided
- Invoice Council for the grant amount. The grant amount excludes GST. Invoices to Council are required to conform to Australia Taxation Organisation instructions and
- Provide evidence that all relevant permits, licences and insurances are in place to undertake the project

12. Acknowledgement

As a condition of funding, successful applicants are required to actively and publicly acknowledge Noosa Council and Arts Queensland's support in all published material associated with the funded activity. The funding agreement will detail the required acknowledgements.

In addition, funding recipients must also ensure that the Queensland Government and Council's positive reputation is maintained at all times.

13. Acquittal

All grant money must be acquitted within thirty days (30) of project completion. An Acquittal Report must be completed and submitted to Council on line with relevant support documentation (receipts and invoices, images, video, surveys, etc). A sample acquittal form can be found here: www.noosa.qld.gov.au/radf.

Grant recipients will not be considered for further grant funding from Council if previous grant acquittal conditions have not been met.