GUIDELINES

Regional Arts Development Fund (RADF) Grant

Round 12 – Opens 9am 12 August – Closes Noon 19 September 2019

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1. Introduction

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

Noosa Council’s RADF program is equally funded by Noosa Council and Arts Queensland.

Noosa Council’s RADF program is governed by the Noosa Council Community Grants Policy, which underpins these guidelines.

Noosa Council ‘recognises the value of arts, culture and heritage to the Noosa community, and to Council itself. It aims to secure a healthy future for the cultural sector based on shared aspirations and priorities’ Noosa Cultural Plan.

2. Purpose

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 Grants are available for applications from eligible not-for-profit organisations, individuals and businesses for:
- Programs/Projects
- Events
- Professional Development

3. Objectives

RADF objectives are to support arts and cultural activities that:
- Build local cultural capacity, cultural innovation and community pride
- Build skills and experiences
- Provide opportunities for applicants to leverage Council’s financial assistance to obtain funding from other sources
- Provide opportunities for applicants to deliver on Council’s strategic goals and identified key initiatives (See Section 15 -Relevant Plans and Strategies).
- Provide public value for Queensland communities

4. Key Dates Round 12

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Round opens:</td>
<td>9am, 12 August 2019</td>
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<td>Round closes:</td>
<td>12 noon, 19 September, 2019</td>
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<tr>
<td>Announce results:</td>
<td>22 November 2019</td>
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<tr>
<td>Project delivery period:</td>
<td>1 January – 31 December 2020</td>
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<tr>
<td>Acquittal due:</td>
<td>Within 30 days of project completion</td>
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5. Council’s RADF Priorities – Round 12 &13

Noosa Council has set the following two RADF priorities for Rounds 12 and 13. Up to 50% of the RADF funding pool will be allocated to projects which address these two priorities.

Arts, Environment and Sense of Place
Noosa is known for its stunning environment and enviable lifestyle. Our arts, culture and heritage reflect the distinct identity of Noosa and there is a strong alignment between local community values and arts practice with the local environment frequently inspiring arts practice. Noosa has also long demonstrated a commitment to environmental values. How can your arts project tell a Noosa story or spark community discussion and action on environmental issues?

Participation
There are many ways to engage with an arts project; as an artist, as an audience member, as a collaborator and more. This priority area encourages you to think about how you can increase the number of participants in your project and/or the quality of their engagement. This priority also encourages you to think about the makeup of your project's participants and audience; can you include young people, older people, culturally and linguistically diverse people, indigenous people and/or people with a disability?

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

6. Eligible applicants

Who can apply
The RADF grant program is available to applicants who are:

- An individual (over the age of 18 or have the application co-signed by their legal guardian confirming they will take responsibility for managing any funding that may be offered to the applicant)
- A business
- A legal not for profit entity

And who have
- an active ABN;
- a bank account in the name of the legal entity;

If an applicant is not eligible, as per the above criteria, yet still wishes to apply, they do so through an auspice arrangement. The applicant is auspiced (see below) by an eligible organisation or individual. If the application is successful the auspice is legally responsible for the financial administration and the delivery of the project.

All applicants (including the auspice, if required) must have:

- Appropriate insurances and adhere to sound Workplace Health and Safety practices;
- No debt to Council, or have entered into scheduled payment arrangements with Council that is being adhered to; and
- Met obligations of agreement conditions for any previous Council grants.
Who cannot apply

This grant program is not available to:

• Foreign companies, such as a charity or business formed or incorporated outside Australia, even if it is registered to carry on business in Australia
• A trust (which by its nature is an obligation imposed on a person or other entity (the trustee) to hold property for the benefit of beneficiaries or for a particular purpose).
• Business Trusts
• Government agencies or Departments of local, state or federal government
• Educational institutions
• Parents and Friends Associations, or Parents & Citizens Associations
• Medical organisations or Primary Health Care Providers
• Political organisations
• Kindergartens, Pre-school and day care centres
• Religious organisations where the application is for a project that relates specifically to the organisation’s core business
• Organisations with a liquor-licensed supporters/associated club that commercially trade seven days a week

Auspicing

If an applicant is not eligible as per the above criteria and wishes to apply for a grant, the applicant is able to do so provided that the application is auspiced and administered by an eligible applicant that is willing and able to accept legal and financial responsibility for the grant and the project or event being delivered.

An agreement or letter of understanding between the applicant and auspice organisation is required to be lodged (uploaded) with the grant application. Here is more information about auspicing.

7. Eligible projects

RADF projects may include, but are not restricted to:

• Projects/programs – Projects or programs that respond to a specific opportunity or need within the arts sector. Ongoing projects will be considered, but will be a lower priority.
• Events – creative festivals or events that offer quality outcomes, provide opportunities for local artists and bring residents together
• Professional Development – projects that include opportunities for local artists to develop their skills, experiences and networks. This may include mentorships, partnerships, workshops and attendance at conferences.
• RADF projects must employ artists or arts professionals

• Items eligible for funding include –
  o Artist fees (at award rates)  o Venue Hire
  o Project co-ordinator fees  o Some travel expenses
  o Some material expenses  o Some marketing and recording expenses
Projects not eligible for funding

- Events funded by Tourism Noosa except where you can show there is a significant direct benefit to residents
- The core business of educational, medical or religious organisations, or activities aimed primarily at economic development
- Activities that have already commenced or will commence or be completed outside the project delivery period
- Any project conducted for the purpose of raising charitable funds for a third party.

The funding cannot be used for:

- Amateur art activities unless employing a professional to build capacity
- Items purchased before the applicant is notified that their application is successful
- Entertainment (unless it includes a development component)
- Publishing costs (the production of multiples such as books, albums etc.), Framing and freight
- Accredited study, training or university courses
- Items already funded in other Council grants
- Grant writer fees or auspice fees
- Contingency costs
- Repayment of debts and loans
- Purchase of equipment
- Funding for a staff or member social event
- Gifts, prize money, prizes or trophies
- Ongoing operational or recurrent costs including but not limited to salaries or wages, rent or lease costs, fuel, bank or accounting fees
- Administration expenses such as stationery, postage and office supplies
- Uniforms
- Food ingredients, beverages or catering
- Fundraising, sponsorship or donations to other organisations.

8. How much funding is available

The minimum grant amount from Council is $1,000 and maximum grant amount is $5,000. There is no maximum total project cost limit for this program.

The delivery of the RADF Grants Program is subject to Council’s annual budget and support from Arts Queensland. It is not possible to approve all requests for assistance, therefore grant funding should not be deemed automatic or anticipated.

As the program is often heavily oversubscribed, Council will not fund 100% of any project. In some instances, only part-funding of the amount request may be offered.

Applicant contribution

Applicants are expected to contribute to projects wherever possible. In doing this you may satisfy the assessment criteria of providing ‘value for money’. Other funding sources may include:

- Grants from other funding bodies
- Sponsorship, donations of cash, materials, or expertise
- In-kind or volunteer labour (generally valued at $30 per hour).
9. Project budget

It is important to provide a realistic and complete project budget.

- Written quotes are required for any budget items over $1,000:
  - Between $1,000 and $7,500 one (1) written quotation is required
  - Over $7,500 three (3) written quotations are required
- All amounts recorded in your budget and application are to be GST exclusive
- The budget must balance; that is, the total income relating to this project must equal the total expenditure on this project
- The budget must include the supplier’s name in the description of expenditure items
- In-kind support/volunteer hours are generally valued at $30 per hour

Sample budget

Study the sample budget. It provides examples of what is required in the project budget.

10. Application

Sample application forms are available on Council’s website. The actual form is completed and submitted online at www.noosa.smartygrants.com.au where you can also find step-by-step advice and sample forms.

If you do not have a computer, you can access computers at any of Council’s libraries at no cost.

Once an application form has been submitted, an email will be sent to the email address noted in the application form acknowledging that Council has received the grant submission.

11. Assessment

Applications are assessed by a RADF Committee which 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.

Applications are assessed by their ability to meet the following criteria:

- 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 professional development opportunities
- aligns with councils strategic goals and policies
- demonstrates the need for funding support and value for money

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

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

Reach
• Provides access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences
• Evidence of local demand for proposed program/s
• 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
  • building regions
  • supporting disadvantaged Queenslanders
  • stimulating economic growth and innovation
  • increasing workforce participation
  • conserving heritage

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

Applications may be part funded to assist distribution of funds to more community groups. If applications are part funded, the applicant will need to fund the balance of the grant.

12. Announce results

The outcome of the grant round is announced after the final decisions are made at the Ordinary Council Meeting. See Section 4 for key dates for this round of funding.

Each applicant will be advised by email to the SmartyGrants login email address provided by the applicant as to whether their application has been successful or not.

Unsuccessful applicants may request feedback on the assessment of their application by emailing grants@noosa.qld.gov.au.

13. Successful applicants

The successful applicant (or auspice) will receive an email notification, instructions and a Deed of Funding Agreement. Successful applicants will need to agree and sign the Deed of Funding Agreement and provide a valid invoice to Council. See Valid Invoice Check List.

Noosa Council is happy to assist successful applicants with understanding the Deed of Funding Agreement and compliance items. If the applicant is being auspiced, the Deed of Funding Agreement would be signed by the auspice and the payment would be made to the auspice.

Unsuccessful applicants are encouraged to seek feedback. This will help to improve applications and/or projects in the future.
14. **Acknowledgement**

All successful applicants will need to acknowledge Noosa Council in all published material and online communications associated with the project. Noosa Council and Arts Queensland reserves the right to publish the impacts and accomplishments of your projects. Council will also ask for photos to use in its communications.

15. **Project reporting and acquittal**

Reporting and acquittal requirements will be outlined in a Deed of Funding Agreement with successful applicants. Projects are not to commence nor the grant paid before the applicant signs, understands and can meet all terms and conditions of the Deed of Funding Agreement. Applicants will need to provide a final project report and financial acquittal within thirty (30) days of project completion.

The obligations of the successful applicant include, but are not limited to:

- Maintaining financial and progress records relating to the delivery of the project
- Acknowledging Noosa Council and Arts Queensland in all published material and online communications associated with the project. Noosa Council reserves the right to publish the impacts and accomplishments of your projects. Council will also ask for photos of your project to use in its communications.

**Audit**

Some acquittals may be subject to an audit by Council. All grant recipients are required to keep accurate financial records. These records are to be made available to Council should the applicant be selected for an audit.

Organisations will not be considered for further grant funding from Council if previous grant acquittal conditions have not been met. A sample acquittal form can be found at www.noosa.qld.gov.au/council-grants.

16. **Resources**

Relevant Plans and Strategies:


Other useful resources

- Grow Your Arts
- Arts Acumen
- Community Events Calendar here
- Event Toolkit here.
- Support for Not-for-profit groups here

**Applicant support**

For further information or help completing online applications, invoicing, new grant account forms or other aspects of seeking grants, please refer to the FAQ or contact Council’s Grants Officer on (07) 5329 6437 or email grants@noosa.qld.gov.au. Office hours are 8.30am to 4.30pm, Monday to Friday (excluding public holidays).

17. **Legislation**

- Information Privacy Act 2009
- Right to Information Act 2009
- Local Government Act 2009