

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

## GUIDELINES

### Regional Arts Development Fund (RADF) Grant

**Round 14 opens 9am 20 October – closes Noon 23 November, 2020.**

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## 1. Introduction

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The Regional Arts Development Fund (RADF) 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. Council aims to secure a healthy future for the cultural sector based on shared aspirations and priorities through the [Noosa Cultural Plan](#).

RADF Grants are available for applications from eligible not-for-profit organisations, individuals and businesses for:

- Programs, Projects
- Events, or
- Professional Development

## 2. Objectives

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RADF objectives are to support arts and cultural activities in a way that:

- Builds local cultural capacity, cultural innovation and community pride
- Builds cultural skills and experiences
- Provides opportunities for applicants to leverage this grant to obtain further funding from other sources
- Provides opportunities for applicants to deliver on Council's strategic goals and identified key initiatives (See Section 15 - Resources).
- Provides public value for Queensland communities, in this case the Noosa Shire community, and
- Distributes funding in an equitable, transparent, and sustainable manner.

## 3. Key dates

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Round opens:	9am, 20 October, 2020
Round closes:	12 noon, 23 November, 2020
Announce results:	Late January, 2021
Project delivery period:	1 February – 31 December, 2021
Acquittal due:	Within 30 days of project completion

## 4. Council's RADF priorities

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Noosa Council has set the following two priorities for RADF Rounds 14 and 15. Up to 50% of the RADF funding pool will go towards projects which address one or the other of these two priorities.

### 1) Recovery and Resilience

The Noosa community endured two major bush fire events in 2019. 2020 brought the worldwide impacts of the Coronavirus and resulting restrictions. These events have been extremely challenging. The arts has potential to help communities recover from challenging events and to build connections and resilience to assist in preparation for future challenges. Can your project work with vulnerable groups in our community to help them build resilience? Does your project provide connections and opportunities for people to learn how to help themselves in challenging times? NB – projects do not have to be restricted to the recent events, but can include more general elements of recovery and resilience.

### 2) Younger and Older

At the 2016 census 27.2% of Noosa's population was aged under 25 and 27.6% was aged over 60. These are both significant parts of our community. Can your project provide an opportunity for these age groups to engage in arts and culture as audiences, participants, developers and deliverers? Our Shire is serviced by a number of groups, organisations and businesses who work with younger and older people. Can your project partner with one of these groups to find your audience and participants?

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

## 5. Eligible applicants

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### Who can apply?

If considering applying for this grant call 07 5329 6558 first to discuss eligibility and the project with the friendly staff in the Community Development team.

The RADF grant program is available to applicants who are:

- A legal not for profit entity
- 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) or
- A business

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, the application might be able to 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
- 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 the RADF applicant does not have an Australian Business Number (ABN) the application will need to be auspiced by an eligible organisation (with an active ABN).

If the application is successful the auspice organisation will then take full legal and financial responsibility for the delivery of this project and the grant administration. For example, the auspice organisation will sign the Funding Deed of Agreement, receive the grant payment and be responsible for the acquittal report.

It is mandatory to provide an Auspice Agreement or at least a letter from the Auspice Organisation or Individual which indicates they understand and are willing to take on the auspice responsibilities.

Download the [Auspice Facts and Agreement format](#). It is the responsibility of the applicant to ensure that the auspice agreement is completed, signed and uploaded with the application.

## 6. Eligible projects and expenses

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If you are considering applying for this grant call 07 5329 6558 first to discuss your eligibility and your project with the friendly staff in the Community Development team.

- RADF projects must employ artists or arts professionals
- Items eligible for funding include –
  - Artist fees (at award rates)
  - Project co-ordinator fees
  - Some material expenses
  - Venue Hire
  - Some travel expenses
  - Some marketing and recording expenses

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.

### 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
- Projects that will commence or will be completed outside the project delivery period
- Projects 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.

## 7. Application

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The application form collects practical information in order to facilitate fair and informed decision making and administration in line with the objectives of this funding program.

The form is completed and submitted online at [www.noosa.smartygrants.com.au](http://www.noosa.smartygrants.com.au). It is a good idea to go through the sample application form before starting the online form.

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.

## 8. How much funding is available

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The smallest grant amount available \$1,000 and largest grant amount is \$5,000.

The amount of funding available for 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 you should not assume you will be successful.

As the program is often 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 – see [More Grants & Guidance](#)
- Sponsorship, donations of cash, materials, or expertise
- In-kind or volunteer labour (generally [valued at \\$43 per hour](#), Volunteering Queensland).

## 9. Project budget

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

- 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 (if known) in the description of expenditure items
- In-kind support/volunteer hours are valued at [\\$43 per hour, Volunteering Queensland](#).

### Quotes

Written quotes are required for any budget item over \$1,000:

- For budget items between \$1,000 and \$7,500 one (1) written quotation is required
- For budget items over \$7,500 three (3) written quotations are required

### Goods and Services Tax (GST)

- The grant amount you are requesting must not include GST.
- The quotes you obtain and provide with the application may include GST but the actual figures recorded in the budget have had GST deducted
- The grant funding requested (and granted) does not include GST (the Grant Amount is published on Council Reports and on the Deed of Funding Agreement).
- If your organisation (or your auspice organisation) is registered for GST then Council will add GST to the grant when it is paid.
- If your organisation (or your auspice organisation) is not registered for GST then Council will not add GST to the grant when it is paid.

For more information on GST refer to this [GST page](#) of Australian Taxation Office's website.

### Sample budget

Study the [RADF Budget Factsheet](#). It provides examples of what is required in the project budget.

The Budget form can be found [here](#).

## 10. Assessment

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Applications are assessed by a RADF Committee which consists of independent community members. They provide expert advice to Council officers about the Noosa arts community and the RADF program. Applications are assessed by their ability to meet the following criteria:

### Noosa Council RADF Assessment Criteria

The assessors will be prioritising applications that:

- Support local artists and arts and cultural activity
- Provide opportunities for local communities to participate in arts and cultural activities
- Support artists to develop and practice their creative endeavours
- Engage and benefit local communities in the Noosa Shire
- Build the capacity of local artists
- Build existing partnerships and develops new partnerships
- Support professional development opportunities
- Align with Council's strategic goals and policies
- Demonstrates need for funding support and provide value for money.

The assessment of applications will also be based on Council priorities (see Section 4) and the following Arts Queensland Key Performance Assessment Criteria.

### Arts Queensland Key Performance Assessment Criteria

- **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
- **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
    - engaging children and young Queenslanders
- **Viability**
  - Evidence of good planning for strong governance and management.
  - Evidence of partnership capacity with partners

## 11. Successful applicants

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Each applicant will be advised of the outcome of the application via email. Successful applicants will be given instructions about the Deed of Funding Agreement obligations and invoicing Council for the grant payment. See [Valid Invoice Check List](#).



If the applicant is being auspiced, the Deed of Funding Agreement will be signed by, and payment will be made to, the auspice organisation.

Unsuccessful applicants may request feedback on the assessment of their application by emailing [grants@noosa.qld.gov.au](mailto:grants@noosa.qld.gov.au).

## 12. Acknowledgement

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All successful applicants are required to acknowledge Noosa Council in all published material and online communications associated with the project. Funding recipients must also ensure that Council's positive reputation is maintained at all times. Noosa Council looks to actively promote the outcomes and accomplishments of your projects and may produce communications of our support for the project.

The Deed of Funding Agreement says the successful application must 'acknowledge assistance from Noosa Council and Arts Queensland in press releases and promotional material, using Council's and Arts Qld's logos and the words 'Proudly supported by Noosa Council and Arts Queensland'. RADF requires this acknowledgement wording – *"The Regional Arts Development Fund is a partnership between the Queensland Government and Noosa council to support local arts and culture in regional Queensland". The Council's logos and instructions on their use are on the Noosa Council website on the funding acknowledgement page. The logos are to be used in any promotional material, media advertising and signage relating to the proposal during the funding period*

The acquittal will ask you to provide at least two examples of acknowledgment Noosa Council e.g. Social media, letter or newsletter to supports or members, media releases, videos, signage, speeches, website etc.

## 13. Project reporting and acquittal

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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.

### Record keeping

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 [RADF page](#) on Council's website.



## 14. Resources

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[Relevant Plans and Strategies](#) on Council's website.

### Other useful resources:

<a href="#">Noosa Cultural Plan 2019-2027</a> <a href="#">Grow Your Arts</a>	<a href="#">Arts Acumen</a> (Arts Queensland)
Community Events <a href="#">Calendar</a> here	Event <a href="#">Toolkit</a> here.
<a href="#">Support</a> for Not-for-profit groups	<a href="#">Frequently Asked Questions</a>

### 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](mailto:grants@noosa.qld.gov.au). Office hours are 9am to 4.30pm, Monday to Friday (excluding public holidays).

## 15. Legislation

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- [Information Privacy Act 2009](#)
- [Right to Information Act 2009](#)
- [Local Government Act 2009](#)
- [Human Rights Act 2019](#)