

GUIDELINES

Noosa Council Regional Arts Development Fund (RADF) Grant Program

Round 16 and 17

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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 co-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.

Through the RADF program, Arts Queensland provides partnership investment that enables local councils across the State to deliver artistic outcomes, grow employment opportunities for creative and cultural workers, and engage communities to deliver on the priorities as described in Creative Together: 2020-2030:

- Elevate First Nations arts
- Activate Queensland's local places and global digital spaces
- Drive social change across the state
- Strengthen Queensland communities
- Share our stories and celebrate our storytellers.

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

- Programs/Projects
- Events
- Professional Development

2. Objectives

RADF objectives are to support arts and cultural activities that:

- Build local cultural capacity, cultural innovation and community connection
- Build cultural skills and experiences
- Provide opportunities for applicants to deliver on Council's strategic goals and identified key initiatives (See Section 15 -Relevant Plans and Strategies).
  Deliver Queensland Government's objectives for the community.
- Provide public value for Queensland communities
- Distribute funding in an equitable, transparent, sustainable manner.

3. Key dates

RADF	Grant Round 16	Grant Round 17
Accepting applications	9 am 25 August to 12noon 6 October 2021	9 am 16 February to 12 noon 30 March 2022
Results announced	Late December 2021	Late June 2022
Project delivery period	1 January to 31 December 2022	1 July 2022 to 30 June 2023
Acquittal will be due	Within 30 days of project completion	Within 30 days of project completion

4. Council's RADF priorities

Noosa Council has set the following two RADF priorities for Rounds 16 and 17. Up to 50% of the RADF funding pool will go to projects which address these two priorities.

Strengthening Community
Arts and Cultural activities are a great way to bring communities together, share experiences and explore complex issues. Can your project engage with different parts of the community such as the health, social and education sectors? Can you form partnerships and explore issues? Could your project deliver social benefits for under-represented groups?
This priority encourages you to think about the social impact of your project and who you might be able to engage with for the benefit of our broader community.

Spaces and Places
The challenges of 2020-21 have had a lasting impact on everything we do. We now think working from home, shopping and being entertained online is relatively normal. This has encouraged us to think about spaces differently and has encouraged some of our more traditional arts and cultural spaces to explore new ways of showcasing and sharing content.
This priority encourages you to think about where and how you can share your creative outputs in a different way. Can you use a non-traditional space or use a traditional space in a non-traditional way? Can your work be responsive to the place and activate spaces in a way they are not usually engaged with?

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

5. Eligible applicants

Who can apply?

To be considered eligible to apply for a RADF grant an applicant must contact the RADF Officer on 5329 6558 to check their eligibility and to discuss the project and application in depth.

The RADF grant program is available to applicants who are:
- An individual *
- A business
- A legal not-for-profit entity

*If applicant is under the age of 18, they must 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.

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

As each Council offers their own RADF grant programs, applicants from outside Noosa Shire may be eligible to apply if the project can demonstrate significant benefits for the Noosa community.

If an applicant is not eligible, as per the above criteria, yet still wishes to apply, they can do so through an auspice arrangement. The applicant can be auspiced by an eligible organisation or individual.

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 funding agreement conditions for any previous Council grants, including successfully acquitting any previous 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, Kindergartens, Pre-school and Childcare centres
- Parents and Friends Associations, or Parents & Citizens Associations
- Medical organisations or Primary Health Care Providers
- Political organisations
- Religious organisations
- Organisations with a liquor-licenced 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 President, Chair, Secretary or Treasurer of the Auspice Organisation or a letter from an Auspice Individual which indicates they understand and are willing to take on the auspice responsibilities.

Download the Auspice Facts and Agreement Form It is the responsibility of the applicant to ensure that the auspice agreement is completed, signed and uploaded with the application.

6. 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.
- 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 –
    - Artist fees (at award rates)
    - Project co-ordinator fees
    - Some material expenses
    - Venue hire
    - Some travel expenses
    - Some marketing and recording expenses

Note - Purchase of equipment up to $1000 will be considered where it is demonstrated to be more cost effective than hire.

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 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.

7. Application

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.

For reference, a sample of the application form is available on Council's website, however the actual application form is completed and submitted online at https://noosa.smartygrants.com.au/
It is a good idea to review 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?

The smallest RADF grant amount from Council is $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 $44 per hour, Volunteering Queensland).

9. Project budget

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 $44 per hour, Volunteering Queensland

Quotes

Written quotes are required for any budget item over $1000:

- For budget items between $1000 and $5000, one (1) written quotation is required.
- For budget items over $7500, 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

On the RADF grants page of council's website, study the sample budgets. They provide examples of what is required in your project budget. To be considered eligible, applications must use the budget template provided.

10. Assessment

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:

Criteria	Shown through
Need and support	• Engagement of local artists • Engagement with local audiences • Partnerships • Letters of support

	• Alignment to Noosa Council's Cultural Plan
Project management capability	• Realistic budget and value for money • Project planning • Risk management
Capability to deliver	• Previous projects • Experience of key personnel (CVs and Biographies) • Prior grant acquittals (if applicable)
Arts Queensland's Criteria	**Quality** - Produces or contributes to high quality arts and cultural initiatives for local communities **Reach** - Provides access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences **Impact** - Demonstrates cultural, artistic, social and/or economic outcomes **Viability-** Evidence of partnerships with other artists, organisations, business, and government.

11. Funding notification

The outcome of the grant round is announced after the final decisions are made at the Ordinary Council Meeting. See Page 2 (or section 3) - Key Dates for the round of funding.

Each applicant will be advised the outcome of their application by email.

Applications may be part funded to assist spread the limited grant of funds across more applicants. If applications are part funded, the applicant may be invited to modify the project to reflect reduced funding.

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

12. Successful applicants

Successful applicants are 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.

13. Acknowledgement

All successful applicants are required to acknowledge Noosa Council and Arts Queensland in all published material and online communications associated with the project. Funding recipients must also ensure that Council's positive reputation is always maintained. 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 and Arts Queensland's logos and the words "*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 required 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 project during the funding period.

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

14. 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.

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.

15. Resources

Relevant Plans and Strategies on Council's website.

Other useful resources:

Grow Your Arts	Arts Acumen (Arts Queensland)
Community Events Calendar here	Event Toolkit here.
Support for Not-for-profit groups	Frequently Asked Questions

Applicant support

For further information or help completing online applications, invoicing, new grant account forms or other aspects of seeking grants, please contact Council's Grants Officer on (07) 5329 6437 or email grants@noosa.qld.gov.au Office hours are 9am to 4.00pm, Monday to Friday (excluding public holidays).

16. Legislation

- Information Privacy Act 2009
- Right to Information Act 2009
- Local Government Act 2009
- Human Rights Act 2019