

Attachment 2: Arts Queensland Regional Arts Development Fund Guidelines

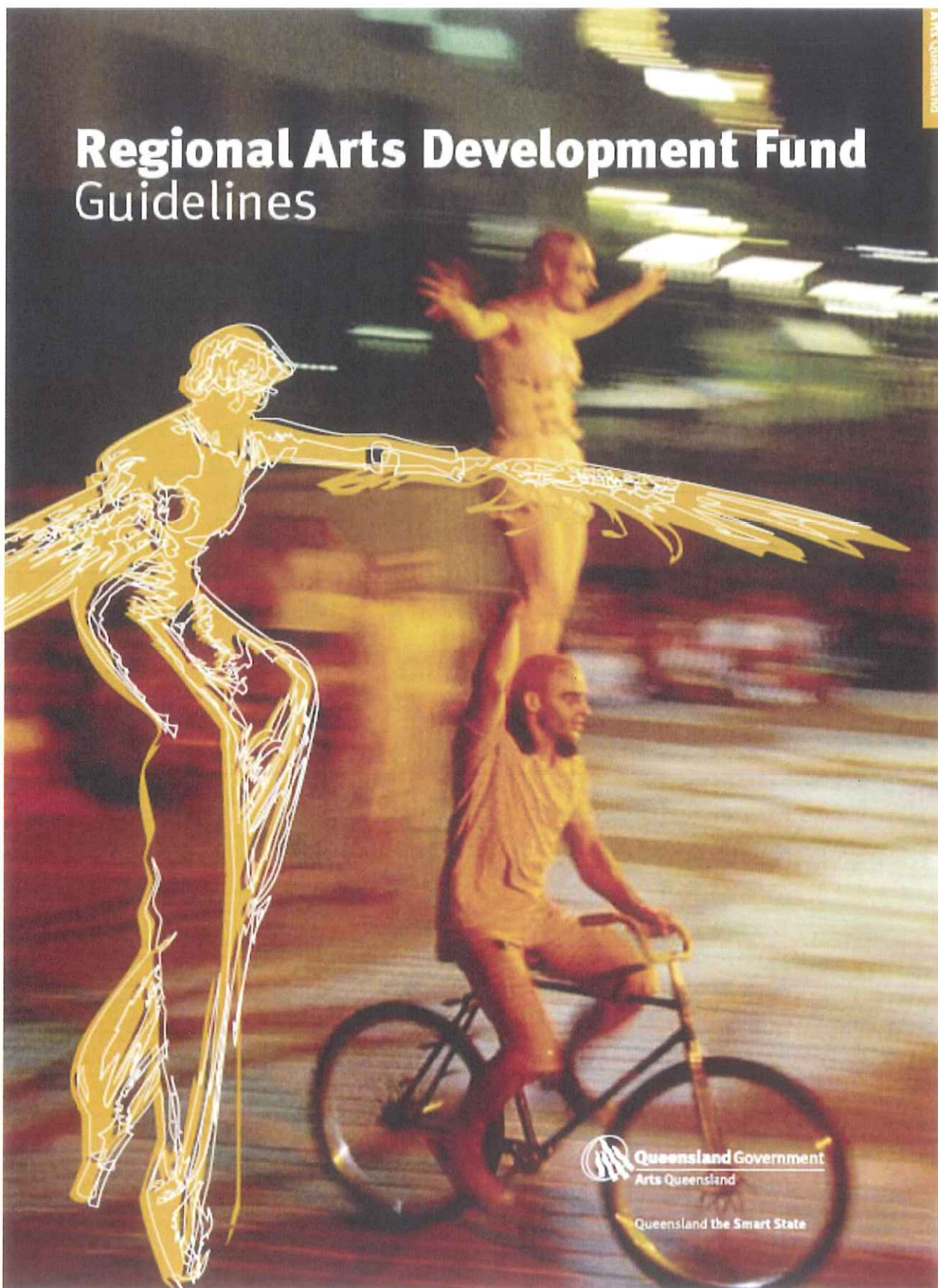


Image: Circa Ensemble – Southbank 2002. Photo: Justin Nicholas.

Guidelines developed October 2006



Regional Arts Development Fund Guidelines

Contents

General	1
What is the Regional Arts Development Fund (RADF) Program?.....	1
Why do Arts Queensland and local government partner to support the arts?.....	1
See RADF Principles.....	1
How does RADF operate?.....	2
What are the roles and responsibilities of the partners?.....	3
What are the Queensland Government's social justice considerations?.....	4
What are the eight categories of funding?.....	4
What are the eligibility requirements?.....	7
What does RADF not support?	7
RADF Committee	10
How is a RADF Committee established?.....	10
There are two ways a council can choose to establish a RADF Committee:.....	10
How long does a member serve on the Committee?.....	11
Committee voting rights	11
What are RADF Committee members required to do upon commencement of their appointment?	11
What are the ongoing responsibilities of Committee members?	11
How do Committee members ensure that they are able to provide appropriate and current advice in the assessment process?.....	12
Who are the advisors to the RADF Committee?.....	12
What is the role of the RADF Chair?.....	13
How are applications assessed?	13
What happens after the RADF Committee has completed its funding recommendations?.....	14
What happens if a RADF grant recipient wants to change a part of their project or activity?	14
How are outcome reports assessed and acquitted?	15

RADF Liaison Officer 16

What are the roles and responsibilities of the RADF Liaison Officer?	16
Appreciating the volunteers on the RADF Committee.....	17
Participating in your local cluster.....	17
What annual RADF Committee meetings and events do I need to organise each year?.....	18
What are the RADF funding cycles and timelines?.....	19
What is the RADF funding workbook?.....	19
How do I record funding decisions and provide feedback to applicants?	19
How do I prepare a bid to Arts Queensland?.....	20
Local council/Arts Queensland bidding cycle	20
How are bids assessed at Arts Queensland?.....	21
What is the partnership agreement?.....	22
How do I prepare an annual report for Arts Queensland?	22
How do I develop a cultural policy?.....	23
How should I support applicants?.....	23
How do I promote the RADF Program?	23
What legal considerations should I know about?	24
Judicial Review..	24
Freedom of Information (FOI)	24
Anti-Discrimination Act	25



General

What is the Regional Arts Development Fund (RADF) Program?

The RADF Program, established in 1991, is a highly successful state and local government partnership that supports professional artists and arts practitioners living in regional Queensland. The Program focuses on the development of quality art and arts practice for, and with, regional communities.

The RADF Program's key stakeholders are the Queensland Government Department of Education, Training and the Arts, through Arts Queensland and the local councils that participate in the program. These stakeholders support arts and cultural development, RADF committees, regional and remote communities and their arts and cultural workers.

Why do Arts Queensland and local government partner to support the arts?

The partnership between Arts Queensland and local government is important to ensure RADF grants are used in the best possible way to support professional arts outcomes and development in regional Queensland, by following six overarching RADF Principles.

Six RADF Principles

1. Supporting professional artists and artsworkers

State Government, through Arts Queensland, has a priority to support professional artists and artsworkers, including those working in a cultural development context and living in regional communities, to practise originality and innovation in the development of quality arts activities and initiatives.

2. Supporting locally determined arts and cultural priorities

Local government partners with Arts Queensland through RADF to support locally determined arts and cultural priorities, as stated in local councils' corporate plans, as well as in local arts and cultural policies. Councils can determine priorities for RADF grants from these plans and policies and support the professional arts components.

3. Supporting regional arts development in Queensland

Partnerships across the tiers of government, between arts and non-arts practitioners and organisations, and across local council boundaries are essential to regional arts development in Queensland.

4. Supporting cultural activities not supported by other state government agencies

State Government recognises the value and importance of cultural activities and supports them through a range of government agencies, such as the Community Benefit Fund, Education, Sport and Recreation, Communities, Local Government and Planning and Queensland Events. RADF will not support cultural activities that are the responsibility of other state government agencies, including Arts Queensland. However, RADF can be used to complement other agencies' funding programs where the project is eligible and additional funds, or other forms of support, will enable the initiative to reach its full potential.

5. Supporting the participation of community members in arts development projects run by professional artists and artworkers

Non-professional arts and cultural activities are important to community life. Many local councils support non-professional activities through their own local community grants programs. RADF will support professional artists, artworkers and cultural development practitioners to run developmental projects or activities for community groups who enjoy participating in the arts, but who are not practising professional artists.

6. Supporting complementary federal arts funding

Federal Government supports a range of regional arts and cultural activities. RADF grants can be used to complement federal funding programs through the Australia Council for the Arts and the Department of Communications, Information, Technology and the Arts.

How does RADF operate?

Arts Queensland manages the RADF Program by means of an annual budget for allocations to individual councils and infrastructure support for local councils in their administration of the Program.

Each council has a nominated RADF Liaison Officer and a RADF Committee that is culturally and geographically representative of the community.

Councils bid annually to Arts Queensland for an allocation of funds. The RADF Liaison Officer and the RADF Committee prepare a funding bid to Arts Queensland based on their consultation with the community.

This annual bid is ratified by council.

Arts Queensland invites four local RADF Liaison Officers from across the state to assess the RADF bids submitted by councils.

When assessing bids, the local council representatives consider the competitive strength of the bid in the following areas:

- consultation with the community
- community support
- innovation and diversity of arts activities
- sound planning

- strength of previous annual reports
- relevance to Council's corporate plan and local cultural policies
- promotion of RADF.

Arts Queensland and individual local councils contribute funds to support the local RADF grant program. Each partners' level of funding is determined by a ratio based on the population of individual councils, as shown in the table below:

Class	Population	% AQ	% Council	Class capped @ \$
1	0 to 5,000	90	10	25,000
2	5,001 to 10,000	70	30	30,000
3	10,001 to 50,000	60	40	40,000
4	50,001 to 200,000	50	50	50,000
5	200,000 +	40	60	100,000

Local councils manage the funding of grants to members of their communities.

The RADF Committee assesses individual RADF applications against their council's corporate plan, arts and cultural policy and Arts Queensland's RADF Guidelines and recommends applicants for funding. The RADF Liaison Officer presents the recommendations to council for ratification. Council can only overturn recommendations made by the committee if the application is ineligible under the Guidelines, or interferes with council initiatives that are already in progress.

What are the roles and responsibilities of the partners?

Arts Queensland's role in the RADF Program is to:

- develop, in consultation with other key players, specific training and development programs and services to support RADF committees, liaison officers and applicants
- develop and provide information, forms and procedural manuals for councils to administer the RADF Program
- facilitate networking opportunities such as conferences, forums, video and teleconferences
- respond to enquiries from stakeholders in the Program
- support councils, RADF liaison officers and RADF committees when difficulties arise in the management of the Program
- facilitate the annual assessment of local councils' bids and make recommendations to the Minister for the Arts
- prepare a triennial report for distribution to all councils highlighting the successes of the RADF Program and reporting on the distribution of funds.

Local councils' role in the RADF Program is to:

- nominate a staff member as a RADF Liaison Officer to support the RADF Committee and the local RADF Program
- establish, implement and review council's arts and cultural policy
- ensure arts and culture are included in council's corporate plan
- establish the RADF Committee and cover its operational expenses
- hold biennial elections for the RADF Committee
- ensure that RADF grants are allocated according to the Principles and funding criteria in the Guidelines
- bid for funds and report funding outcomes to Arts Queensland
- promote the RADF Program locally
- operate within the *Local Government Act, 1993*.

What are the Queensland Government's social justice considerations?

The Queensland Government requires that the RADF Program considers the social justice implications of its decisions. Aboriginal people, Torres Strait Islanders, Australian South Sea Islanders, people from culturally and linguistically diverse backgrounds (CALD), older people, young people and people with disabilities are among the groups that may need help to make their participation in arts activities possible.

The RADF Program is designed to support the cultural practice of all Queenslanders.

What are the eight categories of funding?

The six overarching RADF Principles listed on pages 1 and 2 determine the eligibility of applicants for all categories of funding as well as each category having its own more specific criteria.

There are eight categories of funding available for individuals, groups or local councils:

1. Developing regional skills

Objective — for individual professional artists and artworkers living in regional Queensland to attend professional development seminars or activities; master classes; mentorships with recognised arts and cultural peers; and placements with recognised arts and cultural organisations.

- RADF grants will support intrastate and interstate activities only.
- Arts Queensland's Individual Professional Development grants support international activities.
- Assistance is available for up to 65 per cent of the total costs to a maximum of \$1000 for Queensland travel and \$2000 for national travel.

Councils may also support **Quick-Response Grants** under this category for:

- opportunities for professional development that unexpectedly become available out of the normal local RADF rounds
- applications usually up to six weeks before the event/activity.

2. Building community cultural capacity

Objective — for community groups to engage a professional artist or artworker to work with them on developing their arts practice 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.
- Assistance is available for up to 65 per cent of the total costs of the project or workshop.
- This category is also open to councils that wish to assume a co-ordination role for projects.

3. Interest-free arts loan

Objective — for arts activities that will generate an income greater than the amount of the loan, and where no other funding source is available.

- RADF Interest-Free Arts Loans will support activities that can demonstrate a prior commitment from a distributor or producer, e.g. a publisher, gallery, record company or venue that can confirm and substantiate revenue forecasts.
- The total amount of the loan must be paid back at the conclusion of the activity.

4. Cultural tourism

Objective — for projects and activities that focus on communities' locally distinct arts, culture and heritage both for members of that 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.

5. Contemporary collections/stories

Objective — to preserve and provide access to locally held collections of significance, and collect and tell local stories from the past and the present that can demonstrate state and/or local significance. The priorities for this category are proposals for post-1960 heritage and Indigenous stories that can demonstrate strong community participation and ownership.

RADF grants can support:

- documentation, preservation, interpretation projects and collection management training through community-based workshops
- community stories, which can be documented in a variety of forms and mediums, including: plays, videos, artwork, digital exhibitions, education programs, oral histories and publications.

Community organisations such as historical societies, museums, libraries, archives, galleries, Indigenous and migrant community groups which collect and provide public access to their cultural heritage collections are eligible to apply.

Applicants must provide a statement of significance with their applications.

6. Regional partnerships

Objective — to encourage innovative and energising arts 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.

This category is also open to councils.

7. Concept development

Objective — to develop arts research ideas and project proposals to the implementation stage and identify funding sources outside of RADF to implement project proposals.

RADF grants will support individuals and groups who wish to engage in professional research and the development of ideas and project proposals to the implementation stage. No specific artform product is required. However, the project should demonstrate how it will contribute to future arts development.

Potential funding sources for the implementation of the project must be identified prior to making an application and must be noted in the application form.

This category is also open to councils.

8. Arts policy development and implementation

Objective — to support councils to:

- develop cultural policy, cultural mapping, visioning and planning proposals
- partner on regional cultural policy co-ordination activities

- cross-regional cultural planning
- development of cultural tourism plans
- community consultation, facilitation and preparation of the documents (but not publishing)
- RADF Committee training.

What are the eligibility requirements?

The following categories of individuals and organisations can apply for a RADF grant:

- Individual professional artists, artists, cultural workers or project coordinators who:
 - are based in the local council area, or if based outside the local council area are able to demonstrate how the project will directly benefit arts and culture in the local council area
 - are permanent residents or Australian citizens
 - have an Australian Business Number (ABN).
- Incorporated cultural organisations based in the local council area, or those based outside the local council area that are able to demonstrate how the project will directly benefit arts and culture in the local council area.
- Unincorporated organisations, auspiced by an incorporated body, that are based in the local council area, or those based outside the local council area that are able to demonstrate how the project will directly benefit arts and culture in the local council area.

What does RADF not support?

The following categories of individuals and organisations are not eligible for funding through the RADF Program:

- Amateur arts activities EXCEPT for professional services to amateur arts activity. One of the main RADF aims is to develop professional artists in the regions. NOTE: Emerging professional artists are eligible for funding.
- Artists or artists who do not have an Australian Business Number (ABN).
- Applicants who submit unsigned applications.
- Applicants who have failed to acquit previous RADF grants.
- Projects for which artists are paid less than the recommended rates.
- Activities that commence before Council approval is given. RADF should not be used as a 'top-up' fund.
- Craft workshops — UNLESS a professional artist or artist is employed to work with a craft group to apply their skills in an innovative way to an arts development outcome.

- Murals — funding is available for murals from other government sources as part of anti-graffiti programs. RADF grants can only be allocated to murals that adhere to the RADF Principles, eligibility and program criteria.
- School arts activities **EXCEPT** where those activities form part of broader community cultural development processes or are part of professional arts development.
- Framing or freight — only a small proportion of these costs can be covered as part of presentation costs for significant exhibitions.
- Entertainment — funding is not available to pay for entertainment for events, **UNLESS** there is a developmental aspect included, e.g. 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 amateur competitions.
- Summer/Winter schools — councils should not support more than two places 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.
- Purchase of capital items e.g. 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.
- 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.
- Accredited study, training or university courses — Arts Queensland does not fund the primary training of artists, only their professional development once they are practising.
- Workshops with arts and cultural service organisations that are part of the organisation's 'core business' — Arts Queensland has already funded these organisations to deliver core services. Please call your cultural service organisations to find out what services they can offer you that are not 'core business'.

Please contact your local RADF Liaison Officer if you require:

- examples of the types of projects that are eligible for funding through the RADF Program
- definitions used for the RADF Program
- a RADF application kit.

Please refer to the enclosed CD and Arts Queensland's RADF website for further information, tools and templates to assist with the development and management of the RADF Program.