

## RADF Committee

### How is a RADF Committee established?

A representative and informed committee reflects the diverse culture and geography of the council area. Each member of the Committee should have responsibility for a portfolio area.

#### There are two ways a council can choose to establish a RADF Committee:

1. by electing committee members through a public election. Council staff and the RADF Committee Chair oversee new Committee appointments conducted through a:
  - show of hands; or
  - secret ballot.
2. by selecting committee members for portfolio areas.

In either case, to be considered for a position on a RADF committee, candidates will need to:

- Nominate for up to two arts portfolio areas:
 

<input type="checkbox"/> creative arts/craft	<input type="checkbox"/> multimedia
<input type="checkbox"/> visual arts	<input type="checkbox"/> theatre
<input type="checkbox"/> music	<input type="checkbox"/> dance
<input type="checkbox"/> literature/writing	
- Indicate which groups they represent within the community:
 

<input type="checkbox"/> young people (under 26)	<input type="checkbox"/> people with a disability
<input type="checkbox"/> older people (55+)	<input type="checkbox"/> female
<input type="checkbox"/> Aboriginal people	<input type="checkbox"/> male
<input type="checkbox"/> Torres Strait Islanders	
<input type="checkbox"/> Culturally and Linguistically Diverse	
<input type="checkbox"/> councillor (no more than 2 at any one time)	
- Provide a current CV highlighting relevant arts or cultural experience and outlining any involvement with relevant arts networks and organisations.

The Chair of the RADF Committee is nominated by the newly elected RADF Committee.

### How long does a member serve on the Committee?

Committee members, including the Committee Chair, may serve for a maximum term of four years, with an option to step down after two years.

Committee members who have served for a continuous four-year term are required to 'rest' for a period of 12 months before being eligible for re-election.

### Committee voting rights

All elected/selected members of a RADF Committee have full voting rights.

RADF Liaison Officers provide administrative support to the committee, but have no voting rights.

If the RADF Committee are unable to reach a majority decision, the Chair will have the casting vote.

### What are RADF Committee members required to do upon commencement of their appointment?

- Attend an induction for the RADF Program.
- Sign an agreement to abide by the Code of Conduct and to:
  - be fair and honest
  - treat applicants with respect
  - declare any conflict of interest
  - treat all the information an applicant includes in their application and any discussion surrounding the application as confidential and undertake to respect that confidentiality
  - acknowledge when speaking in an official capacity as a RADF Committee member, and when making private comment
  - ensure public comments reflect council's arts and cultural development policy and the RADF Program Guidelines.

### What are the ongoing responsibilities of Committee members?

Different councils and committees involve their members in arts and cultural planning in a number of ways. However, the primary responsibilities of Committee members are to:

- attend and participate in RADF meetings
- assess RADF applications and outcome reports
- ensure that funding allocated is in line with the RADF Principles, eligibility criteria, and the local council's cultural plans and policies
- participate in the RADF bidding and reporting cycles
- participate in RADF training
- advise the RADF Liaison Officer, prior to the meeting, if they are unable to attend, ensuring that a quorum can be met.

## How do Committee members ensure that they are able to provide appropriate and current advice in the assessment process?

It is anticipated that Committee members will work with the groups they represent in their portfolio area(s) and develop strong networks by actively:

- attending art club meetings
- attending other art club events
- holding RADF information sessions at meetings/events
- assisting applicants with their application forms and outcome reports
- assisting applicants with advice about the RADF Program
- promoting RADF in the community.

Committee members are also required to read and assess all RADF applications and acquittals in a fair manner. If a Committee member considers that they have a conflict of interest in assessing a particular application, they are required to inform the RADF Liaison Officer of the conflict prior to the assessment meeting.

If a member cannot attend an assessment meeting, they should:

- record their assessment of all applications on an assessment sheet
- nominate the RADF Liaison Officer, or another member of the Committee, to present their assessments.

If the absent member represents a particular community group such as the Aboriginal community or people with a disability, they may select a representative of that group to present their assessment to the meeting.

## Who are the advisors to the RADF Committee?

Other personnel can be invited to join a RADF Committee at any time as an advisor under various circumstances. For instance:

- If expertise is missing on the Committee for the assessment of a particular application, an expert in that field can be invited to provide independent advice to the Committee.
- A translator may be necessary if material presented to the Committee is in a language other than English. It is appropriate to use RADF grants for this purpose.
- Recognition may also be given to signers and facilitators when including applicants with a disability.

Advisors can be a RADF committee member from another council.

As advisors are not elected Committee members, they will not have voting rights but will still need to adhere to the Code of Conduct.

## What is the role of the RADF Chair?

During the period of their four-year appointment to the RADF Committee, the Chair is required to:

- ensure that meetings are run from an agenda and that minutes of all RADF meetings are kept. (Committees may elect the RADF Liaison Officer as minutes secretary.)
- be an active spokesperson for the Committee
- ensure that debate on applications and policy-related matters is open and accountable
- ensure that applications and outcome reports are completed and signed
- check previous minutes for accuracy at the commencement of meetings
- monitor the attendance of committee members at meetings (members who are regularly absent from meetings should be asked to step down from their position)
- negotiate:
  - the size of the Committee
  - the quorum
  - representation of priority areas in the Committee
  - any need for the inclusion of additional expertise on the Committee.

## How are applications assessed?

When assessing applications for RADF grants, committees are required to use the assessment tools provided in the support materials that accompany these Guidelines.

A concise rationale for funding decisions should be recorded as part of the minutes, so that applicants can be provided with feedback on their applications.

Funding recommendations should be based on:

- the six RADF Principles
- the eight RADF funding categories
- eligibility criteria
- your council's arts and cultural policy
- your council's corporate plan
- your available budget.

When recommending funding amounts, it is important to remember that:

- applications should be judged on merit
- the full amount being requested should be supported unless there are clear reasons for reducing funding requests
- not all available funds need to be allocated in a financial year if the quality of applications does not warrant support.

## What happens after the RADF Committee has completed its funding recommendations?

Once the RADF Committee has reached agreement on which grant applications should be recommended and for what level of funding, the RADF Liaison Officer will present the recommendations to Council for ratification.

Council can veto recommendations, but **only** when they:

- are not in line with council's cultural policy
- interfere with council initiatives already in progress.

Once Council has ratified the recommendations, the RADF Liaison Officer prepares:

- contracts for successful applicants
- letters for the unsuccessful applicants
- the method of payment.

## What happens if a RADF grant recipient wants to change a part of their project or activity?

Sometimes circumstances change and RADF grant recipients cannot carry out their project exactly as described in their application. Where this happens, the recipient must:

- notify the RADF Committee in writing
- negotiate any change **before** the commencement of their project or activity.

The RADF Committee (or a sub-committee) can:

- approve the changes
- request that a new application form be completed
- ask the recipient to return the funds and to re-submit in the next round.

Any agreement to alterations must be:

- made in writing
- endorsed by the chair of the RADF Committee
- approved and signed by both the Chief Executive Officer (CEO) and the recipient.

## How are outcome reports assessed and acquitted?

All RADF grant recipients must submit an outcome report no more than eight weeks after the conclusion of their activity.

Reviewing the outcome reports is an integral part of the Committee cycle of activities as it allows the Committee to:

- note program outcomes
- assess the benefits and drawbacks of different activities
- learn from the difficulties experienced in activities
- reflect on the decisions made during the last funding round
- celebrate successes, great and small
- set new priorities and directions
- consider the ongoing relevance of the council's arts and cultural development policy.

Outcome reports do not have to be formally assessed by the RADF Committee, but should be presented and recorded in the minutes at any RADF Committee meeting.

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.

## RADF Liaison Officer

### What are the roles and responsibilities of the RADF Liaison Officer?

The RADF Liaison Officer is not an official member of the RADF Committee and is, therefore, not eligible to vote at Committee meetings. However, RADF Liaison Officers play a pivotal role in the effective management of the Program and in supporting an informed decision-making process for the Committee.

The duties of a RADF Liaison Officer include:

- familiarity with the RADF Guidelines and resources
- provision of expert advice on:
  - the purpose of RADF grants
  - categories of funding
  - any council business that might affect a proposed application
- liaison with the following clients in relation to RADF:
  - Arts Queensland
  - Councillors
  - RADF Committee
  - local community
- organisation of:
  - RADF Committee meetings
  - the election/selection process
- planning and preparation of:
  - RADF Committee meeting agendas and minutes (ensuring a quorum for each meeting)
  - funding assessment comments on the RADF funding workbook for future feedback to applicants and to Arts Queensland
  - the summary template of recommended projects
  - public meetings/community consultations to support council's annual RADF bid
  - the annual RADF bid
  - the RADF annual report
- ensuring that all promotional materials produced by both council and applicants adhere to the RADF promotions protocol
- record filing and keeping for five years for all RADF:
  - correspondence
  - minutes
  - committee recommendations and council decisions

- applications
- acquittals
- financial reports
- maintaining a RADF workbook to support accurate reporting
- advising the RADF Committee of any recommendation for funding not supported by Council because the:
  - application is not aligned with the cultural policy
  - application might impede current Council initiatives
- ensuring the front page of the applications for assistance, the bidding sheet and the annual report are signed before being sent to Arts Queensland
- developing culturally appropriate strategies to ensure specific community groups have representation in committee decision-making processes.

### Appreciating the volunteers on the RADF Committee

Councils and the RADF Program are the beneficiaries of the time, experience and commitment of the voluntary RADF Committee members. The RADF Liaison Officer is encouraged to negotiate an agreement with their council to cover the following costs of committee members and develop a simple process for re-imbusement for:

- out-of-pocket expenses
- petrol costs for those travelling long distances
- catering for meetings
- attendance of Committee members at public RADF events organised on behalf of council.

Other ways to express appreciation for the contribution of Committee members include:

- a letter of thanks to departing Committee members
- social evenings
- dinners for Committee members at the end of the year
- providing access to training or mentoring activities.

### Participating in your local cluster

Arts Queensland has grouped councils participating in the RADF Program into a series of small clusters of up to eight councils in order to:

- provide annual training to all RADF Liaison Officers throughout the state
- support ongoing forums between members of each cluster on emerging regional cultural issues
- support the shared corporate knowledge of the RADF Program and provide a support network for newly appointed RADF Liaison Officers.

- utilise new technology for improved communication
- be a catalyst for developing new and existing partnerships.

The councils within each cluster are encouraged to work together on various aspects of the RADF Program, including:

- Committee training
- policy development
- provision of expert advice on specific portfolio areas for committees that do not have that particular expertise within their membership.

Arts Queensland will visit each cluster annually for a meet-and-greet training session. These visits will be hosted by local councils in the cluster on a rotation basis.

Membership of a specific cluster does not preclude councils partnering with councils outside their cluster for cross-regional partnerships.

### What annual RADF Committee meetings and events do I need to organise each year?

A series of RADF meetings or events must be held throughout the year. The number of times a Committee meets can vary according to the:

- number of funding rounds held per year
- size of funding rounds
- number of other matters arising in a year that require discussion.

Some committees may choose to meet:

- three or four times a year
- every one or two months
- more than once for each funding round.

The RADF Liaison Officer should endeavour to hold regular Committee meetings outside of the funding round assessment meetings. These additional meetings include:

- election or selection of RADF Committee members
- induction of RADF Committee members
- promotion of the RADF Program
- community consultation
- development of the annual RADF bid and annual report
- development or updating of the cultural policy
- ensuring that RADF priorities are included in council's corporate plans.

A well-structured and productive meeting relies on a clear agenda.

## What are the RADF funding cycles and timelines?

There are two types of grant application and grant acquittal cycles that occur each financial year for RADF. These are:

- Local councils and Arts Queensland:
  - submitting a bid to Arts Queensland for the next financial year's funding support; and
  - submitting an annual report to Arts Queensland for the previous financial year's activities.

An outline of the timeline for this process is provided below, under the heading 'Local council/Arts Queensland bidding cycle'.

- Artists, community arts organisations and councils:
  - submitting a funding application to the RADF Committee for arts activities
  - submitting an outcome report at the conclusion of funded arts activities.

The RADF Committee is advised to set aside money for:

**Quick-response grants** under the **Developing Regional Skills** category. This money can be used to help applicants attend professional development opportunities outside RADF rounds.

**Out-of-round funding.** This money can be used to help the committee or a community organisation when an unforeseen opportunity arises.

## What is the RADF funding workbook?

The RADF funding workbook is an electronic resource which has been developed to collect the information required for annual reporting to Arts Queensland.

The workbook also helps the RADF Liaison Officer to keep a record of:

- all applications received
- funding decisions for feedback to applicants
- what stage the applicant is at in terms of the grant-funding process
- information for merging into contracts, reports and letters.

## How do I record funding decisions and provide feedback to applicants?

Unsuccessful applicants for RADF grants often request feedback about why their application was not supported and how they can improve or develop future applications. The RADF Committee plays a role in advising applicants on the development of future applications. The RADF Liaison

Officer is responsible for informing applicants of the reason(s) their application was not supported.

The rationale for funding or not funding an applicant must be entered into the RADF funding workbook at the funding assessment meeting, together with any other feedback that the RADF Committee may choose to include.

The RADF funding workbook can then be used to merge these responses into letters to applicants, reports and individual contracts.

## How do I prepare a bid to Arts Queensland?

Each year, local councils participating in the RADF Program prepare a funding bid for the following financial year's funding allocation from Arts Queensland. Bidding sheets are completed online so that information is automatically entered into Arts Queensland's funding database.

The RADF bidding sheet captures all of the information required by Arts Queensland to manage an informed assessment process. The bidding sheet is also a planning document for each local council. Councils can adjust their planned activities to take advantage of emerging opportunities. RADF Liaison Officers should request a variation from Arts Queensland, in writing, to any substantive changes to its planned program of activities.

The Arts Queensland funding allocations are matched by councils on fixed ratios, dependent on their 'class'. Each 'class' is determined by population.

Councils may bid to:

- increase their current funding level
- continue their current funding level
- decrease their current funding level.

### Local council/Arts Queensland bidding cycle

Key:

- RLO RADF Liaison Officer
- RC RADF Committee
- AQ Arts Queensland

Who		Activity	Date
RLO, RC	meeting	• Annual report and bid community consultation information session	August
RLO		• RADF Liaison Officer leads community consultation	August to January
RC		• RADF Committee members consult with their peers	August to January
AQ		• Arts Queensland forwards the relevant bidding and annual report documents to council	October

Who		Activity	Date
RLO, RC	meeting	<ul style="list-style-type: none"> <li>Draft bid and annual report</li> <li>Community consultation update</li> </ul>	November/ December
RLO		<ul style="list-style-type: none"> <li>Draft annual report and bid revised following meeting</li> </ul>	November to January
RLO, RC	meeting	<ul style="list-style-type: none"> <li>Committee approves final draft of annual report and bid</li> </ul>	January/ February
RLO		<ul style="list-style-type: none"> <li>Annual report and bid to Council agenda for ratification</li> </ul>	February/ March council meeting
RLO		<ul style="list-style-type: none"> <li>Annual report and bid to Chief Executive Officer (CEO) for approval and signature</li> </ul>	February/March
RLO		<ul style="list-style-type: none"> <li>Annual report and bid to Arts Queensland</li> </ul>	By 31 March*
AQ		<ul style="list-style-type: none"> <li>Arts Queensland receives annual reports and bids</li> </ul>	
AQ		<ul style="list-style-type: none"> <li>Assessment of annual reports and bids</li> </ul>	April/May
AQ		<ul style="list-style-type: none"> <li>Minister for the Arts announces the annual allocations</li> </ul>	By 30 June

\* Note: if the closing date falls on a weekend or public holiday then the application must be postmarked by the next working day.

## How are bids assessed at Arts Queensland?

Upon receipt of the bids from each council, Arts Queensland prepares an assessment package for the members of an Assessment Team comprising:

- four invited RADF Liaison Officers from across the state
- an independent chair.

The assessment documents include copies of:

- bids for the next financial year
- annual reports received for the previous financial year
- any support material
- individual assessment sheets for each council.

Each assessor considers all documentation received from each council. Assessors are also instructed to look for strong evidence of:

- sound planning
- community support
- innovation and diversity of activities
- activities funding in accordance with RADF Principles and eligibility criteria
- cultural plans and policies that are less than five years old

- relevance to council's arts and cultural development policy
- inclusion of aspects of cultural development policy into the council's corporate plan
- strength of earlier reports.

The assessors meet at Arts Queensland to assess all of the bids and recommend the allocations for each council. At this meeting, a consensus is reached on the strength of each bid against the set of criteria listed above.

Arts Queensland submits a report of the recommendations for funding for the next financial year to the Minister for the Arts' consideration. Once the Minister has approved the recommendations, Arts Queensland develops a partnership agreement for each council. The agreement is signed and returned to Arts Queensland, which releases the allocated funds to council.

If special conditions of funding have been included in your partnership agreement, these will need to be met before your council's funding is released.

### What is the partnership agreement?

The partnership agreement is a legally binding document between Arts Queensland and each council.

The partnership agreement:

- outlines the key areas of responsibility for council in accepting the offer of an allocation from Arts Queensland
- includes the RADF Guidelines as a schedule to the agreement
- makes provision for the return of funds where they have not been allocated in accordance with the RADF Guidelines and council's arts and cultural development policy
- states that where the allocation provided by Arts Queensland exceeds \$50,000, the annual report must be accompanied by a financial statement as part of the council's general annual audit.

### How do I prepare an annual report for Arts Queensland?

The annual report is council's account of how RADF grants have been managed and expended over the financial year. It is this document that demonstrates how funds have been allocated in compliance with the RADF Principles and eligibility criteria.

The annual report form is completed online so that all information is automatically entered into Arts Queensland's funding database. The report contains all of the information required by Arts Queensland to manage an informed assessment and acquittal process. It is prepared by the RADF Liaison Officer with input by the RADF Committee.

### How do I develop a cultural policy?

To be eligible to participate in the RADF Program, councils are required to develop an arts and cultural policy. It is important that this policy is reviewed every five years with other council policies and strategies. This is to ensure that it remains a relevant document to direct cultural strategies in council's corporate plan.

The RADF Liaison Officer should be instrumental in the development and review of the policy. It is also the RADF Committee's responsibility to participate in the development of this document.

### How should I support applicants?

When working with prospective RADF applicants, you should be able to:

- provide advice to help applicants develop or write their application
- know about and advise applicants on how to align their application with your council's arts priorities contained in the council corporate plan as well as ensuring that their proposal meets the principles and eligibility criteria of the RADF Guidelines
- encourage the RADF Committee to help applicants develop ideas for activities or direct RADF Committee members to work directly with applicants
- run or arrange workshops on grant writing.

### How do I promote the RADF Program?

It is imperative that both council and successful applicants adhere to the RADF funding acknowledgement protocol. The RADF Liaison Officer is responsible for ensuring that all publicity materials, letters, reports and press releases properly acknowledge the partnership with Arts Queensland.

The RADF Liaison Officer will also need to work with council and the RADF Committee to promote the RADF Program by:

- arranging promotion of the RADF Program, RADF awards and the arts and cultural development policy
- collating the RADF application kits for distribution
- ensuring that RADF application kits are readily available through many outlets
- distributing promotional material through various networks
- ensuring that all successful applicants abide by the conditions of their grant (contract) in relation to RADF promotional requirements.

Arts Queensland can support council's promotional activities by providing RADF brochures, posters, banners and website presence for council use.

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.

## What legal considerations should I know about?

As RADF is a legally binding funding partnership between Arts Queensland and local councils, there are certain legal issues that council and the RADF Liaison Officer should be aware of:

- Judicial Review
- Freedom of Information (FOI)
- Anti-Discrimination Act.

### Judicial Review

The *Judicial Review Act 1991* gives a person the right to request details of the reasons for a decision made in relation to an application for support from the government.

The applicant can request in writing, within 28 days of receiving notification of the decision, a written statement in relation to the decision.

The statement must contain:

- the findings of fact
- a reference to the evidence or other material on which the findings were based
- the reasons for the decision.

Under the *Judicial Review Act*, RADF committees and local councils may be required to account for decisions made in the assessment of applications.

RADF Committee recommendations must be made and recorded on the basis of how well each application meets stated assessment criteria.

### Freedom of Information (FOI)

The *Freedom of Information Act 1992* gives people the right of access to documents held by the minister, state government departments, councils, most semi-government agencies and statutory authorities.

A request must be made in writing to the agency which holds the documents.

- Documents, no matter how old or recent, include:
  - files
  - computerised information
  - audio-visual material
  - any other means of storing information.
- Documents generally cover two categories:
  - personal affairs — matters of private or personal concern to an individual. There is no application fee for these.
  - non-personal affairs — These carry a \$30 application fee plus other copying and reproduction charges.

- Documents concerning an individual's personal affairs are exempt if a third party applies for access.
- If an applicant seeks access to documents which may reasonably be expected to be of substantial concern to another person, government or agency, the agency cannot release the document unless there has been consultation to obtain the views of the concerned party.
- If the decision is made to release the documents, the person concerned has a right of review of that decision.
- No document will be released until review rights in such a case are exhausted. Review rights also exist for applicants where access is refused.
- Each council has a nominated FOI officer who will assist RADF committees in meeting any requests under the Freedom of Information or Judicial Review Acts.

### Anti-Discrimination Act

Federal and Queensland laws protect council employees, potential employees and clients against bad treatment or harassment because of their:

- sex
- parental status
- race
- colour
- nationality or ethnic background
- religion
- marital status
- disability/impairment
- lawful sexual activity/sexuality
- age
- political belief or activity
- trade union activity.

Anti-discrimination laws include three areas that affect councils:

- council services and facilities
- employment practice
- the way in which councillors treat one another.

A council employee could be found to be liable, or council itself could be vicariously liable for discrimination or harassment done by their workers or agents in the course of their work. This includes discrimination against community members.

There are two types of discrimination:

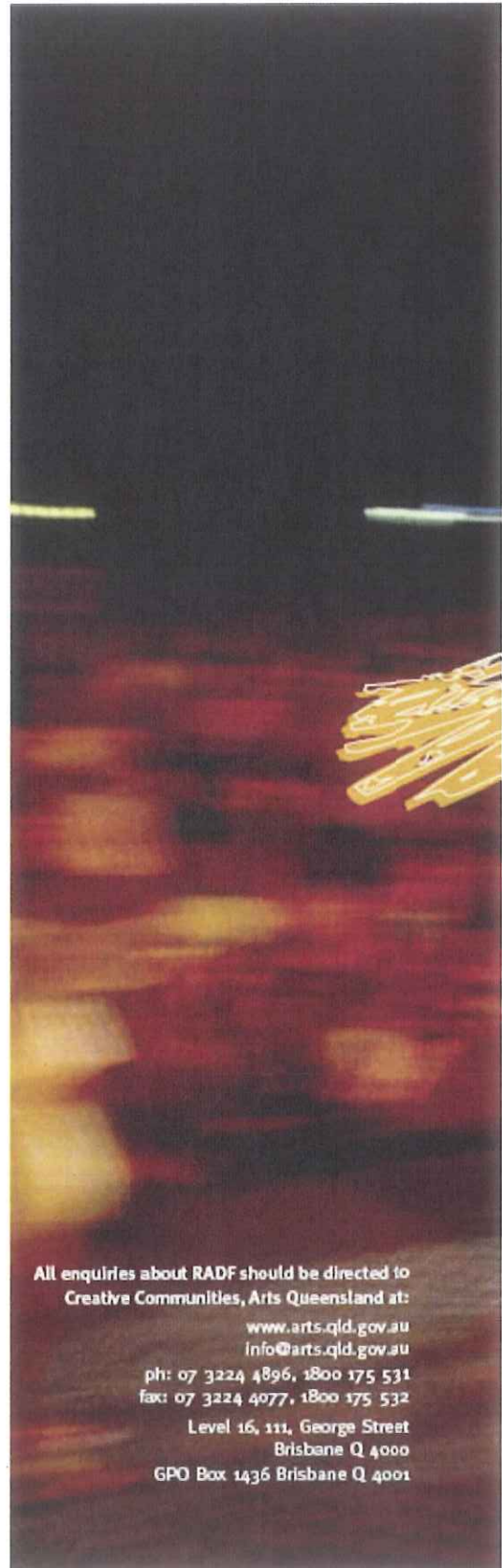
- Direct discrimination — treating someone unfairly or unequally because they belong to a particular group or category of people.
- Indirect discrimination — imposing an unreasonable rule, policy or practice that has a harsher impact on one group than others.

For more information on legal issues you can contact the Arts Law Centre of Australia which is the national community legal centre for the arts in Australia.

Web: <http://www.artslaw.com.au/>

Phone: (02) 9356 2566

Toll free: 1800 221 457



All enquiries about RADF should be directed to  
Creative Communities, Arts Queensland at:

[www.arts.qld.gov.au](http://www.arts.qld.gov.au)

[info@arts.qld.gov.au](mailto:info@arts.qld.gov.au)

ph: 07 3224 4896, 1800 175 531

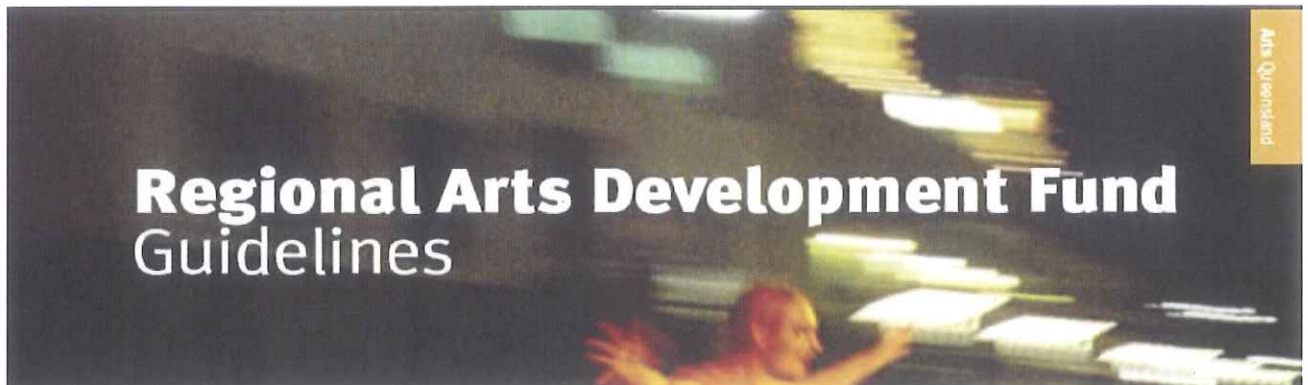
fax: 07 3224 4077, 1800 175 532

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**Attachment 3: Arts Queensland Regional Arts Development Fund – Revisions as at 1 July 2011**



**Revisions as at 1 July 2011**

These revisions are to be read in conjunction with the published RADF Guidelines, developed in October 2006 and available at [www.arts.qld.gov.au/funding/radf](http://www.arts.qld.gov.au/funding/radf).

**1. RADF Population Classes**

Refer to 'How does RADF operate?' (RADF Guidelines Page 2)

Arts Queensland and individual Councils contribute funds to support the local RADF grant program. Each partner's 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	AQ capped contribution
1	0 to 5,000	90	10	\$25,000
2	5,001 to 25,000	70	30	\$30,000
3	25,001 to 50,000	60	40	\$40,000
4	50,001 to 200,000	50	50	\$50,000
5	200,000 +	40	60	\$100,000

**2. Clarification of Funding Categories**

Refer to 'What are the eight categories of funding?' (RADF Guidelines Page 4)

Please note the extra or amended information in the following categories of funding:

**Category 1: Developing Regional Skills**

- The Arts Queensland Career Development Grants now replace the Individual Professional Development Grants to support international activities, including overseas travel.
- Assistance is available for up to 65 per cent of the total costs for registration, accommodation and travel to a maximum of \$1000 for activities in Queensland and \$2000 for activities in other states. (This clarifies the third dot point listed in Category 1 in the *RADF Guidelines*)

**Category 5: Contemporary Collections/Stories**

The following replace the dot points in Category 5 in the *RADF Guidelines*.

RADF grants can support:

- the development of a Statement of Significance (see *Important Definitions* in the *RADF Resource Kit* available at [www.arts.qld.gov.au/funding/radf](http://www.arts.qld.gov.au/funding/radf)).

- documentation, preservation and interpretation projects. Applicants must provide a Statement of Significance with their applications.
- collection management training through community based workshops. Applicants must provide a Statement of Significance with their applications.
- community stories documentation, which can be documented in a variety of forms and mediums including: plays, videos, artwork, digital exhibitions, education programs, oral histories and publications. This is open to community organisations and individuals and does not need a Statement of Significance.

#### **Category 7: Concept Development**

3. Potential funding sources for the implementation of the project do not need to be identified prior to making the application.

### **3. Australian Business Number (ABN)**

Refer to 'What are the eligibility requirements?' (RADF Guidelines Page 7)

It is not mandatory for RADF applicants to possess an ABN. However, if they do not have an ABN the application must be auspiced by an incorporated organisation or an individual with an ABN (known as the auspice body) who manages the grant on behalf of the applicant. The auspice body is responsible for providing a financial report on completion of the project. It is not responsible for the artistic direction or quality of the project.

Each professional or emerging artists receiving financial benefit from an RADF grant must complete the *Eligibility Checklist for Professional and Emerging Professional Artists* (available online at [www.arts.qld.gov.au/funding/radf](http://www.arts.qld.gov.au/funding/radf)). This checklist has been developed to determine the professional or emerging professional status of all artists receiving RADF grant money. Possession of an ABN is only one of the 12 criteria on the checklist. Artists being paid by RADF grant money must meet at least three of the 12 criteria on the checklist.

### **4. Emerging Professional Artists**

Refer to 'What are the eligibility requirements?' (RADF Guidelines Page 7)

Please note that emerging professional artists can apply to RADF and should also use the *Eligibility Checklist for Professional and Professional Emerging Artists* (available online at [www.arts.qld.gov.au/funding/radf](http://www.arts.qld.gov.au/funding/radf)) to support their application.

### **5. Activities which RADF does not support or only partially supports**

Refer to 'What does RADF not support?' (RADF Guidelines Page 7)

Please note the following clarification to the activity components:

- Framing and freight – only a small proportion of these costs can be covered as part of presentation costs for significant exhibitions. As a guide only, 10% of the total framing and freight costs would be considered a small proportion.
- Publishing costs - a small proportion of printing costs are eligible as part of the presentation costs for significant projects. As a guide only, 10% of the total publishing costs would be considered a small proportion.
- Catering costs, openings, launches and parties are not eligible for RADF grants, even if they are part of an exhibition or community project.
- RADF does not support 100% of any project. Applicants are required to make a significant contribution which may be in-kind.

## **6. Composition of the RADF Committee**

Refer to 'RADF Committee' (RADF Guidelines Page 10)

Each member of the Committee should have responsibility for one or two arts and cultural portfolio areas and a geographical area or district of the Council to ensure a representative and informed Committee which reflects the diverse culture and geography of the Council area.

Museums/collections should be added to the existing seven arts portfolio areas identified on page 10 as the eighth arts portfolio area.

The Chair of the RADF Committee may be nominated by either the Council or the newly elected RADF Committee.

Where the Chair of the RADF Committee is a Councillor, they may remain as Chair for the length of their term in Council.

## **7. RADF Liaison Officer**

Refer to 'What are the roles and responsibilities of the RADF Liaison Officer?' (RADF Guidelines Page 16)

It is recommended that the duties of the RADF Liaison Officer also include:

- liaison with Council to ensure Members of Parliament are notified about major RADF events and successful applicants.
- familiarity with Arts Queensland and other relevant grant programs.

## **8. Annual Report to Arts Queensland**

Refer to 'How do I prepare an annual report for Arts Queensland?' (RADF Guidelines Page 22)

The Annual Report is due to Arts Queensland on the 30 September each year, following the end of the financial year. The Annual Report template is available from the RADF website at [www.arts.qld.gov.au/funding/radf](http://www.arts.qld.gov.au/funding/radf).

## **9. Dispute Resolution**

Refer to 'What legal considerations should I know about?' (RADF Guidelines page 24)

In the case of a dispute between applicants, the RADF Liaison Officer should be informed in the first instance.

Applicants have the right to request a meeting with the RADF Liaison officer, a Committee member or a Council staff member to obtain feedback about their application or to see minutes of assessment meetings where relevant.

Arts Queensland can offer advice about the RADF Program to applicants and the Committee but it is not available to mediate.

Where further action is required, contact the Dispute Resolution Centre through the Dept of Justice and Attorney General. They have offices at various locations across the State. Further information is available from [www.justice.qld.gov.au](http://www.justice.qld.gov.au) or phone the hotline 07 3239 6269 or 1800 017 288 (toll free outside Brisbane).

**10. All references to 'the enclosed CD'**

RADF Guidelines Pages 9, 15, 23 and any other reference.

The RADF CD is now obsolete.

Arts Queensland's RADF website [www.arts.qld.gov.au/funding/radf](http://www.arts.qld.gov.au/funding/radf) contains the most up to date information, tools and templates to assist with the development and management of the RADF Program.

**11. RADF Workbook**

The Annual Report template now incorporates the RADF Shortform Workbook. The RADF Excel Workbook is no longer required to be submitted to Arts Queensland, however it is available as part of the RADF resources on the website [www.arts.qld.gov.au/funding/radf](http://www.arts.qld.gov.au/funding/radf). The Shortform Workbook is a summary of data collected during the year by the RADF Liaison Officer using either their own data management tools or the RADF Excel Workbook. It is also available as part of the RADF resources on the website [www.arts.qld.gov.au/funding/radf](http://www.arts.qld.gov.au/funding/radf).