

Regional Arts Development Fund Guidelines

Queensland Government, Cairns Regional Council

The Regional Arts Development Fund is a partnership between the Queensland Government and Cairns Regional Council (CRC) to support local arts and culture in Regional Queensland.

What Is The Regional Arts Development Fund?

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government's Arts Queensland and local councils across the state.

Arts, culture, and heritage are vital in creating strong, diverse, and inclusive communities. RADF invests in local arts and cultural experiences and in the priorities chosen by local communities across Queensland.

RADF delivers quality arts and cultural experiences. These efforts align with [Grow 2022-2026](#), an action plan that forms part of [Creative Together 2020-2030](#).

RADF supports arts and cultural activities that:

- Provide public value for Queensland communities
- Build cultural capacity, cultural innovation, and community well-being
- Support Queensland Government's community goals

Cairns Regional Council (CRC) is working toward the goals in the CRC Arts & Cultural Strategy 2022.

Council's focus is on these key areas:

- Develop tools, spaces, and knowledge to grow our community's creative and cultural life.
- Share and promote our local culture, history and spaces.
- Build a cultural economy and a world reputation as a tropical, cultural, and creative hub.

RADF Funding Categories

Major Grant Rounds

The RADF Major Grant Round is broad and includes all arts streams. This grant supports projects and programs that create vibrant arts and cultural experiences.

These can include:

- performances and exhibitions
- increased skills and professional development opportunities for artists
- new artworks and art forms
- community arts and cultural development
- projects to improve cultural tourism and cultural programs.

Applicants can apply for up to \$12,000 (ex GST). The RADF Committee will assess the applications for this grant round.

Assessment Process For The Major Round

- Applicants must contact the RADF Liaison Officer
- Applications are sent to CRC
- The RADF Committee assesses the applications
- The RADF Committee meets and recommends applications to Council
- Council considers recommendations from the RADF Committee
- Council approves the successful grant applications

Out Of Round Applications

Some grant programs are open all year round and have a simple application process. Complete applications must be received at least three weeks (15 business days) before an activity starts. This allows time to assess and process the application. These grants are not part of regular grant rounds.

There are three out of round programmes:

- **Small Arts Grant:** Grants of up to \$500 (ex GST) for artists to buy resources for their arts practice. This may include items like art materials or a catalogue. This grant cannot be used to buy capital items.
- **Flame.Arts Access Program Leg Up Grants:** Grants of up to
 - \$1,000 (ex GST) for
 - people who identify as Young People and First Nations Peoples
 - or projects that support Young People and First Nations Peoples
 - \$1,500 (ex GST) for People with a Disability
- **Individual Professional Development Grants:** Grants for local artists to take part in professional development opportunities. Grants of up to
 - \$1,000 (ex GST) for activities in Queensland
 - \$1,500 (ex GST) for travel to other states or international travel.

NB These grants fund a maximum of two people from the same group/organisation to attend the same event. Do not apply earlier than eight weeks before the activity starts.

Out of round applications are assessed by the Creative Life branch at Council.

Assessment criteria

All applications will be assessed on their value. Applications will be assessed by how well they meet Arts Queensland's aims and Council's [arts and cultural priorities](#). These aims are described in [Council's Strategy for Culture and the Arts 2022](#).

The assessor's decision will be based on how well the project meets the RADF criteria:

Strong Impact

- Create local employment opportunities for artists and arts workers
- Strengthen the local arts sector, and invest in cultural and community programs
- Meet community needs, attract new audiences, and grow the region's arts and culture reputation

Sustainable Value

- Good value for money, including wages that meet industry award and minimum rates
- Good management and business practices that are ethical, inclusive, and culturally appropriate
- Clear plans for "where to from here" to show how the activity will be sustainable
- Collaboration and long-term benefits for the local community

High quality

- Able to deliver high quality arts and cultural projects, or use innovation
- Aligned with Council and State Government priorities
- Use inclusive and culturally sensitive messaging to diverse audiences and groups

Who Can Apply?

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

- Professional artists
- Pre-emerging and emerging professional artists
- Arts workers
- Cultural workers
- Project coordinators

Applicants must be

- based in the Council area
- permanent residents or Australian citizens.

If applicants are based outside the Council area, they must show clearly that their project will benefit arts and culture in the Cairns Regional Council area.

- Collective/Artist Run Initiative/ Group (non-incorporated)

Applicants must be based in the Council area

If applicants are based outside the Council area, they must show clearly that their project will benefit arts and culture in the Cairns Regional Council area.

Applicants must be supported by an incorporated organisation, or an individual with an ABN. One person must represent the collective and be responsible for management, reporting and finances.

- Incorporated arts and cultural organisations based in the Council area

If applicants are based outside the Council area, they must show clearly that their project will benefit arts and culture in the Cairns Regional Council area.

Eligibility

There are checklists in the application form to identify if an artist is 'pre emerging', 'emerging professional', or 'professional'.

- Pre-emerging artists are starting their career. They must provide a supporting letter from an appropriate artist or mentor.
- Emerging and professional artists must meet at least three requirements. These can include
 - experience such as arts qualifications
 - professional recognition

- exhibition of their work
- membership of professional associations
- strong cultural knowledge
- artist commissions.

Will You Need A Council Venue For Your Project?

Artists and organisations can use Council venues and resources for their arts and cultural projects. Please contact the RADF liaison officer to discuss what is available.

What Is The Acknowledgement, Reporting & Acquittal Process For RADF?

RADF funded activities must complete a Project Outcome Report. This report gives information about the success of your project, your budget, and supporting information. You must submit this within eight weeks after your project ends.

RADF funded activities must acknowledge the Queensland Government and Cairns Regional Council in all promotional material, publications, and products. Cairns Regional Council will provide the RADF text and logos to use in acknowledgements.

Grant recipients will receive a RADF 'lock-up logo'. This includes both the Queensland Government and Cairns Regional Council logos.

Acknowledgement Text to use for RADF:

The Regional Arts Development Fund is a partnership between the Queensland Government and Cairns Regional Council to support local arts and culture in regional Queensland.

Australian Business Number (ABN)

RADF applicants do not need to have an ABN. However, if you do not have an ABN, your application must be supported by an incorporated organisation or a person with an ABN. They are called the auspice body and manage the grant for the applicant.

The auspice body must provide a financial report when the project ends. The auspice body is not responsible for the artistic direction or quality of the project.

NB: Small Arts and Flame.Arts Access grant applicants do not need an ABN or an auspice body if they can provide Council with a completed [ATO Statement by Supplier form](#).

If you are registered for GST, Council will pay the grant, and GST of 10%. Do not include this.

Feedback From Your Project

All RADF funded projects that lead to a public outcome must collect audience/participant/partner feedback from your project. For example, exhibitions, events, engagement projects, creative developments, performances, place making projects, publications, and public workshops.

Survey resources are available on the Cairns Regional Council RADF webpage. You can also email radf@cairns.qld.gov.au.

What You Should Do Before You Complete An Application Form

- Read the following to understand the community's values, goals and Council's priorities:
 - [Cairns Regional Council's Arts and Cultural Policy](#)
 - [Strategy for Culture and the Arts 2022](#)
- Read the Arts Queensland resource to help you write a strong application:
 - [Arts Acumen - Funding application writing toolkit](#)
- Make sure your application is for an activity that will benefit the local community.
- Read the Frequently Asked Questions document on the [Cairns Regional Council website](#).
- Contact the Creative Grants & Partnerships Officer (Council's RADF liaison officer).

What Is A RADF Liaison Officer?

The RADF liaison officer is a Council officer. They are the main contact person for the RADF Program. They work with officers at Arts Queensland to manage the RADF Program and RADF Committee.

The RADF liaison officer for Cairns Regional Council is the Creative Grants and Partnership Officer.

Before you apply for a RADF grant, you must contact the RADF liaison officer to discuss your project.

The RADF liaison officer can provide important information and resources. The liaison officer can meet with you if you need help with your application or your project idea. They can also arrange for you to meet with a RADF Committee member.

RADF@Cairns.qld.gov.au

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What Does RADF Not Support?

The following items are not eligible for RADF funding:

- Projects that have already started
- General operational expenses and purchasing capital items
- School arts activities EXCEPT activities that are part of broader community cultural development
- Prize money
- Craft workshops, UNLESS a professional artist or arts worker is employed to work with a craft group to achieve an arts development outcome
- Competitions or eisteddfods
- Catering costs, openings, launches, and parties
- Publishing costs for promotional materials
- Accredited study, training, or university courses
- Printing, framing or freight: RADF will only cover a small part of these costs as part of presentation costs for publishing books or for exhibitions. 10% of the total framing and freight costs is considered a small part. NB: The Small Arts Grants will fund 100%.
- RADF does not support 100% of Major Grant Round projects. As a guide only, projects that apply to RADF for more than 60% of the total project's expenses will not be as competitive.
- Murals, UNLESS the project follows the RADF eligibility and program criteria

Contact Us

RADF Liaison Officer

RADF@Cairns.qld.gov.au

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