

REGIONAL ARTS DEVELOPMENT FUND GUIDELINES



IMAGE: DIDG (Deaf Indigenous Dance Group)



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

WHAT IS THE Regional Arts Development Fund?



IMAGE: Far North Air Cats

The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through Arts Queensland and eligible local councils across the state.

RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. RADF invests in local arts and cultural priorities, as determined by local communities, across Queensland.

RADF delivers quality arts and cultural experiences, and aligns to [Grow 2022-2026](#), the second action plan for [Creative Together 2020-2030](#).

RADF objectives are to support arts and cultural activities that:

- Provide public value for Queensland communities

- Build local cultural capacity, cultural innovation and community well-being
- Deliver Queensland Government's objectives for the community

Cairns Regional Council (CRC) is strategically aligning arts, cultural and heritage objectives from the CRC Arts & Cultural Strategy 2022. Council's local priorities:

- Infrastructure, resources and skills that support and stimulate the cultural and creative life of our community.
- Culture, heritage and place are valued, shared, celebrated and promoted.
- A robust cultural economy fuelled by an international reputation as a tropical, cultural and creative hub.

RADF FUNDING CATEGORIES

Major Grant Rounds

The Cairns Regional Council Major Grant Round is broad, encompassing and includes all arts streams. This category offers support towards projects and programs that create vibrant arts and cultural experiences, including but not limited to:

- performances and exhibitions
- increased skills and professional development opportunities for artists
- new works that extend artists and art forms
- community arts and cultural development
- initiatives that strengthen cultural tourism and enhance cultural programs.

Major Grant round applications are assessed by the RADF Committee. Applicants are able to apply for up to \$12,000 (ex GST).

ASSESSMENT PROCESS FOR MAJOR ROUND

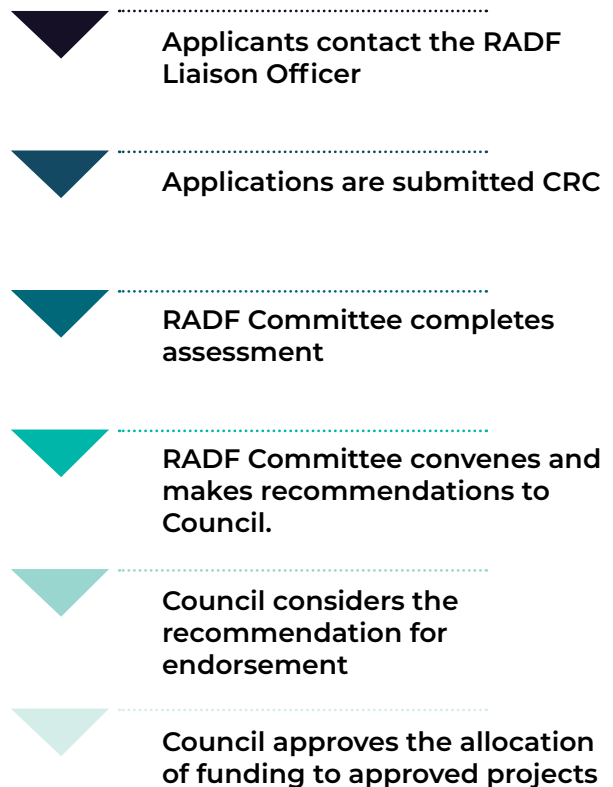


IMAGE: Greta Stanley



OUT OF ROUND

Applications

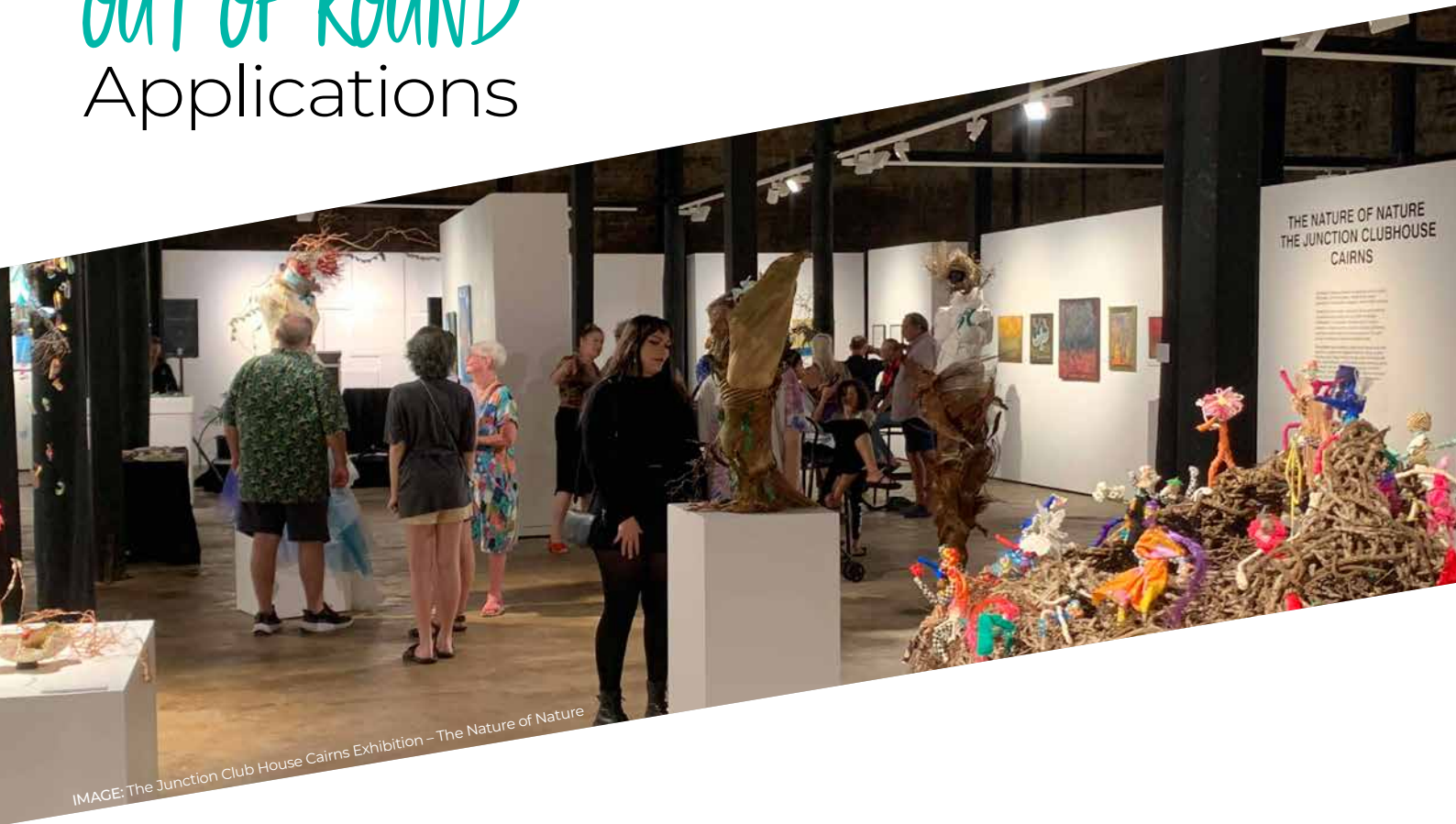


IMAGE: The Junction Club House Cairns Exhibition – The Nature of Nature

The following grant programs are open year-round, with a simplified application process. These are out of round grants offered through three specific streams: *NB complete applications must be received at least three weeks (15 business days) prior to activity start dates to allow for assessment and processing.*

- **Small Arts Grant** – offering grants of up to \$500 (ex GST) for artists to access a wide range of resources to support their arts practice such as art materials, a catalogue, etc. Please note, that the purchase of capital items is ineligible.
- **Flame.Arts Access Program Leg Up Grants** – this funding initiative offers grants of up to \$1,000 (ex GST) for people who identify as (or projects that target) Young People and First Nations Peoples and up

to \$1,500 (ex GST) for People with Disability to develop projects within our region.

- **Individual Professional Development Grants** – grants that provide local artists with funds to attend or participate in professional development opportunities. Grants are capped at \$1,000 (ex GST) for activities within Queensland and up to \$1,500 (ex GST) for interstate and international travel. *NB These grants will not provide funds for more than two people from the same group/act/organisation to attend the same event/activity and applications can be submitted no earlier than eight weeks prior to activity date.*

Cairns Regional Council

ASSESSMENT CRITERIA

All applications are assessed on merit and the proposal's ability to align with Arts Queensland's aims and Council's key [arts and cultural priorities](#), which are outlined in [Council's Strategy for Culture and the Arts 2022](#). Committee decisions will also be based on the following criteria:

SUSTAINABLE VALUE

- Demonstrate value for money, including paying amounts not less than industry award rates, recommended or agreed minimum rates.
- Demonstrates sound governance and is committed to ethical and inclusive business practices and adhering to cultural protocols.
- Where applicable, does the application provides evidence of "where to from here" to indicate the sustainability and viability of the organisation/artist/activity.
- The application demonstrates collaboration and long-term benefits for the local community.

STRONG IMPACT

- The application aims to promote local employment opportunities for artists and arts workers, strengthen the local arts sector, and invest in cultural infrastructure and community programs.
- The application addresses community needs, attracting new audiences, markets, and enhancing the region's arts and culture reputation.

HIGH QUALITY

- Proven capacity to effectively support and deliver high quality arts and cultural initiatives and, where appropriate, innovative approaches.
- The application demonstrates the project's alignment with Council and State Government priorities.
- The application demonstrates inclusive, integrated, and culturally sensitive activations to diverse audiences, communities, or target groups.





IMAGE: Ricky Beresford – Life Sounds Like...

WHO CAN APPLY?

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

- Individual professional artists, pre-emerging and emerging professional artists, arts workers, cultural workers, or project coordinators who:
 - are based in the Council area, or if based outside the Council area must be able to demonstrate the project having strong outcomes and benefits for arts and culture in the Cairns Regional Council area
 - are permanent residents or Australian citizens.
- Collective/Artist Run Initiative/ Group: (non-incorporated) that are based in the Council area, or those based outside the Council area must be able to demonstrate how the project will directly benefit arts and culture in the Council area. Applicants must be auspiced by an incorporated organisation, or an individual with an ABN. One person must be nominated as the accountable representative of the collective for management, reporting and financial matters.
- Incorporated arts and cultural organisations based in the Council area, or those based outside the Council area that are able to demonstrate how the project will directly benefit arts and culture in the Council area.



IMAGE: Photographer: Greg Hillman, Model: Amanda Rowen

ELIGIBILITY

Checklists within the application form have been developed to ensure that each artist applicant's status as 'pre emerging', 'emerging professional', or 'professional' is clearly identified.

- Pre-emerging artists are at an early stage of their career and must provide a supporting letter of reference from an appropriate artist or mentor.
- Emerging and professional artists must meet at least three criteria, which includes experience such as arts qualifications, professional recognition, exhibition of works, membership of professional associations, strong cultural knowledge and artist commissions.

WILL YOUR PROJECT REQUIRE A COUNCIL VENUE?

Artists and organisations can utilise Council venue and resources for their arts and cultural projects. Please contact the RADF liaison officer to discuss your project further.



IMAGE: DIDG (Deaf Indigenous Dance Group)

WHAT IS THE ACKNOWLEDGEMENT, REPORTING & ACQUITTAL PROCESS FOR RADF?

All RADF funded activities are required to complete a Project Outcome Report. The Project Outcome Report includes information about the success of your project, budget and support material which are required to be submitted within eight weeks of the completion of your project.

RADF funded activities must acknowledge the Queensland Government and Cairns Regional Council in all promotional material, publications and products by inclusion of the RADF acknowledgment text and logos - as provided to you by Cairns Regional Council.

Acknowledgement Text 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.

All RADF grant recipients are provided with a RADF 'lock-up logo' containing both the Queensland Government and Cairns Regional Council logos.

EXAMPLE:



AUSTRALIAN BUSINESS NUMBER (ABN)

It is not mandatory for RADF applicants to possess an ABN. However, if you 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. The auspice body is not responsible for the artistic direction or quality of the project.

*NB: Small Arts and Flame.Arts Access grant applicants are not required to have an ABN or be auspiced if they are able to instead provide Council with a completed **ATO Statement by Supplier form.***

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

CAPTURING FEEDBACK *FROM YOUR PROJECT*

It is compulsory for all projects requesting RADF funds for activities that have or will lead to a public outcome, to capture audience/participant/partner feedback from your project, e.g., *exhibitions, events, engagement projects, creative developments, performances, place making projects, publications, and public workshops.*

Survey resources are available from the Cairns Regional Council RADF webpage or by emailing radf@cairns.qld.gov.au.



IMAGE: Behind the scenes of SUPER film

WHAT SHOULD YOU DO BEFORE YOU COMPLETE AN APPLICATION FORM

- Read Cairns Regional Council's [Arts and Cultural Policy and Strategy for Culture and the Arts 2022](#) to understand the community's values, goals and Council's priorities.
- View the Arts Queensland resource for assistance with building a clear and compelling case for funding - [Arts Acumen - Funding application writing toolkit](#).
- Ensure your application is for an activity that the local community will benefit from either directly and/or indirectly.
- Read the Frequently Asked Questions by RADF applicants document available 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 who is your main contact for the RADF Program. They liaise with officers at Arts Queensland to ensure appropriate management of the RADF Program and RADF Committee. Please note that Cairns Regional Council's nominated RADF liaison officer is the Cultural Services Arts and Cultural Grants Coordinator.

It is a RADF requirement that applicants contact the RADF liaison officer to discuss their project prior to submitting the application. The RADF liaison officer can provide vital information and resources and, if necessary, can either meet with you to discuss your project idea and assist with your application, or arrange for you to meet with a RADF Committee member.

RADF@Cairns.qld.gov.au
4023 6603



IMAGE: Artist: Lachlan Mackee
Photographer: Ryan Ball

WHAT DOES RADF NOT SUPPORT?

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

- Projects that have already commenced.
- General operational expenses and purchasing capital items.
- School arts activities EXCEPT where those activities form part of broader community cultural development processes.
- Prize money
- Craft workshops, UNLESS a professional artist or arts worker is employed to work with a craft group to apply their skills in an innovative way to 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: only a small proportion of these costs can be covered as part of presentation costs for publishing books or significant exhibitions. As a guide only, 10% of the total framing and freight costs would be considered a small proportion. NB: The Small Arts Grants will fund 100%.
- RADF does not support 100% of Major Grant Round projects. As a guide only, projects requiring more than 60% of the total project's expenses from RADF will not be as competitive.
- Murals, UNLESS the project adheres to the RADF eligibility and program criteria.



CONTACT US
RADF LIAISON OFFICER

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IMAGE: Normey Jay



Queensland
Government



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