

Cairns Regional Council

Regional Arts Development Fund

GUIDELINES

2022-23

1. What is the Regional Arts Development Fund?

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 is a flexible fund, enabling local councils to tailor RADF programs to the needs of their communities. For information on other Arts Queensland programs and opportunities please visit www.arts.qld.gov.au.

For Cairns RADF related enquiries, please contact the Arts and Cultural Grants Coordinator (Cairns Regional Council's nominated RADF liaison officer) - 07 4032 6650 or radf@cairns.qld.gov.au.

2. Arts Queensland RADF 2022-23 aims

RADF supports arts and cultural activities that:

1. provide public value for Queensland communities
2. build local cultural capacity, cultural innovation and community well-being
3. [deliver Queensland Government's objectives for the community.](#)

3. Cairns Regional Council Strategy for Culture and the Arts priorities

[Council has three key priorities for culture and the arts in Cairns:](#)

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

4. Cairns RADF funding categories

4.1 Major Grant Round

There are two Major Rounds per year.

Round One opens in October 2022 for projects that can start after 18 January 2023. Round Two will open in April/May 2023 for projects that can start after 1 July 2022. Applicants can apply for up to \$10,000.

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.

4.2 City of the Arts Hero Project

There is one City of the Arts Hero Project funding round per year, opening in April/May 2023 for projects that start after 1 July 2023. Applications will be open to individuals, organisations or creative collaborators who have a strong professional track record and show strong investment from other funding sources. Funds up to \$25,000 are available for one large scale, high-calibre project.

This City of the Arts Hero grant will focus on:

- a range of disciplines with a preference towards collaborations that engage multi-art forms
- the development of projects/products that:
 - produce high quality and highly visible new works
 - have a regional, state or international outcome
 - create strong legacies for those engaged in the project and foster long-term and positive outcomes
 - address RADF criteria for investment: Quality, Reach, Impact and Viability
 - address Cairns Regional Council's priorities for Culture and the Arts 2022
 - nurture cross-sector and cross-artform collaboration.

Definition:

- For the purpose of this grant program, high-calibre artistic projects are defined as presentations, products and/or activities that:
 - are of exceptional standard; and/or
 - have appeal to a broad section of the community; and/or
 - generate a platform for cultural and creative export to flow from our region; and/or
 - promote excellence in arts and culture; and/or
 - build and promote Cairns' reputation as a vibrant and creative city of the arts.

It is **essential** that all applicants discuss their City of the Arts Hero Project proposal with the Arts and Cultural Grants Coordinator (Council's RADF liaison officer) **well in advance** of funding deadlines. Applicants are advised that this will be a highly competitive stream with only one grant of up to \$25,000 awarded per year.

4.3 Out of round applications

This program is open year-round, with a simplified application process for three specific grant streams: *NB complete applications must be received at least two weeks (10 business days) prior to activity start dates to allow for assessment and processing.*

- **Small Arts Grant** – offering grants of up to \$500 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 for people who identify as (or projects that target) Young People and First Nations Peoples (up to \$1,000) and for People with Disability (up to \$1,500) to develop projects of an arts and cultural nature within our region, as well as further afield. The Flame.Arts Access Program aims to create pathways to practice, career development and employment opportunities for artists who are often under-represented.
- **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 for activities within Queensland and up to \$1,500 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.*

5. Cairns Regional Council assessment criteria

All applications are assessed on merit and the proposal's ability to align with [Arts Queensland's RADF 2022-23 aims](#) and Council's key arts and cultural priorities outlined in [Council's Strategy for Culture and the Arts 2022](#). Committee decisions will also be based on the following criteria, which address Arts Queensland's RADF Key Performance Outcomes:

IMPACT	<ul style="list-style-type: none"> - The application's ability to support local employment and to build the capacity of the local arts sector through investment in cultural infrastructure and/or community programs.
REACH	<ul style="list-style-type: none"> - Evidence of delivering inclusive, integrated and culturally sensitive programs to diverse audiences, participants and communities, or to a specific target group. - Evidence of local demand and need for proposed activity.
QUALITY	<ul style="list-style-type: none"> - Evidence of artistic merit. - How well the project contributes to meeting Council's local arts and cultural priorities. - Evidence of benefits to the local community and/or its ability to provide leadership and guidance for the arts and cultural sector. - How well the activity develops a shared narrative and promotes the collective appeal of our arts and culture to the world.
VIABILITY	<ul style="list-style-type: none"> - Evidence of initiating a collaborative partnership approach to the delivery of arts and cultural services. - Evidence of adequate planning and value for money. - Evidence of adequate consideration towards health and safety, copyright, protocols, insurance and required licenses. - Where applicable, does the application provide evidence of "where to from here" to indicate the sustainability of the project.

The City of the Arts Hero Project also contains specific criteria in regards to:

- the applicant's creative track record and high degree of artistic and creative achievement
- the applicant's experience in managing and acquitting grant funding
- evidence that the proposed work is of exceptional standard and will have a strong regional, national or international impact
- demonstrated cash investment from other funding sources
- demonstrated cross-sector and/or cross-artform collaboration.

6. Will your project require Council venues or resources?

The Cairns Regional Council [Arts and Cultural Assistance \(Individual\)](#) is available to individuals to access Council resources for their arts and cultural projects.

The Cairns Regional Council [Arts and Cultural Assistance \(Organisations\)](#) is available to organisations to access Council resources for their arts and cultural projects.

These grant programs are intended to:

- encourage the development of local community arts and cultural programs and activities
- foster opportunities for local arts and cultural activities that make a positive creative contribution to the region
- to make Council resources and capabilities available to support arts and cultural projects and activities.

Assistance of Council resources and/or services can be provided as a contribution to a project, activity or event, up to the grant amount. For example: permit application fees, facility booking fees, and Council venue hire.

- **The funds will cover venue hire and resources cost only – not cash.**
- The minimum amount per application is \$500, the maximum amount per application is \$5,000.
- Applications can be submitted at any time during the year.
- Applications should be lodged at least six to eight weeks prior to the start of the project, event or activity and details of each application must be discussed with the Arts and Cultural Grants Coordinator prior to submission.
- Application forms are available from the [Cairns Regional Council website](#).

7. What are the acknowledgment, reporting and acquittal processes for RADF 2022-23?

All RADF 2022-23 funded activities are required to complete a Project Outcome Report. A template will be provided to you by Cairns Regional Council. The Project Outcome Report includes information about the success of your project, budget and support material which are required to be submitted to Cairns Regional Council within eight weeks of the completion of your project.

RADF 2022-23 funded activities must acknowledge the Queensland Government and Cairns Regional Council in all promotional material, publications, and products by inclusion of the RADF 2022-23 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.

8. RADF project highlights document

In addition to the outcome report, it is compulsory for all projects receiving RADF funds to complete a RADF Project Highlights document at the completion of their activity. The material you supply may be used to showcase your funded activity through Council's website and social media. All RADF recipients will receive a RADF Project Highlights document as a part of their funding agreement email.

9. Capturing feedback from your project

It is compulsory for all projects with a public outcome requesting RADF funds 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.

10. Who is eligible to apply for a RADF grant?

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

- Individual professional artists, emerging professional artists, arts workers, cultural workers or project coordinators who:
 - are permanent residents or Australian citizens;
 - have an Australian Business Number (ABN) or who will be auspiced by an incorporated organisation or individual with an ABN; and
 - are based in the Cairns Regional Council area or can demonstrate the project having strong outcomes and benefits for arts and culture in the Cairns Regional Council area.
- 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 can demonstrate how the project will directly benefit arts and culture in the Cairns Regional Council area.
- Small Arts and Flame.Arts Access grant applicants are not required to have an ABN or be auspiced by an organisation or individual with an ABN if they are able to instead provide Council with a completed [ATO Statement by Supplier form](#).

11. 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.
- Applicants who submit unsigned applications.
- Applicants who have failed to acquit previous RADF grants.
- Activities that commence before Council approval is given (RADF should not be used as a 'top-up' fund and RADF funds may not be used to reimburse any expenses already paid for).
- 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.
- Murals: alternative funding may be available for murals from government sources as part of anti-graffiti programs. RADF grants can only be allocated to murals that adhere to the RADF 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. 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%.*
- Catering costs: openings, launches and parties are not eligible for RADF grants, even if they are part of an exhibition or community project.
- 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 could run developmental workshops for community members prior to the event, etc.
- Competitions/Eisteddfods: the competitive environment does not necessarily nurture emerging artists.
- Summer/Winter schools: Council will not support more than two placements per 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. As a guide only, 10% of the total publishing costs would be considered a small proportion. *NB: The Small Arts Grants will fund 100%.*
- Purchase of capital items, e.g., equipment, buildings, or vehicles.
- Recurrent funding: local arts and cultural organisations that have regular community activities may apply for funding annually for different projects, which may have a project management component. Applicants, projects, events and activities that have received RADF funds in the past will not be highly regarded unless significant progression or development can be demonstrated. Proposals from applicants who have not received funding through the RADF program in the past may be prioritized over previously supported applicants seeking funding for proposals of similar merit.
- Operational expenses are ineligible under RADF including wages for permanent staff and office expenses.
- RADF does not support funds for accredited study, training or university courses - RADF does not fund any components of a student's curriculum or projects towards accreditation of their studies.
- RADF does not support 100% of the total cost of any project. Applicants are required to make a significant contribution, which may be in-kind. RADF is not intended to be used as the main income source for any professional artist or arts worker. As a guide only, projects requiring more than 60% of the total project's expenses from RADF will not be as competitive. *NB The Small Arts Grant, Flame.Arts Access Leg Up and Individual Professional Development grants will fund 100%.*

12. Australian Business Number (ABN)

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. 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 (10%). Do not include this amount in your grant budget or calculations.

13. Eligibility checklist

Each professional or emerging professional artist receiving financial benefit from a RADF grant must complete the Eligibility Checklist for Professional and Emerging Professional Artists (available online for download from the Cairns Regional Council website). This checklist has been developed to determine the professional or emerging professional status of all artists receiving RADF grant money.

14. 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 to build 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](#).
- Establish your eligibility (use the *Eligibility Checklist for Professional and Emerging Professional Artists* available on the [Cairns Regional Council website](#)).
- Contact the Arts and Cultural Grants Coordinator (Council's RADF liaison officer).
- Reflect on ways your activity develops your professional life.
- Read everything thoroughly.

15. 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 Creative Life 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.

16. What is the RADF Committee?

The RADF Committee is a local advisory group to Council. The Committee assesses your application against criteria and recommends to Council whether it is funded or not. Council's RADF Committee Terms of Reference General Policy can be viewed online at the [Cairns Regional Council website](#).

17. In-kind support

In-kind support includes volunteer labour, administrative support, rent-free accommodation or donations of materials or equipment. These contributions should be assigned a dollar value and must be included in your proposed budget.

18. The RADF budget

It is compulsory to include a comprehensive budget using the template on the application form. You must:

- ensure your budget estimates are as accurate as possible – inflated budget claims may affect the funding decision for your activity
- account for all costs of your activity – expenses and income; monetary and voluntary, this includes all items listed in the income column as in-kind
- ensure you list all forms of income, including any in-kind, and other grants you have applied for
- mark an asterisk (*) beside grants which have already been approved
- indicate the amount of the RADF grant that will go towards any expenditure in the column RADF Component column.
- in the space provided, include the total amount you are seeking from RADF as income and ensure the income and expenditure columns balance.