

FREQUENTLY ASKED QUESTIONS

How do I develop a RADF grant application?

Ask yourself these key questions when developing your activity:

- How does the project respond to and align with the RADF Key Performance Outcomes?
- Which activity do I want to do?
- Why do I want to do it?
- Which people will be involved?
- Do they have the skills to make it happen?
- Who in the community will benefit?
- How much will it cost?
- Where will I get the money and support from in addition to a RADF grant?
- Are other individuals being employed? If so, think of using employment contracts.

Your application should give a snapshot of a potentially successful activity. All information required is requested on the form, so:

- research thoroughly and prepare your proposal accurately and honestly
- provide all information on the official RADF Grant application form
- describe your activity in terms that relate to Council's RADF Program.

Brief and clear support material strengthens your application. Include only relevant support material, such as:

- letters of support from community groups who will benefit
- letters of acceptance from a community Elder, workshop leader, project partner, gallery owner etc
- quotes from tradespeople, publishers or other businesses cited in your budget
- CVs of all professional arts and cultural workers employed in the activity with RADF funding.

Please note – support material will not be returned, so:

- provide online links to videos or music files or provide a dropbox link for larger files
- provide copies of all support material, if mailing your application (and keep the original).

Sign your application. Unsigned applications are not eligible for funding. Keep a copy of your completed application. If your application is successful, you will use it when you prepare your outcome report at the end of the activity.

RADF committees may want more information or support material if they are uncertain about an application. If this is the case, you will usually have a short time to respond.

What is a CV (curriculum vitae)?

Your CV or résumé is a summary of your career that you send to an employer when applying for a job or to a funding body as part of your application for funding.

Your CV should:

- be up-to-date in all personal and professional details
- show the important information on the first page
- start at the current year and work backwards to build a history of your employment or experience
- preferably be no longer than one A4 page.

Include the following information:

- your contact details
- education and qualifications
- current employment status
- recent employment history
- community involvement
- awards, grants, achievements, exhibitions, performances, screenings, publications, committee and professional memberships (don't use abbreviations or acronyms)
- the names of at least two referees.

Some tips for success:

- Think about what your CV says - whether it is easy to read and how it is ordered.
- Be dynamic in how you present your work history and skills.
- Describe yourself in positive language.
- Remember, you get only one chance to make a good impression.

What happens after your RADF grant has been submitted?

1. Once the funding round has closed, the RADF liaison officer copies, collates and sends all applications to the RADF Committee for assessment.
2. Applications are assessed on merit and by the assessment criteria, first by individual Committee members and then as a group to compare the strengths of each application.
3. The RADF Committee's final recommendations are documented and presented to Council for ratification.
4. All applicants are advised of the outcomes of their applications.
5. The RADF liaison officer develops a contract for each successful applicant to prepare for the release of funding.

In assessing your grant application, the RADF Committee will, as well as using the criteria, also consider:

- Has the applicant acquitted previous grants?
- Is the applicant responsible for management of the activity?
- Has the applicant contacted the artist/s to obtain their consent to work or contacted the gallery or publisher to assess their interest?
- Has the applicant demonstrated the capability to plan and carry out the activity effectively?
- Is the budget well prepared and realistic, demonstrating sound financial management and knowledge of professional rates of pay?

- Can the applicant demonstrate support from their organisation or themselves, at least in-kind?
- Is RADF the best funding source for this activity?
- Does the activity:
 - employ, or use the skills of an appropriate professional or emerging professional artist or arts and cultural worker? (An Eligibility Checklist is required for each paid artist or arts worker involved in the project.)
 - benefit either an individual artist or the community?
 - reflect the aims of the Council's arts and cultural policy, corporate plan or other published priorities?
 - help to develop arts and culture in the community, develop audiences, and/or increase social harmony?
- Is there evidence of community need and support?
- Have health and safety, insurance, copyright and licenses been considered?
- Are any conditions to be applied to the funding?
- Where applicable, does the application provide details of future planning?

What happens if I am successful?

If you are successful, before you receive your grant money and begin your activity, you will receive from Council:

- a RADF Letter of Offer specifying what the funding is being allocated for and any special conditions that may apply to your application
- all relevant forms you have to complete and return for the release of funds
- all relevant information you need to acknowledge the State Government and Council who are providing the grant.

***No funds will be released until you sign and return all relevant documents to your RADF liaison officer.**

The RADF Committee may ask for special conditions of funding to be included in your contract. These must be met through your funded activity.

Some conditions of the grant are common to all RADF recipients, such as:

- wherever possible, all funded activities must begin within the financial year of the receipt of funding
- grants can be withdrawn if an activity is unduly delayed—you will need to reapply
- your acknowledgement of RADF funding in all publicity about your activity and as part of the outcome
- requesting approval for any changes to your application.

Other conditions may be developed by the Council, such as:

- more information and/or evidence of the community need for a proposed activity
- more information and/or evidence that individuals cited as being involved in an activity have been contacted, have given consent and are available
- a request to:
 - address a gathering of peers after a funded activity
 - offer a workshop demonstrating new skills.

Can I alter my application after funding has been allocated?

Sometimes circumstances change and you cannot carry out your activity exactly as described in your application. When this happens, you MUST:

- notify the RADF Committee through the RADF Liaison officer by email
- receive approval of any change before beginning your activity.

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

- approve the changes
- request that you complete a new application form
- ask you to return the funds and re-submit your application in the next round.

Any agreement to alterations must be:

- made in writing
- approved by a Council officer nominated by the Cultural Services Manager.

Please note: If you change your activity without approval, Council can ask for the funds to be returned.

I have completed my funded activity. Is there anything else I should do?

Yes. You must complete and submit an Outcome Report to Council no more than 8 weeks after completing your funded activity. If you fail to acquit your grant, you will be ineligible to apply for future funding through the RADF Program. In some circumstances, you may be asked to repay the grant.

Your outcome report must show evidence of the outcomes of the activity and how the RADF money was spent. It is a chance to reflect on the level of success your activity achieved by:

- identifying key outcomes
- assessing the benefits and drawbacks
- checking your financial estimates against your actual expenditure
- learning from any difficulties—these can often teach more than successes
- recognising the potential for growth or new directions in your work
- setting new priorities.

If I have a problem, how do I deal with any dispute resolution?

Occasionally, conflict can arise between applicants and Committee members or Council staff. If this happens, you should, in the first instance, tell your RADF liaison officer about any disagreement or conflict with your application. You have the right to request a meeting with a Committee member or Council staff member to get feedback about your application.

Useful websites

The following list provides some useful websites that may help in the development of your activity:

Arts Queensland (AQ)

www.arts.qld.gov.au

- all other Arts Queensland grant information
- other funding sources benefiting arts and culture.

Rates, Fees and Awards Schedule Information

[Australian Government Fair Work Ombudsman](#)

[MEAA Media, Entertainment and Arts Alliance](#)

[NAVA National Association for the Visual Arts](#)