



Mareeba
SHIRE COUNCIL

**Regional Arts Development Fund
(RADF) 2016-17**

**Guidelines for Community Grant
Applications**



The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Mareeba Shire Council to support local arts and culture in regional Queensland.

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 2016-17 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 suit the needs of their communities. For information on other Arts Queensland programs and opportunities please visit www.arts.qld.gov.au

2. WHAT ARE THE RADF 2016-17 OBJECTIVES?

The RADF 2016-17 objectives are to support arts and cultural activities that:

- provide public value for Queensland communities
- build local cultural capacity, cultural innovation and community pride
- deliver the Queensland Government's objectives for the community.

3. WHAT ARE THE QUEENSLAND GOVERNMENT'S OBJECTIVES FOR THE COMMUNITY?

The Queensland Government's objectives for the community are:

- Encouraging safe and inclusive communities
- Building regions
- Stimulating economic growth and innovation
- Increasing workforce participation
- Supporting disadvantaged Queenslanders
- Conserving heritage.

For more information please visit:

<https://www.premiers.qld.gov.au/publications/categories/plans/governments-objectives-for-the-community.aspx>

4. ELIGIBILITY CRITERIA

To be eligible for RADF funding applications must meet the following criteria:

- Applicants must be one of the following: (a) an individual, including professional or emerging artist, arts worker, cultural worker or project coordinator; (b) a group or unincorporated

organisation; (c) an incorporated not-for-profit arts and cultural organisation; or (d) an arts or cultural company.

- Successful individual applicants who do not have an ABN will be required to complete a Statement by a Supplier Form to indicate that the grant relates to a private recreational pursuit or hobby and not related to carrying on a business or enterprise.
- Applicants must be based in the Mareeba Shire Council area, or if based outside the local Council area must demonstrate how the project will directly benefit arts and culture in Mareeba Shire.
- Applicants successful through previous rounds of Council's RADF Program must acquit their current grant before applying for further funding.

5. HOW MUCH CAN I APPLY FOR?

Eligible applicants are invited to apply for RADF Community Grants of **less than \$10,000** (GST exclusive.) RADF does not fund 100% of total project expenses. Applicants will be required to contribute or demonstrate other sources of financial or in-kind support, sponsorship or income. The RADF Grant Request should be no more than 65% of estimated project expenses.

6. WHAT TYPE OF ACTIVITIES COULD BE FUNDED BY RADF?

RADF supports the following types of activities:

- Community consultation, arts research and policy development - to develop arts and cultural policy, cultural mapping, planning proposals, cultural tourism plans and community consultation.
- Creative development of a new work - to support individuals or groups to produce works of art across various art forms.
- Cultural tourism - to develop and promote a community's locally distinct arts, culture and heritage both for members of that community and for visitors.
- Events and festivals - to support community groups to deliver arts and cultural festivals throughout the Shire.
- Exhibitions and collections - to develop, preserve and provide access to locally held collections of significance.
- Heritage protection and promotion – to support activities that protect and promote artifacts and sites that have historical significance to community.
- Performances - to support community groups to deliver arts and cultural performances across the Shire.
- Place-making - to support collaborative activities that seek to reinvent and reimagine public spaces to maximise shared value and strengthen the connection between people and places.
- Professional skills or career development - for individual professional artists and arts workers living in the Shire to attend professional development seminars, master classes, mentorships or placements with recognised arts and cultural organisations.

- Publications - to support individuals or groups to publish works of art across various art forms.
- Skills development workshops - to support the engagement of a professional artist or arts worker to develop a community group's arts practice and / or to run community arts development workshops or projects which have a significant skill development component.

7. ACTIVITIES REQUIRING SPECIAL APPROVAL

The purchase of property or assets with RADF funding is conditional on the prior written approval of Arts Queensland and subject to Section 4.3 of the RADF Funding Agreement between Arts Queensland and Mareeba Shire Council. Please contact the MSC RADF Officer if you are considering purchasing property or assets with RADF grant money.

8. WHAT IS THE LOCAL COMMUNITY PRIORITY FOR RADF 2016-17?

Mareeba Shire Council has identified "cultural tourism" as the local community priority for the 2016-17 RADF Program. This priority aligns with the Tablelands Community Plan 2021 and the MSC Cultural Plan 2014-16 and is the result of comprehensive community consultation. Feedback from MSC RADF Advisory Committee, community service providers and evaluation of relevant community projects has also informed the development of the community priority for the Mareeba shire.

Community Grant Applications will be strengthened if they clearly state how the project will meet the local community priority. However applications that do not meet the local community priority but address the general RADF objectives will be considered.

8.1 Cultural Tourism

Cultural Tourism refers to travel that incorporates cultural activities and experiences. Cultural tourism showcases the traditions of a community; the history, art, architecture, religions, natural surroundings and other elements that have helped shape a community's lifestyle. Cultural tourism activities include those that develop and promote the community's locally distinct arts, culture and heritage both for members of that community and for visitors. Examples of cultural tourism include: interactive workshops, public art and heritage trails, interpretative signage in places of significance, performances reflecting local stories and regional identity, tours of local industries and culturally significant sites, historical re-enactments and signature festivals.

9. WHEN CAN I APPLY?

Council will conduct one (annual) RADF 2016-17 community grant funding round. Submission of applications will close at **4pm Tuesday 28th February 2017**. RADF 2016-17 community grant funding is only available for projects and activities that will commence after 30 April 2017 and will be

completed by 30 April 2018. The Community Grant Round will be advertised in the local newspaper, Council's website, email networks and Council libraries.

10. HOW DO I SUBMIT AN APPLICATION?

Applicants are encouraged to read the MSC RADF 2016-17 Guidelines for Community Grant Applications and discuss their proposed project with the MSC RADF Officer prior to completing an application. Applications must be submitted using the standard application form, which will be made available on Council's website or from Council's Service Centres and Libraries.

Applications, including supporting material may be submitted by one of the following methods:

- Post: Mareeba Shire Council, PO Box 154, Mareeba Q 4880
- In person: Mareeba Shire Council, Rankin Street, Mareeba Q 4880
- Email: communitydevelopment@msc.qld.gov.au

Applications must be received by Council on or before the closing date. Applicants will receive an acknowledgement email within five working days of the closing date.

11. HOW DO I COMPLETE THE PROJECT BUDGET?

Applicants will be required to prepare a project budget. Instructions on how to complete the project budget and an example project budget are presented below.

- *Please complete the project budget table to account for all estimated income and expenses associated with your project. Round all amounts to whole dollars. Add additional rows as required.*
- *List all income items separately under the relevant sub-heading. Describe income type and source of the contribution. The total dollar amount should be written in column 2.*
- *List all expense items separately under the relevant sub-heading. The total dollar amount should be written in column 2.*
- *For all income and expense amounts, indicate in column 3, if these are cash (financial) or in-kind contributions by writing "cash" or "in-kind".*
- *Cash contributions involve the transfer of money between parties. Examples of cash contributions include ticket sales, participant payments, cash donations, fundraising takings, grants. In-kind contributions are non-monetary forms of support. Examples include: volunteer labour, donated goods, services provided at no cost, discounts.*
- *The total RADF Grant Request should be no more than 65% of your total project budget. That is, 35% of your income (cash and in-kind) must come from other sources.*
- *When you have completed your budget the total income and total expenses must be EQUAL.*
- *If you are registered for GST, income and expense amounts must be EXCLUSIVE of GST. Council will pay the grant plus GST. If you are not registered for GST, your income amounts must be EXCLUSIVE of GST however expenditure amounts should be INCLUSIVE of GST.*

EXAMPLE PROJECT BUDGET

ESTIMATED INCOME	Total \$ Amount	Cash or In-Kind?
Earned Income		
Participant contribution to workshop materials	\$200	cash
Sponsorship, Donations, Fundraising		
Donation of raffle prize - local arts society	\$100	In-kind
Art work raffle proceeds	\$500	cash
Other Grants		
-		
Other Contributions		
Facilitator fee – Local Artist	\$500	In-kind
Venue hire – Local Sports Club	\$270	In-kind
Advertising – Local newspaper	\$180	In-kind
Facilitator office expenses	\$30	In-kind
RADF Grant		
RADF grant request	\$2,420	cash
Total Income	\$4,200	
ESTIMATED EXPENSES		
Salaries, Fees, Allowances		
Fee for workshop facilitator	\$500	In-kind
Artist Fee	\$1,500	cash
Travel allowance	\$1,000	cash
Project or Activity Costs		
Venue Hire	\$270	In-kind
Workshop materials	\$400	cash
Equipment hire	\$220	cash
Promotion, Documentation, Marketing		
Advertising in local paper	\$180	In-kind
Art work raffle prize	\$100	In-kind
Administration Costs		
Facilitator office expenses	\$30	In-kind
Total Expenses	\$4,200	

12. SUPPORTING DOCUMENTATION

Applicants are encouraged to supply the following support documentation:

- A brief resume (maximum one A4 page) for each professional or emerging artist or arts / cultural worker involved in the project / activity
- Letters of support from relevant individuals, community groups or project partners commenting on the quality and benefit of the project / activity
- Written quotes for major budget items, for example artist fees, venue hire, project materials.

13. HOW WILL APPLICATIONS BE ASSESSED?

Applications will be collated by the MSC RADF Officer and reviewed to determine eligibility and completeness. Applicants will receive an acknowledgement email within five working days of the closing date. If an application is deemed ineligible or incomplete applicants will be given five working days to alter and resubmit. Eligible applications will then be assessed by the MSC RADF Advisory Committee. Each application will be assessed against the following selection criteria:

Quality

- How well the application aligns with the objectives of RADF.
- The ability of the applicant to deliver the project, activity or event.

Reach

- How well the application aligns with Council's local community priorities for RADF.
- How well the project provides access to and engagement in arts and culture for diverse community groups.
- The level of demonstrated demand and support for the project.

Impact

- The potential of the project to deliver cultural, artistic, social or economic outcomes for the community.
- Supports one or more of the Queensland Government objectives for the community.

Viability

- Evidence of adequate planning (including project time line, budgeting, risk assessment, licensing, and evaluation.)
- Evidence of partnerships in the delivery of the project.

Consideration will also be given to the total funding pool available. Applicants who received a RADF Community Grant in the previous year are eligible for funding, however these applicants may be given a lower priority for funding, when requests exceed total funding available. Recommendations from the assessment process will be submitted in a report to Council for final approval, at the next ordinary monthly Council meeting. All applicants will be informed of the outcome of their application within five working days of a decision being made. Because funding is highly competitive, applicants cannot be guaranteed funding.

14. SUCCESSFUL APPLICATIONS

Arrangements for successful applications will be made within thirty working days of final approval by Council. Successful grant applicants who have an ABN will be requested to submit a Tax Invoice (if registered for GST) for the amount of the grant plus GST or an Invoice (if not registered for GST) for the amount of the grant, noting GST is not applicable. Successful individual applicants who do not have an ABN will be required to complete a Statement by a Supplier Form to indicate that the grant

relates to a private recreational pursuit or hobby and not related to carrying on a business or enterprise.

15. WHAT ARE THE CONDITIONS OF THE GRANT?

Successful applicants will be required to:

- Sign an Applicant Agreement (contained in the Application Form)
- Notify Mareeba Shire Council in writing of any changes to the approved project.
- Obtain all necessary licences, permits and approvals prior to the project starting and abide by all relevant health and safety standards.
- Effect and maintain for the duration of the project, public liability insurance for a minimum of \$5M for any one occurrence, if the project or activity is delivered in a place where the public attend or that is accessible to the public.
- Seek prior written approval for the purchase of property or assets with RADF funding and abide by Section 4.3 of the RADF Funding Agreement between Arts Queensland and Mareeba Shire Council, in relation to property and assets.
- Submit the required acquittal documents (Project Outcome Report, financial records and other supporting project documentation) within eight weeks of the completion of the project.
- Notify and return any unspent RADF grant money to Mareeba Shire Council with the grant acquittal.
- Acknowledge the support of Arts Queensland and Mareeba Shire Council in all relevant promotional material, publications and products as outlined in the MSC Guidelines for Community Grant Applications.
- Allow Arts Queensland and Mareeba Shire Council to use and publish non-personal information provided in the grant application, outcome report and any other text or images relating to the funded project for promotional and reporting purposes only.

16. WHAT ARE THE ACKNOWLEDGMENT REQUIREMENTS FOR RADF 2016-17?

RADF 2016-17 funded activities must acknowledge the Queensland Government and the Mareeba Shire Council in all promotional material, publications and products by inclusion of the RADF 2016-17 acknowledgment text and logos as provided to you by Mareeba Shire Council.

Acknowledgement Text for RADF 2016-17:

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Mareeba Shire Council to support local arts and culture in regional Queensland.

The Queensland Government logo and style guide is available for download at www.arts.qld.gov.au/aq-funding/acknowledgement

The Mareeba Shire Council logo will be supplied to successful applicants by the MSC RADF Officer.

17. WHAT ARE THE REPORTING AND ACQUITTAL PROCESSES FOR RADF 2016-17?

All RADF 2016-17 funded activities are required to complete a Project Outcome Report. This will be provided to successful applicants by Mareeba Shire Council. Applicants are encouraged to consider the requirements of the Project Outcome Report to develop appropriate project evaluation methods. Project evaluation tools and templates will be made available on Council's website.

The Project Outcome Report includes general information about project delivery, information about participants and partners, outcomes and participant feedback, reflections and financial statement. The Project Outcome Report must be submitted to Council within 8 weeks of the completion of your project.

The following support documentation must be attached to the Project Outcome Report: proof that the project or activity took place (for example photos and promotional material), proof of expenditure (copy of invoices and receipts for items funded by the RADF grant); evidence of public acknowledgement of funding (e.g. verbal acknowledgement at launch, event program, other promotional material); return of unexpended funding (if relevant.)

18. WHERE CAN I GO FOR MORE INFORMATION?

For further information about RADF:

- Website: www.msc.qld.gov.au/grants-and-sponsorship/
- Facebook: www.facebook.com/pages/Mareeba-Shire-Council/584136064999998
- Telephone: 1300 308 461 or 4086 4695
- Email: communitydevelopment@msc.qld.gov.au
- In person: Mareeba Service Centre, 65 Rankin Street, Mareeba QLD 4880
- Post: PO Box 154, Mareeba QLD 4880

19. APPLICANT CHECKLIST

- Read RADF 2016-17 Guidelines and Application Form
- Discuss project with Council's RADF Officer, to ensure the project aligns with RADF objectives and meets eligibility requirements
- Complete all sections of the Application Form
- Sign the Applicant Agreement - these can be scanned and emailed or the original posted
- Attach supporting documentation - resumes, letters of support, quotes
- Keep a copy of the application for your own records.
- Submit application to Council on or before the closing date.