



RAPF GUIDELINES



1. Regional Arts Development Fund

Purpose

- 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 suit the needs of their communities.
- Mount Isa City Council planning has the purpose of improving arts and culture throughout the city and therefore an additional 30% funding has been allocated to the RADF scope from the city's annual budget.

Objectives

RADF 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 Queensland Government's objectives for the community.

2. What is the RADF Program

The Regional Arts Development Fund (RADF) is a longstanding and highly successful state and local government partnership that promotes the role and value of arts, culture and heritage as key drivers of sustainable, diverse and prosperous local Queensland communities.

RADF was established in 1991 and continues to support professional artists and arts practitioners living in regional Queensland. RADF invests in local arts and cultural priorities, as determined by local communities.

The RADF program is subject to annual budget allocations.



3. Mount Isa City Council Arts and Cultural Priorities

The Mount Isa City Council has identified that it will fund and support the following locally determined priorities for the Mount Isa RADF Program for 2023-2024.

Applications are assessed by their ability to meet one or more of the following priorities:

1. Vibrant arts and cultural experiences

- Programs that create vibrant arts and cultural experiences including but not limited to performances and exhibitions
- Increased skills and professional development opportunities for artists
- Community arts and cultural development
- Initiatives that strengthen cultural tourism
- Enhanced cultural programs

2. Performances and exhibitions

- Provide exposure to touring performances, and exhibitions and the opportunity for artists to engage with visiting artists and organisations.

3. Community Arts Projects

- Community projects that encourage inclusion, caring & friendly communities, mateship, pride, community cohesion, deterrents to crime and violence.

4. Enhance Mount Isa Specific Cultural Events

- Enhance Mount Isa Specific Cultural Events – Rodeo, Camp Drafting, Mining/Industrial performances.

5. Local indigenous heritage and living culture

- Foster and celebrate an understanding and appreciation of local Indigenous heritage and living culture

6. Record of local history, oral and written

- Encourage arts workers to record local history specifically oral and written history.

7. Visual Arts Walk

- Create and promote further initiatives to add to the existing Visual Arts Walk e.g. connect the art spaces within Mount Isa via walking trails through participation from local businesses to display heritage photos and memorabilia, connect these with existing public art.

8. Cultural Heritage of Mount Isa and Camooweal

- Develop and retain knowledge of the cultural heritage of Mount Isa, Camooweal and the rural areas.

9. Town Beautification

- Develop further town beautification initiatives; investigate opportunities for public art, sun shelters and other methods of 'softening' the built environment.

10. Community Initiatives

- o Encourage community initiatives which promote healthy lifestyles, exercise and general wellbeing.

RADF will fund individuals and groups for new and established creative projects that clearly establish a community need and benefit.

Important Additional Information

Applicants will be required to demonstrate genuine community support for their initiative and be able to demonstrate the direct benefits to the community as a result of the project or activity.

4. RADF Key Performance Outcomes

All projects receiving RADF funding are required to report on their contribution towards the following RADF 2023-2024 Key Performance Outcomes (KPOs):

Quality

- Produces or contributes to high quality arts and cultural initiatives for local communities
- Proven capacity to effectively support and deliver arts and cultural services

Reach

- Provides access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences
- Evidence of local demand for proposed program/s
- Demonstrates community and stakeholder involvement in RADF priority setting, decision making and evaluation

Impact

- Demonstrates cultural, artistic, social or economic returns on investment
- Supports one or more Queensland Government objectives for the community including encouraging safe and inclusive communities, building regions, supporting disadvantaged Queenslanders, stimulating economic growth and innovation, increasing workforce participation and conserving heritage.

Viability

- Evidence of good planning for strong governance and management of RADF at a local level
- Evidence of partnership capacity with partners including business and government

5. When can I apply?

Funding rounds 2023-2024

Round One

Opening Monday 30 October 2023

Closing 5:00pm, Wednesday, 29 November 2023

For projects starting after Wednesday, 13 December 2023

Round Two

Opening Monday 12 February 2024

Closing 5:00pm, Wednesday, 14 March 2024

For projects starting after Wednesday, 28 March 2024

Round Three

Opening Monday 14 May 2024

Closing 5:00pm, Wednesday 13 June 2024

For projects starting after Wednesday, 27 June 2024

Subsequent Rounds

Additional round may be available subject to demand and available funds



6. Categories of Funding

The six categories of funding available for individuals, groups or local councils include:

1. Developing regional skills

For Council, individual professional artists and arts workers living in regional Queensland to attend professional development seminars or activities; master classes, mentorships with recognised arts and cultural peers; and placements with recognised arts and cultural organisations.

Applicants must be able to demonstrate the direct benefits to the local arts community as a result of this professional development opportunity.

2. Building Community Cultural Capacity

For community groups to engage a professional artist or arts worker to work with them on developing their arts practice, or to run arts development workshops or community projects.

- RADF grants will support travel, accommodation and fees associated with employing professional artists or arts workers to work on community projects or workshops in the local community that clearly demonstrate a community need and benefit.

3. Cultural tourism

This theme supports projects which make cultural life visible within the Mount Isa Region through creating place based cultural activities which develop the regions cultural heritage and help promote cultural tourism.

4. Contemporary collections/stories

To preserve and provide access to locally held collections of significance, and collect and tell local stories from the past and the present that can demonstrate state and/or local significance. The priorities for this category are proposals for post-1960 heritage and Indigenous stories that can demonstrate strong community participation and ownership.

RADF grants can support:

- documentation, preservation, interpretation projects and collection management training through community-based workshops
- community stories, which can be documented in a variety of forms and mediums, including: plays, videos, artwork, digital exhibitions, education programs, oral histories and publications.

5. Regional partnerships

To encourage innovative and energizing arts projects where artists, communities and councils work together in their community or in partnership with another community, to achieve enhanced outcomes from RADF grants.

RADF grants will support projects that can demonstrate a partnership between:

- artists and local industry
- artists and community arts organisations
- artists and non-arts community organisations
- cross-council collaborations

6. Young People

This theme aims to support young individual professional and emerging artists or arts and cultural workers living in the Mount Isa Region and encourage growth in their practice.



7. Who is eligible?

- Individual professional artists, arts workers, cultural workers or project coordinators who:
 - are based in the local council area, or if based outside the local council area are able to demonstrate how the project will directly benefit Mount Isa City arts and culture
 - are permanent residents or Australian citizens
 - have an Australian Business Number (ABN).
- Incorporated cultural organisations based in the local council area, or those based outside the local council area that are able to demonstrate how the project will directly benefit arts and culture in the Mount Isa Local Government area.
- Unincorporated organisations with an 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 the artistic direction or quality of the project.
- Have satisfied the reporting requirements of previous RADF funding.
- Be over 18 years of age or have the application co-signed by a legal guardian confirming responsibility for the financial management of the funding.
- Individuals and not-for-profit groups and community organisations.

8. What does RADF not support?

- Incomplete or unsigned applications.
- Late applications (unless approval by both RADF committee and CEO have been sought)
- Retrospective applications (projects started or completed before notification of successful funding has been received).
- Artist or art workers who do not have an Australian Business Number (ABN).
- RADF does not fund 100% of any project. Applicants are encouraged to seek other sources of funding for their projects. Applicants are required to make a significant contribution which may be in-kind.
- Applicants who have failed to acquit previous RADF grants.
- 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.
- Projects for which arts workers are paid less than the recommended rates.
- 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.
- 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 run a series of developmental workshops for community members prior to or at the end of the event.

MOUNT ISA CITY COUNCIL

Regional Arts Development Fund (RADF)

Guidelines

- Summer/Winter schools – Council should not support more than two places a 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. Historical project may receive an exception, subject to the project description and RADF committee assessment.
- Purchase of capital items, e.g. equipment, buildings or vehicles. RADF gives artists and organisations opportunities for employment, professional development and a chance to practice their art. Buying capital items does not necessarily lead to these outcomes. Exception: Capital items can be funded only when they are included as part of a project application and when the RADF Committee considers the purchase integral to that project and where the item will remain available for community use.
- Project management or administrative assistance costs.
- Recurrent funding for arts organisations – operational expenses are ineligible under RADF including wages for permanent staff and office expenses. However, local arts and cultural organisations that have regular community activities may apply for funding annually for different projects which have a project management component.
- Accredited study, training or university courses — RADF does not fund the primary training of artists, only their professional development once they are practising.
- Workshops with arts and cultural service organisations that are part of the organisation's 'core business' — Arts Queensland has already funded these organisations to deliver core services. Please call your cultural service organisations to find out what services they can offer you that are not 'core businesses'.
- Operational expenses are ineligible under RADF including wages for permanent staff and office expenses.



9. The RADF Committee

The Mount Isa RADF Committee is a group of informed representatives who reflect the diverse arts, culture and geography of the Council area. The committee acts as a focus group for arts and culture in the Mount Isa Region and makes recommendations to Council for eligible grant submissions for each funding round.

Local artists, arts and cultural workers, members of cultural groups, local organisations or associations and people active within the arts community are eligible to be members of their local RADF Committee. Nominations are to be submitted to Council's RADF Liaison Officer. Received nominations will be assessed by the RADF Committee Chair, Council's Mayor and Chief Executive Officer.

All applicants will be notified in writing of the outcome of their submission.

Committee members participate in RADF Committee training, promote the RADF Program within their own networks and provide mentoring assistance to grant applicants.

If you are interested in becoming a RADF Committee member and would like more information, then please contact Council's RADF Liaison Officer on 07 47473200 or email radf@mountisa.qld.gov.au.

10. How to Apply

- Step 1: Applicants need to review the Mount Isa City Council RADF guidelines.
- Step 2: Speak with the RADF Liaison Officer if required.
- Step 3: Complete the Mount Isa City Council RADF application form by the required date (*Note: incomplete and late applications will not be eligible for consideration in the advertised round unless prior approval has been sought*).
All forms are available on Mount Isa City Councils website:
<http://www.mountisa.qld.gov.au/radf>
- Step 4: Applicants will be sent a confirmation of receipt of their application.
- Step 5: Successful applicants will receive a letter of offer which is to be signed and returned to the RADF Liaison Officer along with an invoice to RADF C/- Mount Isa City Council for the approved RADF funding amount.

How much can applicants apply for?

RADF is small scale funding, however, there are no limits on the amount of funding that can be applied for and will be subject to available funds, typically funding is available for up to 65% of the total project cost only. RADF will not support 100% funding of any project.

11. Assessment Process

The RADF Committee will assess each application on how well the projects address the 2022/23 Mount Isa City Council Arts and Cultural Priorities and the following criteria. The indicators listed are a sample of the types of evidence needed to demonstrate achievement of each criterion:

Quality

- RADF invests in quality arts and cultural initiatives based on locally identified priorities.
- High quality delivered by professional artist /respected artist/arts worker/arts organisation.

Reach

- How will the project engage and/or benefit the local community?
- How will the project engage with people who may not have participated in an arts and cultural activity before?
- How will the application outline ways to communicate / market the project?

Impact

- Does the project address the MICC priorities?
- Does the project clearly state benefits and details? (How, what, when, where, why)
- Does the project provide employment opportunities for local people?

Viability

- Does the project leverage off other community projects/events?
- Does the application have a viable budget with contributions of in kind and expenditure from other sources?
- RADF Addresses sustainability of the outcomes

The following categories are able to be supported within the context of the listed local priorities;

- Community consultation, arts research or policy development
- Creative development of new work
- Cultural tourism
- Events and Festivals
- Exhibitions & Collections
- Performances
- Placemaking
- Professional or career development activity / opportunity / training
- Publications
- Workshops

12. Post Assessment of Application

Once the RADF Committee has reached an agreement on which grant applications should be recommended and for what level of funding, the RADF Liaison Officer will present the recommendations to Council for ratification.

Council can veto recommendations, but only when they:

- are not in line with Council's Arts and Culture policy;
- interfere with Council initiatives already in progress.

Once Council has ratified the recommendations, the RADF Liaison Officer prepares:

- contracts for successful applicants;
- letters for the unsuccessful applicants;
- the method of payment.

Successful Applicants

- You will receive written notification once the recommendations have been approved by Council.
- You will receive a Letter of Offer specifying what the funding is being allocated for and any special conditions that may apply. This will include two copies of a letter of acceptance (one copy to sign and return to Council's RADF Liaison Officer / the other copy to keep for your reference).
- Your signed letter of offer will need to be returned to Council along with a tax invoice for the grant amount. You will also receive a link to access the Outcome Report along with the Letter of Offer.

There are some other general conditions relating to the receipt of RADF funding such as:

- Wherever possible, all funded activities must begin within the financial year of the receipt of funding.
- Grants that are withdrawn for a project that is unduly delayed will need to reapply the following year.

Invoice and payment

Council's preferred payment option is via electronic funds transfer, please arrange for a tax invoice to be issued to Council for processing of your grant fund.

Unsuccessful Applicants

Unsuccessful applicants will be informed in writing and will have the opportunity to request feedback on their application.



13. Dispute Resolution

Occasionally, there may be conflict between Committee members or Council staff and applicants. In the first instance, tell your RADF Liaison Officer about any disagreement or conflict with your application.

Applicants have the right to submit a request for a meeting with the Committee to get feedback about your application and / or to see minutes of assessment meetings.

Arts Queensland can offer advice about the RADF Program to you and the Committee, but is not available to mediate. However, the Local Government Association of Queensland can suggest local mediators.

14. Acknowledgement

All RADF funded activities must acknowledge the Queensland Government and the Mount Isa City Council in all promotional material and publications by including the RADF 2023-2024 acknowledgement text and appropriate logos.

Acknowledgement Text for RADF 2023-2024:

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

You can download the Queensland Government logo and style guide at: www.arts.qld.gov.au/aq-funding/acknowledgement

Contact the RADF Liaison Officer for instructions on how to obtain and use Council's logo.

15. Outcome Report

All RADF 2023-2024 funded activities are required to complete a Project Outcome Report no more than eight (8) weeks after completing your funded activity. The Outcome Report must show evidence of the outcomes from the activity and should include the following:

- Top three outcomes from the activity/project
- A list of key learnings and or reflections of the activity/project
- A list of any challenges and/or other observations
- Completion of financial statement
- Support material i.e. receipts, photographs, videos, press clippings or brochures.

Failure to produce the report ultimately leads to the applicant becoming ineligible for further funding and/or a request to return the approved funds.

Reviewing the outcome reports is an integral part of the Committee cycle of activities as it allows the Committee to:

- note program outcomes
- assess the benefits and drawbacks of different activities

- learn from the difficulties experienced in activities
- reflect on the decisions made during the last funding round
- celebrate successes, great and small
- set new priorities and directions
- consider the ongoing relevance of the Council's arts and cultural development policy.

The Outcome Report template can be accessed and downloaded from <https://www.mountisa.qld.gov.au/outcome-reports-acknowledgements/radf-outcome-reports-acknowledgements>

16. Information for Successful Applicants

Goods and services tax (GST)

If you or your entity has an Australian Business Number (ABN) and is registered for GST, your funding will be grossed up by 10% to cover the GST liability. If you or your entity has an ABN but is not registered for GST, any funding paid will not include a GST component.

Variations to the project

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

- notify the RADF Liaison Officer in writing or by email;
- receive approval of any change before commencing your activity, by both the Chief Executive Officer (CEO) and the recipient.

The Mount Isa City Council 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.

Please note: If you change your application without approval, Council may request that the funds be returned.

17. Who Can I Contact for Further Information?

Mount Isa City Council RADF Liaison Officer

Email: radf@mountisa.qld.gov.au

Website: www.mountisa.qld.gov.au

Phone: 07 4747 3200

