



# Balonne Shire Council

## Regional Arts Development Fund - RADF Guidelines 2023-2024

Balonne Shire Council (Council) recognises that supporting the community through RADF grants is necessary for the development of the Arts, Cultural and Heritage sector of the Balonne community.

### Introduction and Purpose

The Regional Arts Development Fund (RADF) is 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.

### RADF 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

### What are Balonne Shire Council's Local Priorities?

Balonne Shire Council's local priorities are to create an awareness of the diversity of arts, culture and heritage to encourage accessibility to quality art forms and to build community resilience through history, arts, community health and wellbeing.

Priority	Objective
Place	<ul style="list-style-type: none"><li>• To create opportunities for the development of public expressions of community identity, heritage, local stories, or artistic expression</li></ul>
Accessibility to quality touring productions and exhibitions	<ul style="list-style-type: none"><li>• To engage touring productions and / or exhibitions to the region</li></ul>
Professional Development	<ul style="list-style-type: none"><li>• To nurture the creative and talented individuals in the Balonne Shire and encourage growth in their practice</li></ul>
Community Participation	<ul style="list-style-type: none"><li>• To foster personal, social, and economic wellbeing and community connection by facilitating participation in arts and culture by all members of the community</li></ul>
	<ul style="list-style-type: none"><li>• Involve different, new, or emerging art forms for the Balonne Shire</li></ul>
	<ul style="list-style-type: none"><li>• Target participants from demographics and segments of the community who have not historically participated in RADF funded programs or projects</li></ul>

The above priorities will encourage the expansion and growth of local arts, culture, and heritage in community.



## How Much Can I Apply For?

Funding of **up to \$2,500** can be requested through RADF. Applications requesting more than \$2,500 will be considered where there is a strong application and project (including: extensive research, community engagement and supporting documentation), and RADF funds permit. Allocation of over \$2,500 is made at the discretion of Council.

Applications that leverage RADF funding with additional sources of cash contributions will be favourably considered. Examples of this could be a participant contribution towards workshops, donations or grants from other sources, or a cash contribution by the applicant or participants. If the applicant is registered for GST, Council will pay the grant, plus GST (10%).

## Eligible Applicants and Projects

### Eligible Applicants

The following are **eligible** to apply for a RADF grant:

- Individual professional artists, emerging professional artists, arts workers, cultural workers or project co-ordinators who:
  - are based in the Council area, or if based outside the Council area are able to demonstrate how the project will directly benefit arts, culture, or heritage in the Council area
  - 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
- Incorporated not-for-profit 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, culture, or heritage in the Council area
- Unincorporated organisations, auspiced by an incorporated not-for-profit body, that are based in the Council area, or those based outside the Council area that are able to demonstrate how the project will directly benefit arts, culture, or heritage in the Council area.

### Eligible Projects

Eligible projects will meet the RADF objectives by fitting within one of the following locally determined categories of creative endeavour:

- **Participation**  
Your project should deliver opportunities for local communities to participate in arts, and cultural activities. An example of this might be a mosaics course for beginners  
**and / or**  
involve different, new, or emerging art forms for the Balonne Shire  
**and / or**  
target participants from demographics and segments of the community who have not historically participated in RADF funded programs or projects.
- **Place**  
Your project should deliver opportunities for the development of public expressions of community identity, heritage, local stories, or artistic expression. An example of this might be a temporary woven sculpture event in a local park.



- **Performance and Exhibition**  
Your project should deliver opportunities for the community to experience professional performances and exhibitions that would be available to metropolitan audiences. An example of this might be a play by a professional theatre company or an exhibition of Australian Indigenous Art.
- **Creative Industries**  
Your project should deliver opportunities for local artists and arts and cultural activities to deliver value for local communities. An example of this might be a professional development workshop for local artists.

## Ineligible Applicants, Applications and Projects

### Applications and Applicants

The following are **ineligible** for RADF support:

- Applications received after the closing date
- Projects which commence before notification of successful funding has been received
- Retrospective applications (projects completed in the past)
- Application forms which are incomplete
- Requests for 100% of project costs
- Applicants who have failed to acquit previous RADF grants

### Projects

The following are **ineligible** for RADF support:

- Craft workshops — UNLESS a professional artist or arts worker is employed to work with a group to apply their skills in an innovative way to an arts development outcome
- Repeated activities-unless the workshop delivers a different level of difficulty & program
- 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
- Competitions — they are prolific and could monopolise funds. The competitive environment does not necessarily nurture emerging artists, as there is generally only one winner
- Eisteddfods — they are essentially competitions
- Summer / Winter schools — Councils will not support more than two places a year
- Publishing costs — requests for grants to publish books will 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



- Purchase of capital items, eg equipment, buildings or vehicles. RADF grants provide artists and organisations with 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
- 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 Key Performance Outcomes (KPOs)**

All projects receiving RADF funding will be required to report on their contribution towards RADF KPOs, impact, quality, reach, and viability.

### **How Will Your Application Be Assessed?**

Your application will be assessed by the Balonne Shire RADF Reference Panel against the following selection criteria:

- Impact
- Quality
- Reach
- Viability
- Supporting documents (this criteria point will add up to 20 points to your application) scored during the initial review conducted by the Liaison Officer; the value of each supporting document is described in the RADF 22-23 Application Form. The table below provides you with a guide of the type of information being sought and rating scale for assessment of each criterion.





The Application Form contains questions that reflect these outcomes. If your project is funded, you will need to track the results of your project against your responses so that you can report on your project outcomes as part of the acquittal process.

CRITERIA	YES	NO
1. Has the applicant acquitted previous grants? If NO, this application becomes ineligible / Do not proceed		
2. Has the applicant contacted the artist/s to obtain their consent to work or contacted the gallery or publisher to assess their interest?		
3. Is the budget well prepared and realistic, demonstrating sound financial management and knowledge of professional rates of pay?		
4. Can the applicant demonstrate need and support from the community, their organisation or themselves, at least as in-kind?		
5. Does the application reflect the aims of Council's Arts & Cultural Policy?		
6. Have the below issues been considered?		
o Health and Safety		
o Insurance		
o Copyright		
o Licences		
POINTS		
<b>Impact</b>		
Project support one or more of the local priorities	10	
Project engages local communities in arts and cultural activities	10	
Project supports local employment or strengthening of local arts sector	10	
<b>Quality</b>		
How well the application aligns with the objectives of RADF	10	
The ability of the applicant to deliver the project, activity or event	10	
<b>Reach</b>		
How well the project provides access to engagement in arts and culture for diverse community groups	10	
<b>Viability</b>		
Evidence of adequate planning, including project time line and evaluation	10	
Evidence of any partnerships in the delivery of the project	10	
<b>Supporting Documents</b>	20	
<b>Maximum Total Points</b>	100	



## What are the Acknowledgement, Reporting, and Acquittal Processes For RADF?

### Reporting and Acquittal

All RADF funded activities are required to complete a Project Outcome Report. A form will be provided to you if your project is funded. The Project Outcome Report asks for information about the success of your project and budget, and for the provision of support material, to be submitted to Council within eight weeks of the completion of your project.

### Acknowledgement

RADF funded activities must acknowledge the Queensland Government and the Council in all promotional material, publications, and products by inclusion of the RADF acknowledgement text and appropriate logos.

### Acknowledgment Text

The Regional Arts Development Fund is a partnership between the Queensland Government and Balonne Shire 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](http://www.arts.qld.gov.au/aq-funding/acknowledgement).

### What Are the Important Dates?

The RADF rounds for the 2023-2024 Financial Year will be as follows: TBC

#### ROUNDS One to Four

- |                |   |
|----------------|---|
| <b>Round 1</b> | Open from 1 July through until midnight on Sunday, 13 August 2023     |
| <b>Round 2</b> | Open from 1 October through until midnight on Sunday, 12 October 2023 |
| <b>Round 3</b> | To be announced due to Local Govt elections in 2024                   |
| <b>Round 4</b> | To be announced due to Local Govt elections in 2024                   |



## What Is the Application Process?

1. Review of the Balonne Shire Council's RADF program Funding Guidelines each new financial year.
2. Complete the RADF Application Form, which is available from the Balonne Shire Council website [www.balonne.qld.gov.au](http://www.balonne.qld.gov.au). Remember to include essential support material. For assistance with completing the Application Form, or for any enquiries about your application, please contact the Balonne Shire Council's RADF Liaison Officer on 07 4620 8842 or mail [cdo@balonne.qld.gov.au](mailto:cdo@balonne.qld.gov.au)
3. Submit your application:
  - a) Via email to [cdo@balonne.qld.gov.au](mailto:cdo@balonne.qld.gov.au)
  - b) Post to RADF Liaison Officer  
Community Services  
Balonne Shire Council  
PO Box 201  
ST GEORGE Q 4487
  - c) Drop in to RADF Liaison Officer  
Community Services  
Balonne Shire Council  
112-118 Victoria Street, St George

**Incomplete or late applications are deemed ineligible and will not be reviewed.**

4. An assessment report is prepared by the RADF Liaison Officer for assessment by the RADF reference panel. Applications are assessed against criteria and guidelines, and a ranking is given against other applications from that round.
5. Recommendations for approval are then presented to Council in the form of a report, and Council makes the final decisions about funding approval at a monthly General Council meeting based on the guidelines and funding availability.
6. Applicants are notified of the outcome of their application within five (5) business days of the completion of the Council Meeting.



## What Happens If My Application Is Successful?

If you are successful, Council will send you:

- Two (2) copies of a RADF **Letter of Offer** specifying what the funding is being allocated for and any special conditions that may apply to your application:
  - one copy to sign and return
  - one copy to keep for your reference
- All the relevant forms you need to complete and return for the release of the funds.  
No funds will be released until you sign and return all relevant documents to your RADF Liaison Officer.
- All the relevant information you need to acknowledge the Queensland Government and Council, who are providing the grant, on your advertising material and press releases.

In accepting the grant you are agreeing to provide a detailed Outcome Report and Acquittal of Funds for the project. A template for the Outcome Report will be provided to you.

## 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 Liaison Officer in writing, or via email
- receive approval of any change **before** beginning your activity

Balonne Shire 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

Any agreement to alterations must be:

- made in writing
- endorsed by Balonne Shire Council
- approved and signed by both the Chief Executive Officer (CEO) and the recipient

**Please note:** If you change your application 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**

As part of the conditions of the Funding Agreement (ie Letter of Offer), you agree to submit an Outcome Report to Council **no more than eight (8) weeks** after completing your funded activity. This acquits the local RADF monies you spent. If you fail to acquit your grant, you will be ineligible to apply for future funding through RADF and Arts Queensland. 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.

### Where Can I Go For More Help?

Balonne Shire Council, Community Development or RADF Liaison Officer on 07 4620 8842 or [cdo@balonne.qld.gov.au](mailto:cdo@balonne.qld.gov.au)