

**Regional Arts Development Fund (RADF)**

**Application Package**

**INCLUDING GUIDELINES, APPLICATION FORM AND OUTCOME REPORT**





## PURPOSE OF RADF IN 2022 - 2023

RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. RADF is a flexible fund that supports local councils to invest 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 2022 - 2023 OBJECTIVES

The 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; and
* Deliver Queensland Government’s objectives for the community.

## QUEENSLAND GOVERNMENT COMMITMENTS

Arts Queensland is committed to realising the ambitions of the Queensland Aboriginal and Torres Strait Islander Economic Participation Framework, the Queensland Multicultural Policy, the Queensland Youth Strategy and the National Arts Disability Strategy. Applications which include the following target groups as creators, participants or audiences will strengthen the implementation of Queensland Government commitments:

* Older people (over 55 years old);
* Aboriginal peoples and Torres Strait Islander peoples;
* Australian South Sea Islander peoples;
* People from culturally and linguistically diverse backgrounds;
* Young people; and
* People with disability.

Applicants are encouraged to explore how they might direct their RADF funded activities to be inclusive of these target groups as well as regional Queenslanders.

## COUNCIL’S LOCALLY DETERMINED PRIORITIES 2022 - 2023

Locally determined priorities are development areas that Council and the community see as needing special attention. Feedback regarding areas of considered priority can be given to Council’s RADF Liaison Officer (RLO) or RADF Committee members any time.

In 2022 - 2023 preference will be given to applications that address one or more of the following local priorities:

## Indigenous Youth workshops

* **Heritage and Lasting Projects**
* **Touring Dance and Musical productions**
* **High Quality Art workshops**

**APPLICANT ELIGIBILITY REQUIREMENTS**

Individuals and/or organisations applying for RADF funding must meet the following eligibility requirements;

* Be based in the local Council area, or if based outside the local Council area are able to demonstrate how the project will directly benefit arts and culture in the local Council area;
* Be a permanent resident or Australian citizen;
* Have an Australian Business Number (ABN);
* Be an incorporated cultural organisation or individual/s; or
* Be an unincorporated organisation or individual/s, auspices by an incorporated body

**Note**: If you are applying as a collective, the collective must nominate one member as their representative. That person is legally and financially responsible for the activity. All members of the collective should sign a letter that is presented with the application to demonstrate their involvement in and support of the activity.



## RADF DOES NOT SUPPORT

The following are NOT eligible for funding through RADF;

* Amateur arts activities; EXCEPT for professional or emerging artist’s services to an amateur arts activity;
* Artists or arts workers who do not have an Australian Business Number (ABN) or do not provide a completed ‘Statement by a Supplier’ Form from the ATO;
* Applicants who submit unsigned applications;
* Applicants who have failed to appropriately acquit previous RADF grants;
* Projects for which arts workers are paid less than the recommended rates;
* Activities that commence before Council approval is given;
* 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;
* 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 without demonstrated community value;
* 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 the event;
* 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; Council should not support more than two places a year;
* Printing costs; requests for grants to print books should be directed to organisations that support print- on-demand services. A small proportion of printing costs are eligible as part of the presentation costs for significant projects;
* 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;**
* 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; and
* Accredited study, training or university courses.



## REQUIRED INFORMATION FROM ARTISTS

The following information must be provided from professional/emerging artists involved in the project:

* + Resume or CV (maximum 1 x A4 page account of artist’s career and up to date personal and professional details);
  + Schedule of fees outlining fees charged by artist (may be combined with letter of confirmation);
  + Letter of confirmation stating the artist’s availability for the dates nominated in the application; and
  + Eligibility Checklist (including ABN or ‘Statement by a Supplier’ form).

## PRESENTING YOUR APPLICATION

Your application should give a snapshot of a potentially successful activity. Below are tips for preparing your application:

* Prepare your application accurately and honestly;
* Describe your activity in terms which match the Carpentaria Regional Council RADF Program; and
* Support material should be relevant to the application you are making. This may include:
* Relevant and detailed letters of support from groups who will benefit from your program;
* A letter of acceptance from a community elder, workshop leader, project partner or gallery owner;
* Quotes from tradesman, publishing firms or other businesses that appear in your budget;
* Required information from artist/s involved in the project outlining evidence of the community need for a proposed workshop; and
* Evidence that the individuals cited as being involved in a project have been contacted, have given consent and are available for the nominated dates.



## HOW YOUR APPLICATION WILL BE ASSESSED

A community committee manages RADF. When required “Expressions of Interest” are held and community members who are interested in arts and culture or people active in their community will nominate themselves to positions on the RADF Committee. The outgoing committee will make a decision as to the suitability of the nominees and appoint as they see best fit (final discretion lies with Council).

Once the funding round is closed, each RADF Committee member will be sent all the applications. There will be an assessment sheet, which they will complete as they read the applications so that all applications will be assessed by the same criteria relating to the Key Performance Outcomes (KPO’s) set out by Arts Queensland.

## 2022 - 2023 KEY PERFORMANCE OUTCOMES (KPO’s)

All projects receiving RADF 2022 - 2023 funding are required to report on their contribution towards RADF

1. Key Performance Outcomes. The Arts Queensland set KPO’s for 2022 - 2023 are below:

**QUALIT**Y • 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 of the Queensland Government objectives for the community including; creating jobs in a strong economy, giving all our children a great start, keeping Queenslanders healthy, and keeping communities safe.

## 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.

When the Committee meets, these individual assessments will be compared, and a group assessment made. The final recommendations of the Committee are taken to the next Council meeting where they are ratified. Council can veto Committee decisions which are not in line with its Arts and Cultural Development Policy or that interfere with Council initiatives already in process.

Applicants are then notified in writing of the success or otherwise of their application (including feedback for unsuccessful applications). A Letter of Offer will be sent to successful applicants outlining conditions associated with receiving RADF funding. The applicant must read this letter carefully and return the signed **RADF 2022 - 2023** and witnessed Letter of Acceptance to Council accompanied by a tax invoice for the grant amount. You will also receive the Outcome Report with the Letter of Offer. It is most important that the applicant acquit the funds allocated as soon as possible, but no later than 8 weeks after the completion of the activity. **Failure to do this will make you ineligible for further funding.**



## ACQUITTING THE GRANT

All RADF funded activities are required to complete a Project Outcome Report. This will be provided to you by Council. The Project Outcome Report includes information about the success of your project, budget and support material which are required to be submitted to Council within 8 weeks of the completion of your project, as indicated in your application.

Some funding recipients may find it useful to utilise a cash book template to assist in accurate and clear financial record keeping for the acquittal process. Templates can be found online or ask the RADF Liaison Officer for assistance.

All projects receiving RADF funding are required to report on their contribution towards RADF 2022 - 2023 Key Performance Outcomes (KPOs). Remember, if you fail to acquit your grant you will be ineligible for further funding and may be asked to repay the grant.

## RETURN OF UNSPENT FUNDS

If an activity does not take place the grant recipient must return funds to Council. If funds are not fully expended on this activity, this will be detailed in the outcome report and surplus funds returned. If funds are partially expended or an activity that does not go ahead, then this must be detailed in the Outcome Report and remaining funds returned to Council with the Outcome Report.



## DISPUTE RESOLUTION

Occasionally, there may be conflict between Committee members or Council staff and applicants. In the first instance, direct any disagreement or conflict about an application to the RADF Liaison Officer for assistance. Applicants have the right to request a meeting with the Committee Chair or Council staff person to get feedback about their application or to see minutes of assessment meetings. Arts Queensland can offer advice about the RADF Program to both the Committee and the applicant but is not available to mediate.

## RISK MANAGEMENT

In the interest of accountability and to support the staff responsible for managing your program, it is useful to design a small but attainable risk management strategy. The RADF Committee also has a responsibility to the broader community, Local and State Government in relation to their accountability and the risk management strategies they may implement may include actions such as:

* + Attaching an outcome report form to the application form;
  + Staggering the release of funds in the case of larger grants (discussed with applicant);
  + Not releasing funds until a Letter of Acceptance and an invoice are presented;
  + Having the ability to not release funds to an applicant until a month before the activity;
  + Withdrawing funds if an activity is unduly delayed and discussing with the recipient to re-present their application in the next round;
  + The applicant must maintain set time frames for the return of outcome reports or negotiate an extension with the RADF Committee;
  + RADF Committee will only, after all efforts have been exhausted, notify in writing to the recipient informing them of their loss of eligibility for further funding and a possible request of return of funds; and
  + RADF Committee will keep a record of recipients who have failed to acquit.

## ACKNOWLEDGEMENT REQUIREMENTS

RADF funded activities must acknowledge, as a condition of your Agreement, the Queensland Government and Carpentaria Shire Council in all promotional material, publications and products by inclusion of the RADF 2022 - 2023 acknowledgment text and logos.

Acknowledgement Text for RADF 2022 - 2023 is as follows:

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

This includes all promotional materials such as brochures, posters, conference programs, performance programs and invitations, signage at events, all media releases, television, radio and newspaper advertisements, speeches, websites, newsletters, annual reports and promotional videos.

Organisations, individuals and councils receiving funding from the Regional Arts Development Fund program are required to place the Queensland Government and council logos in a prominent position on all material associated with the activity. On websites, a link should be placed to the home page of the Arts Queensland<http://www.arts.qld.gov.au/> and Carpentaria Shire Council <http://www.carpentaria.qld.gov.au/> websites. Where RADF provides the majority of funding, the acknowledgement should precede all other acknowledgements.

Please note that you must supply a copy of all promotional materials and publications in acquitting RADF funding. Failure to abide by these Guidelines may affect future funding decisions. In the event that breaches of the Guidelines come to the attention of Arts Queensland, the Deputy Director-General will write to you or your organisation and require a written response to explain the breach of the Acknowledgement Guidelines.

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## Carpentaria Shire Council Regional Arts Development Fund (RADF) APPLICATION FORM

Please refer to the Carpentaria Shire Council Council’s RADF Guidelines and Fact Sheets for Applicants prior to commencing your application.

Please contact your RADF Liaison Officer (RLO) or a member of the RADF Committee if you are unsure about any part of your application. To ensure best opportunity to secure funding, make an appointment to meet with the RLO prior to submitting your application.

Council will not accept partially completed RADF applications, all applications must be fully completed and signed by the applicant

All applications are assessed on merit and the proposal’s ability to align with Councils key targets and cultural priorities. Committee decisions will also be based against the following assessment criteria which address ARTs Queensland’s RADF Key Performance Outcomes:

## IMPACT

* + - 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

* Demonstrated accessibility of the project/program to diverse audiences, participants and communities or to a specific target group.
* Evidence of local demand and need for proposed activity.

## QUALITY

* Evidence of artistic merit.
* How well the project contributes to meeting Councils local arts and cultural priorities.
* Evidence of benefits to the local community and/or its ability to provide leadership.
* Guidance for the arts and cultural sector.

## VIABILITY

* + - Evidence of collaborative partnerships and support from sources other than RADF.
    - Evidence of adequate planning and value for money.
    - Evidence of adequate consideration towards health & 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.

If successful keep a copy of your application including all support material, to help prepare the Outcome Report which is due within eight weeks of the project completion.

Participants are to complete the RADF participant survey to return with the outcome report. Return your completed application and support material to the Carpentaria Shire Council.

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| Please note: faxed Copies will not be accepted | | | | | | | |
| **SECTION 1: *Application Summary*** | | | | | | | |
| Applicant Name |  | | | | | **Council Contact Details**  RADF Liaison Officer: Cherie Schafer Phone: 07 47 452 200  Email: [council@carpentaria.qld.gov.au](mailto:council@carpentaria.qld.gov.au)  **Council Postal Address** Carpentaria Shire Council PO Box 31  Normanton QLD 4890 | |
| Contact Persons Name (Group/Organisations) |  | | | | |
| Email Address |  | | | | |
| Contact Phone Number |  | | | | |
| Postal Address |  | | | | |
| Town/Suburb |  | | | | |
| State |  | | Postcode | |  |
| **1.2 Project Summary** | | | | | | | |
| **Project Name** |  | | | | | | |
| **Project Description**  In approximately 20 words describe your project. This statement will be used to promote your project in our media releases. | | | | | | | |
| The grant will be used towards the costs of: | | | | | | | |
| Project Start Date | |  | | Project End Date | | |  |
| Outcome Report Due- see 2.3.9 | |  | | Location of Project/program: (Please include town, region) | | |  |
| Total Cost of the Project | | **$** | | RADF Investment Requested (maximum $5000) | | | **$** |
| **1.3 RADF Grant History** | | | | | | | |
| Have you previously applied for a RADF grant? If yes, in what year?  YES NO | | | | | | | |
| If you were successful has that grant been successfully acquitted?  YES NO | | | | | | | |

**1.4 Applicant Type: Are you applying as an Individual /**

**complete only one.**

**Group**

**/ Organisation? Please**

**Go to: 1.5 1.6 1.7**

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| --- | --- | --- | --- | --- | --- |
| **1.5 Individual** | | | | | |
| Title | Mr Mrs Ms | | | Name |  |
|  |  | Other |
| Do you have Australian citizenship or permanent residency status? YES NO | | | | | |
| Are you under 18 years of age? YES NO | | | | | |
| Parent/ Guardian Name (if under 18 years of age) | | | |  | |

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| **1.6 Group**  *Collectives or cooperatives are community groups or groups of artists that are not incorporated and therefore must be auspiced by an incorporated organisation (including Local Government authority), or an individual with an ABN to take financial responsibility for the grant.*  *One person must be nominated as the accountable representative of the collective for management, reporting and financial matters.* | |
| Name of Group |  |
| Name of Auspicing Organisation/Individual | *Note: This organisation or individual must complete Sections 1.9 & 6.3* |
| Title | Mr Mrs Ms Other |
| Name (accountable person in group) |  |

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| **1.7 Organisations**  *Eligible organisations include arts and cultural not-for-profit organisations and Australian companies that are either based in Queensland or able to demonstrate how their project will directly benefit local arts and culture.*  *Organisations must be registered under law as either incorporated associations or a company limited by guarantee.* | | | | | |
| *Legal Name of Organisation* |  | | | | |
| *Title* | *Mr Other* | *Mrs* | *Ms* | *Name* |  |
| *Role of Contact person* |  | | | *Legal Status* |  |

**1.8 Australian Business Number (ABN) Details**

*Will you/your organisation be responsible for the financial management of the grant if this application is successful?*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| Yes -provide your ABN details below  No. An auspicing body will be administering any grant that I receive on my/our organisation’s behalf. | | | | |
|  | What is your ABN? |  |  |  |
|  | In what name is the ABN registered |  |  |  |
|  | Are you registered for GST |  |  | YES NO |

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| --- | --- |
| **1.9 Auspiced Application**  *All individuals, groups/collectives or unincorporated organisations that do not have an ABN, must nominate an individual with an ABN or incorporated organisation to take responsibility for any grant that may be offered. Only complete this section if you are nominating an accountable organisation or individual to administer the grant on your behalf who will also be responsible for submitting a financial report at the end of the project.* | |
| Who is your auspicing arrangement with? an incorporated body an individual with an ABN | |
| Name of auspicing organisation or individual: | |
| Contact person for auspicing organisation: | |
| Are you registered for GST? | YES NO |
| Postal address of auspicing organisation or individual: | |
| Phone Email | |

**SECTION 2: *Project Description***

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| --- | --- | --- |
| **2.1 Location.**  *Where will you undertake this project?* | | |
|  | Carpentaria Shire Council area Queensland  Interstate | Name of Town/City and  Postcode |
| **2.2 Describe your project.**  Provide a brief description of your project including funded activities, aims and objectives. | | |
| Please clarify the main activities involved in this project: | | |
|  |  |  |

|  |  |
| --- | --- |
|  | |
| What are the main aims / and outcomes of this project? | |
| **2.3 Project Plan**  *Add lines as necessary to the table to provide a complete project plan. The project plan should be as comprehensive as possible and reflect the size and nature of your project. These activities may be implemented concurrently. Please note that a lack of detail provided may affect the success of your application. Write a date in the column beside each stage to indicate when you expect to complete that stage of the project.* | |
| **Project Stage Expected**  **Completion Date** | |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |
| **7** |  |
| **8** |  |
| **9 RADF Outcome Report and Surveys** ( No later than 8 Weeks after the finish Date) | |
| **2.4 Please outline the steps you have taken to address the issue of workplace health and safety, public liability insurance, copyright and relevant licences. *If you are to deliver a project/activity in a place where the public attend or that is accessible to the public please ensure you have attached a copy of your Certificate of Currency for Public Liability Insurance.*** | |
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| **SECTION 3: *Key Performance Outcomes***  *The below sections request information that responds directly to the Arts Queensland RADF Key Performance Outcomes.* | | | |
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| ***IMPACT*** *– is measured by the ability to support local employment and build the capacity of the local arts sector* | | | |
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| **3.1 Estimate the range and number of activities delivered as part of the project** | | | |
| C | creative development of new work | Indi or | individual artist participating in professional career development activity |
| C | cultural tourism | P | publications |
| E | vents and Festivals | S | kills development workshops |
| E | exhibitions & Collections | C  del w | conferences and training sessions delivered by you for artists and cultural  workers |
| P | performances | C | community consultation, arts research |
| Pl | ace-making | O | other (please specify): |
| **3.2 What is the predominant art-form of the project? (Please select one only)** | | | |
|  |  |  |  |
|  | Visual arts, craft and design |  | Dance |
|  |  |  |  |
|  | Theatre |  | Writing |
|  |  |  |  |
|  | Community Arts & Cultural Development |  | Music |
|  |  |  |  |
|  | Museums / Collections / Heritage |  | Film / Multi-media |
| **3.3 Number of participants and audiences engaged in the project** | | | |
| What is the total number of volunteers expected to work on the project? | | | |
| What is the total participant number expected? (Participants are those that actively engage arts activities eg: workshop participants). | | | |
| What is the total audience number expected?  (Audience members have a passive engagement eg: audiences observing at an exhibition, performance, event). | | | |
|  | | | |
| ***QUALITY*** *– is measured by evidence of artistic merit, how well the project contributes to meeting local arts and cultural priorities and its benefits to the local community.* | | | |
|  | | | |
| **3.4 Does your project align with any of the local arts and cultural Council priorities?**  *As identified in Council's RADF Guidelines and CSC Cultural Plan* | | | |

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| The celebration of our communities’ unique character, identity and history |  | Business and marketing development for professional artists working in creative industries |  |
| Professional development for artists and arts workers |  | Increased engagement of young people in the arts and cultural sector |  |
| The brokering of sponsorships and partnerships in making funding applications |  | The celebration, maintenance and transfer of traditional knowledge in Aboriginal and Torres Strait Islander communities |  |
| Audience Development |  | Cultural Tourism initiatives enhancing local skills, products and services |  |

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| **3.5 Please provide evidence of community interest and local support for the project, as demonstrated by letters of support / participation / expressions of interest.** |
|  |
| **3.6 How will this project/program benefit you, your community or artists/cultural workers?**  *Give a brief description about the results you expect from the project. Please demonstrate the level to which the project will deliver multiple and/or short & longer term outcomes, e.g. improves professional development; increases employment opportunities; builds capacity of the sector; conveys a sense of community belonging/builds social cohesion; increases tourism opportunities etc. Maximum of 150 words.* |
|  |
| **3.7 How will you capture audience/participant/partner feedback for your project?**  *Note, this is a necessary part of your project delivery and outcome report – sample surveys and resources are available on the Arts Queensland website –* <http://www.arts.qld.gov.au/funding/outcome_reports.html> |
|  |

***REACH -*** *is demonstrated by the engagement and accessibility of the project/program to diverse audiences, participants and communities or to a specific target group*

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| --- | --- | --- |
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| **3.8 Statistical Information about the project/program** | | |
| **Is your project aimed at specific communities as participants and/or audiences?** *Only complete this section if your project specifically and directly targets people from one or more of these groups, not if your project is generally available to all members of the community.* | | |
| Aboriginal peoples |  | Older people (55 years or older) |
| Torres Strait Islander peoples |  | People with a disability |
| People from a culturally diverse background |  | People in regional area/s |
| Children (0 – 11) |  | People from culturally & linguistically diverse backgrounds |
| Youth (10-21 years of age) |  | Australian South Sea Islander peoples |

**3.9 If your project is specifically targeting a group/community/audience (e.g. indigenous people), describe your processes for this engagement**. (i.e. **Will there be protocols that need to be addressed? How will you do this?)**

***VIABILITY -*** *is demonstrated by the evidence of value for money and support from sources other than RADF.*

**3.10 Where you are outsourcing works to an external party (such as a consultant/contractor) explain who you intend to engage and what their tasks will be** *e.g Website or Graphic Designer, Theatre Technician, Printer.*

|  |  |
| --- | --- |
| ***Name*** | ***Role*** |
|  |  |
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**3.11 Have you engaged Council for in-kind support as part of this project**

**Yes**

**No**

*If yes, please provide evidence of Council approved resources you have negotiated or are applying for.*

***3.12 List the artists and arts workers being funded by the RADF grant***

*You must demonstrate that award rates or industry recommended rates of pay will be made to arts and cultural workers involved in the project. If you are paying only a portion of the recommended rates of pay because the professionals involved in the project are contributing their time as an in-kind contribution, please list the total rate of pay in the table below and then note any in-kind contribution on the income section of the budget (please attach an extra page if necessary).*

*Please remember to attach the following four documents from each artist or arts worker receiving RADF funding:*

* *Resume or CV*
* *Eligibility Checklist for each Professional and Emerging Professional Artist*
* *Letter of confirmation of availability and a schedule of fee.*

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| --- | --- | --- | --- | --- |
| ***Name*** | ***Role or position in project*** | ***Rate of pay ($/hr or***  ***$/week)*** | ***Total fee whole $*** | ***Amount to be funded by RADF*** |
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| ***TOTAL (Transfer total salaries, fees and allowances to the expenditure column in the budget)*** | | | *$* |  |
| ***TOTAL (Transfer total RADF amount to the RADF expenditure column in the budget)*** | | |  | *$* |

**3.13 Carpentaria Shire Council RADF Budget - Income and Expenses**

### Please complete the budget using the template below to account for all costs of your project.

* *Ensure that your budget estimates are as accurate as possible and use only whole dollar amounts (no cents).*
* *Ensure that your income and expenses totals are equal.*
* *Indicate how much of the RADF grant will be used for each relevant item in the RADF grant breakdown column.*
* *Enter all funding you have applied for and place an asterisk against approved funding.*
* *Ensure you provide written quotes for all items over $300 indicated in the* ***RADF $*** *column. You will need to provide receipts for all these items with your Outcome Report if you are successful.*

***Please note****: If you are* ***not GST registered****, amounts should include GST as this is part of the cost of the project. If you* ***are GST registered****, Council will pay the funds plus GST. Amounts should be exclusive of GST if you are registered for GST.*

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| --- | --- | --- | --- | --- |
| ***Expenditure*** | ***Total Costs Whole $ only*** | ***RADF $***  ***Amount*** | ***Income*** | ***Amount Whole $ only*** |
| Salaries, Fees and Allowances |  |  | Earned income –(cash only) Fees and Sales |  |
|  |  |  |  |  |
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|  |  |  |  |  |
| Production / program costs |  |  | Other Income (cash only) including your own, sponsorships, fundraising & donations (Please itemise) |  |
|  |  |  |  |  |
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|  |  |  |  |  |
| Promotion, Documentation and Marketing |  |  | Other Grants (place an asterisk next to those approved) |  |
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| Accommodation & Travel |  |  | All **in-kind** contribution (sponsorship, artist’s |  |

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| --- | --- | --- |
|  |  |  |
|  |  | contribution, donations, partnerships. Please itemise) |
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|  |  |  |
| Venue Hire |  |  |
|  |  |  |
| Administration |  | n/a |
|  |  | n/a |
|  |  |  |
| **RADF Grant Total** (total of column 3) |  | **RADF Grant Total** (total from column 3) |
| **Total Expenditure** |  | **Total Income** |
|  | | |
| **Notes to budget:**  Please outline any information that will assist to clarify or justify the costs calculated in your budget. Include the name of the funding program and notification date (or if already confirmed) of any funding you have applied for and included in your budget. Please note that quotes will be required as evidence of costs for any significant costs (over $300) i.e. quotes. | | |
|  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SECTION 4: *Statistical information about applicants*** | | | | | | |
| Information in this section is not used to assess your application. Information you provide will be aggregated and used to review the annual program and provide information to Arts Queensland. | | | | | | |
|  |  |  |  |  |  |  |
| Gender …Are you | Male |  |  |  |  | Female |
| **Do you or your group/organisation identify with any of the groups below?** If you are an individual applicant, do you personally identify as belonging to any of the groups below? If you are a group/organisational applicant, does your group/organisation primarily exist for any of the groups below? **(Tick only those that apply. This may be more than one).** | | | | | | |
| Aboriginal peoples | Older people (55 years or older) | | | | | |
| Torres Strait Islander peoples | People with a disability | | | | | |
| People from a culturally diverse background | People in regional area/s | | | | | |
| Children (0 – 11) | People from culturally & linguistically diverse backgrounds | | | | | |
| Youth (10-21 years of age) | Australian South Sea Islander peoples | | | | | |

***SECTION 5: Support Material***

## Please note: Maximum 20MB of support material allowed

* + Letters of support must include an original signature or contact details of the author.
  + All support material must be clearly labelled to ensure it is easy for the assessors to locate, open and read.
  + Excessive support material will not be read by assessors and as such excluded from assessment.

For audit purposes, Carpentaria Shire Council is required to retain a copy of the support material supplied by applicants.

## The following support material is critical to the success of your application.

|  |  |
| --- | --- |
|  | One copy of application and all the required support materials and scanned signed copy of Section 6 – Certification. |
|  | **A brief CV for all key personnel that the RADF grant will pay for (no longer than one A4 page per person)** and written or emailed confirmation of their participation (for Organisations just the artistic/creative director). The purpose of this is to enable the assessors to determine the quality and suitability of personnel involved. |
|  | **Up to three letters** from individuals, or organisations in your area of practice that provide relevant comment in support of your application. |
|  | An **Eligibility Checklist** for Professional and Emerging Professional Artists for each artist and arts worker involved in your project/activity. |
|  | Written confirmation from key artists, personnel and venue managers involved in the project, confirming availability and schedule of fees. |
|  | For Collective/Artist Run Initiative all members of the group must sign a letter to Carpentaria Shire Council confirming their involvement and support for the nominated representative. |

**If applicable to your project, please provide the following support material-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Confirmation of venues and evidence of interest from potential clients (e.g. venues, organisations, events) This demonstrates demand for your project/program. | | | |
|  | Confirmation of significant partnerships in writing. | | | |
|  | Letters of interest from: a publisher; an event organiser; a gallery; a performance venue; a music producer; or any other presenting body to support applications for funding the creation of an arts or cultural product. | | | |
|  | Quotes for all budget items over $300 that the grant will pay for (materials, contractors, venue hire etc.) | | | |
|  |  | For proposals involving Aboriginal people; Torres Strait Islanders; people from culturally and linguistically diverse backgrounds; people with a disability; children or young people – please provide evidence you have followed required protocols to obtain support and confirmation of involvement from the relevant communities and organisations. | |  |
|  |  | Examples of previous work that demonstrate the quality of the event, artwork, cultural workers or artists involved in the project/program (maximum 10 minutes length of CD or DVD). Please be mindful assessors will be assessing multiple applications, so **limit this to two of your best** | |  |
|  |  | **examples**. **Please provide links below for online support material:** | |  |
|  |  |

|  |  |  |
| --- | --- | --- |
|  | | |
| **SECTION 6: *Certification*** | | |
|  | | |
| **6.1 Information Privacy and Right to Information** | | |
| **(All Applicants)**  The information you provide in your grant application will be used by the Council to process and assess your application and, if successful, to process, pay and administer your grant. The Council may contact other funding agencies to verify grants requested from other funding agencies in support of your project.  If your application is successful, the Council may disclose the following information to Arts Queensland:   * The information you provide in your grants application * The amount of funding you receive * The information you provide in your outcome report and text and images relating to your funded activity   The information may be used by the Council or Arts Queensland for reporting purposes, training, systems testing and process improvement. The information may be anonymised and used for statistical purposes.  The information may be used by the Council or Arts Queensland for the promotion of RADF or the promotion of funding outcomes for arts and cultural development in Queensland. For this purpose, the information and your contact details may be provide to Queensland Government Members of a Parliament, the media and other agencies who may contact you directly. The Council and Arts Queensland may also publish the information in their Annual Reports or on their websites.  The Council and Arts Queensland treat all personal information in accordance with the *Information Privacy Act 2009.*  The provisions of the *Right to Information Act 2009* apply to documents in the possession of the Council or Arts Queensland. | | |
|  | | |
| **6.2 Signature - Applicant** | | |
| **I, the undersigned, certify that:**   * I have read and I/my organisation will abide by the Carpentaria Shire Council Regional Arts Development Fund Guidelines. * The statements in this application are true and correct to the best of my knowledge, information and belief. The supporting material is my own work or the work of the artists named in this application. * I have read and understood the Information Privacy and Right to Information Statement below and agree to the use and disclosure of information as outlined in the Statement. | | |
| **Signature** |  | **Date** |
| **Name in Full** |  |  |
| **Parent/Guardian** (if applicant is under 18) |  |  |
|  | | |
| **6.3 Signature - Auspicing Agent**  ***Both the applicant and the auspicing organisation/individual are considered responsible for ensuring the acquittal of grants. I/my organisation agree/s to administer the grant that may be*** | | |

|  |  |  |
| --- | --- | --- |
|  | | |
| ***offered to the applicant on their behalf and that the information stated in this application is true and correct.*** | | |
| **Signature** |  | **Date** |
| **Name of Auspicing Body** |  |  |
| **Contact person's name in full** |  |  |
| **Position in group or organisation** |  |  |

## Eligibility Checklist: Professional/Emerging Professional Artists

**A separate Eligibility Checklist must be completed by each artist who will be paid salaries, fees or allowances from the RADF grant. Please make copies of this Checklist as required or download a copy from the RADF page on the TRC website** [**www.trc.qld.gov.au**](http://www.trc.qld.gov.au/)

The purpose of the RADF Program is to support professional and emerging professional artists and arts workers (artists) to practise excellent art for and with communities for mutual development.

This checklist has been developed to ensure that the status of artists as ‘professional’ and ‘emerging professional’ is clearly identified.

Your responses to the questions below determine your status as an artist in regard to the RADF Program.

You need to tick any **three** or more of the artistic merits below to qualify as an artist with a professional or emerging professional status.

If you cannot select a minimum of **three** of the artistic merits, you do not meet the eligibility requirements as a professional or emerging artist who can be funded by the RADF program.

In this case please contact your local RADF Liaison Officer to discuss alternative funding sources to support your arts activity/project.

Artist, or Arts worker NAME:

## Please tick the following artistic merits that apply to you

I have professional arts and/or cultural qualifications I have an Australian Business Number (ABN)

I have devoted significant time to arts practice.

I have been recognised as a professional by peers.

I have held public exhibitions or given public performances (not as part of a competition). I have work held in public collections.

I have won important national and/or international prizes or awards.

I have held public discussions and/or have had articles written about my work.

I have been commissioned or employed on the basis of art skills and/or earning income from sales of

art work.

I am a member of a professional association (or associations) as a professional artist.

Name/s of association/s:

I am an artist whose artistic or cultural knowledge has been recognised as professional by peers or the cultural community.

I am an artist whose artistic or cultural knowledge has developed through oral traditions.

**Regional Arts Development Fund 2022-2023**

**Outcome Report**

**All activities that receive RADF funding (including individual career development, arts and cultural projects and activities or council initiated projects) are required to complete and submit this outcome report template to council within 8 weeks of project completion.**

|  |  |  |
| --- | --- | --- |
| Project Details | Your response |  |
| Activity/Project Name: |  |  |
| Applicant Name: |  |  |
| Year funding was received: |  |  |
| Activity start date: | Activity completion date: |  |
| RADF investment provided: | **$** |  |

|  |  |
| --- | --- |
| Contact Person | Your response |
| Contact Name: |  |
| Phone Number: |  |
| Email: |  |
| Postal Address: |  |

1. **Range and number of activities delivered as part of the project**

|  |  |
| --- | --- |
| Type of activity | Number of activities |
| 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 (creative) |  |
| Other (please specify): |  |

1. **Artform of project**

|  |  |
| --- | --- |
| Artform | Please tick one option |
| Community Arts & Cultural Development |  |
| Dance |  |
| Heritage |  |
| Multi-arts |  |
| Music |  |
| Theatre |  |
| Visual Arts, Craft and Design |  |
| Writing |  |

1. **Key Stats and Outcomes**

|  |  |  |
| --- | --- | --- |
| **Data required** | **Definition**  **(see Data Dictionary in appendix for further detail, including counting rules)** | **Your response** |
| Number of attendees | People who attend activities and events as audience members e.g. to see an exhibition, watch a performance, listen to a talk |  |
| Number of participants | People who actively participate in activities  e.g. attend a class to make something, sing in a choir, participate in a training workshop |  |
| Number of artists/ cultural workers employed | People employed (on contract or permanent basis) as artists or arts and cultural workers over duration of project |  |
| Number of people employed in other paid positions | People employed over the duration of project (on contract or permanent basis) who were engaged in a role other than an artistic/ cultural one |  |
| Number of volunteers | People engaged as volunteers to support delivery of your activities |  |
| Types of sectors partnered with (if relevant) | If partnerships (financial or non-financial) developed to deliver your activities, types of sectors partnered with - e.g. arts, health, education, business, tourism etc. |  |
| Percentage of attendees and participants who rated your activity as  good or excellent | Percentage of survey respondents answering ‘good’ or ‘excellent’ to the question: *Overall, how would you rate this activity? (response options: excellent, good, average, poor, very poor)* |  |
| Number of survey respondents | The total number of survey responses received |  |
| Brief description of how you gathered survey data |  |  |
| Include any direct quotes from your surveys that you wish to share |  |  |

1. **Did this project have outcomes for career/practice development?** Yes (complete below) No (move to question 5)
   * *NOTE: Question 4 IS ONLY REQUIRED to be completed by individuals undertaking career/professional development or training projects. If completing on behalf of a number of artists*

*–survey their responses to the questions below as part of the project evaluation.*

|  |  |  |
| --- | --- | --- |
| As a result of this project I have…. | Yes / No | How |

|  |  |  |
| --- | --- | --- |
| Developed new skills and knowledge |  |  |
| Explored new directions in my arts or cultural practice |  |  |
| Taken my career to the next level of professionalism |  |  |
| Developed new professional industry networks |  |  |
| Developed new audiences or markets |  |  |
| Contributed to my local community through sharing what I have learnt with others |  |  |

## REFLECTIONS

What do you see as the top three outcomes from the activity? (max. 150 words)

What were your main learnings and reflections?

* Key successes?
* What worked well and/or what would you do differently next time?
* Did you experience any particular challenges and how did you overcome these?
* Did you make any significant changes from what you originally proposed to do?
* Do you have any tips you would give other people doing similar work?

Are there any future opportunities or partnerships underway as a result of your activities? (max. 200 words)

## Statement of Income and Expenses

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **INCOME**  includes total RADF grant other financial and in-kind contributions | **TOTAL**  of each income item | **EXPENDITURE** | **TOTAL**  **COST** of each expenditure item. | **RADF**  components (must equal grant amount) |
| Earned Income (eg: ticket sales) |  | Salaries, Fees and Allowances |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Contribution from Artists and Others  (Please note this is inkind as IK or $) |  | Project or Activity Costs |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Other Grants |  | Promotion, Documentation and Marketing |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Sponsorship, fundraising and donations  (Please note where this is inkind as IK) |  | Administration |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| RADF GRANT |  | RADF GRANT |  |  |
| TOTAL INCOME |  | TOTAL EXPENDITURE |  |  |

1. **Do you have any unspent RADF money?** No / Y*e*s

## IF YES - have you returned the unspent RADF money?

* + Yes, I have attached with this Outcome Report all documents relating to the return of unspent RADF money and copies of the documents outlining this transaction.
  + No - Please contact your Council RADF Liaison Officer and inform them of the unspent RADF money. Remember that failure to do so may affect your future applications to the program.

**SUPPORT MATERIALS**

## List all the support material you are including that demonstrates the success of the project.

EG: Weblinks, press clippings, event program, photographs, advertisements and written responses to your project - where possible please supply a CD or USB of electronic versions of your support materials

**DECLARATION**

## Declaration by Recipient

* I certify that to the best of my knowledge, information detailed in this report (and relevant attachments) is true and correct.
* I understand I may be asked to provide the Council with additional information on the funded project.
* I understand that the Council and RADF Committee may nominate my project to Arts Queensland as an example of best practice.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature: |  | Date: | / | / |

|  |  |  |
| --- | --- | --- |
| Note: If you are under the age of 18, your legal guardian must also sign this application |  |  |
| Name in full: |  | |
| Position in group or organisation:  (if applicable) |  | |

## Survey on RADF program management

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and local councils. Information from your report is provided to Arts Queensland as evidence about the type of activities, communities engaged and outcomes achieved through RADF in your local area.

Your local council also has a number of specific Key Performance Outcomes they need to gather evidence about throughout the year to report back to Arts Queensland including that:

* Local people are engaged as decision makers about RADF; and
* Local communities and partners are satisfied with council’s management of RADF.

Please complete the following survey about RADF Program Management in your local area. If you have any questions or concerns about completing this survey you can contact [cherie.schafer@carpentaria.qld.gov.au](mailto:cherie.schafer@carpentaria.qld.gov.au).

1. How would you rate your satisfaction with council’s approach to engaging local communities in RADF decision making? (eg: setting local priorities, determining the model for RADF delivery or making funding decisions)
   * Not Satisfied / Satisfied / Very Satisfied
2. How would you rate your satisfaction with your council’s management of the RADF program?
   * Not Satisfied / Satisfied / Very Satisfied
3. Please provide any feedback for council on how they can strengthen their community engagement and program management or delivery of RADF in your local area