

# SOUTH BURNETT REGIONAL COUNCIL



## Community Grants Program Regional Arts Development Fund Funding Guidelines 2024/2025



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## ABOUT THE GRANT PROGRAM

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 is a flexible fund, enabling local councils to tailor RADF programs to suit the needs of their communities. RADF invests in local arts and cultural priorities, as determined by local communities across Queensland Strategy objective.

RADF supports arts and cultural activities that:

- provide public value for South Burnett Regional Council communities
- build local cultural capacity, cultural innovation and community well-being
- deliver Queensland Government's objectives for the community
  - Encouraging safe and inclusive communities
  - Building regions, supporting disadvantaged Queenslanders
  - Stimulating economic growth
  - Innovation, increasing workforce participation and conserving heritage

## KEY OBJECTIVES

Key objects of the South Burnett Regional Council's RADF funding are:

1. Local delivery and participation in the Arts
  - To support local creatives to deliver cultural activities within the South Burnett region
2. Technical and professional skills development
  - To facilitate access to affordable development workshops and training, by subsidising the costs of bringing professional tutors to the South Burnett region to teach creative groups valuable skills; or
  - Attendance by local professional and emerging artists at summer schools, workshops or conferences.

## AVAILABLE FUNDING & KEY DATES

Category	Maximum Grant Application	Total Funding Pool	Applications Open	Applications Close
RADF Quick Response Funding	\$1,000.00	\$10,000.00	July	June
RADF Minor Fund (2 Rounds)	\$3,000.00	\$30,000.00	1 February	27 February
			1 August	31 August
RADF Major Fund	\$15,000.00	\$15,000.00	1 May	31 May

## Project delivery timeframes

Category	Project delivery Timeframes
RADF Quick Response Funding	Within 3 months of approval
RADF Minor Fund Round 1	<del>1-8</del> May to 30 April each year
RADF Minor Fund Round 2	<del>1-8</del> November to 31 October each year
RADF Major Fund	1 August to <del>31 July</del> <u>30 June</u> each year

## PREPARING YOUR APPLICATION

### Before you apply

*Applicants are encouraged to read these guidelines carefully and speak with Council's RADF Liaison Officer before submitting an application.*

Applications will be evaluated on merit against eligibility, assessment criteria, and availability of funds. Successful applicants through previous rounds of Council's Community Grant Programs must acquit their current grant before applying for further funding.

Although an application may meet the eligibility requirements and assessment criteria, grants are highly competitive. Approval will depend on available funds, the quality of applications and community need. Therefore, applicants may be fully, partially or not funded.

For your application to be eligible you must submit all the required documentation asked for on the application form.

**Please note** the grant assessment and approval process can take up to two months from when the funding round closes, so this needs to be factored into your project planning.

### Key dates

Key dates are noted in the individual grant category sheet at the end of the Funding Guidelines.

## APPLICATION PROCESS

### Lodging your application

All applications for Community Grants must be lodged via Council's online grants platform, SmartyGrants. A link to the online application form and eligibility criteria can be found on Council's website <https://sbrc.smartygrants.com.au/> If you do not have a computer or access to the internet, please visit one of the South Burnett Libraries to use a computer or to access free internet.

Your completed application must be lodged before the close of business on the advertised closing dates.

Please note: no late, handwritten or incomplete applications will be accepted.

### Acknowledgement of your application

All applicants will receive an automatic acknowledgement from Council upon submission of the application through the SmartyGrants online grants platform.

### Eligibility check:

All applications are checked against eligibility criteria to ensure the applicant, project, amount requested, and timeframes are eligible.

### Assessment:

RADF community grants will be assessed by the RADF Assessment Committee.

Quick Response Funding applications are assessed within 14 working days after the first business day of application being received.

All other RADF funding applications will be assessed within 2 weeks of funding round closing date with recommendations to Council to go to the next Ordinary meeting for endorsement. This process may take up to 8 weeks dependant on SBRC council meeting dates.

Each project will be assessed on its ability to meet the following criteria.

- provide public value for the South Burnett communities.

- build local cultural capacity, cultural innovation and community well-being.
- deliver Queensland Government's objectives for the community.
- support and deliver the objectives in the SBRC Arts Culture and Heritage Strategy.

#### **Endorsement:**

Panel recommendations provided by the RADF Assessment Committee are endorsed by Council.

#### **Notification of outcome**

- applicants are advised by email of the outcome of their application
- unsuccessful applicants are invited to seek feedback about their application by contacting the Council Officer listed in the email

#### **Funding agreement, payment and acquittal**

- successful applicants must enter into a Funding Agreement with Council within 20 days of notification of outcome to receive funding
- if the applicant has an auspice arrangement with an incorporated organisation, the Funding Agreement and payment will be made with that incorporated organisation
- grant recipients must complete an online acquittal within six weeks of the project being completed, unless an extension is provided in writing by Council

#### **Assistance with applications**

Council's RADF Liaison Officer will provide support to applicants with further understanding of the program and guidance on the application process.

The RADF Liaison Officer is the primary contact between Council and Arts Queensland and ensures the appropriate administration of Council's RADF Program.

Please read the RADF – Preparing your Application Budget document for further assistance.

### **GENERAL INFORMATION**

#### **Goods and services tax and ABN**

Council grants are paid exclusive of GST, regardless of the tax status of the applicant organisation.

If an Australian Business Number (ABN) is not quoted, applicants will be required to complete the Australian Tax Office (ATO) Statement by a Supplier Form. This can be provided upon request. If a Statement by a Supplier Form is not supplied, Council will be required to deduct 47 per cent of the approved grant for remittance to the ATO.

#### **Change of project**

If for any reason the project is not able to proceed as approved, you must contact the RADF Liaison Officer immediately.

If an amendment is being proposed, this must be submitted in writing for approval. Note: proposed changes to end dates must fall within 12 months of the initial approved end date.

Cancelled projects are required to return all RADF funds to the Council.

If funds are partially expended, then this must be detailed in the Outcome Report and remaining funds returned to Council with the Outcome Report.

## Reporting and acquittal

The funded project needs to be completed within the nominated project timeframe unless approval has been sought from, and provided by, Council to extend the grant period.

The project Outcome report must be submitted within two months of completing the project.

All final reports are to be submitted on the Acquittal Template provided in Smartygrants. The acquittal report should include project outcomes and achievements, along with the acquittal of expenditure, and copies of relevant invoices and receipts. The report must show that the grant was used for the purpose for which it was provided unless a change of project or variation was agreed to in writing. If the project has been completed under budget, or your organisation has spent the grant funds on ineligible items, your organisation will be requested to return the unexpended funds or repay the amount spent on ineligible items.

All activities that receive RADF funding are required to complete and submit a Project Outcome report. The Project Outcome Report includes information about the success of your project, budget and support material, statistical information and photographic or video evidence of the event is required. Outcome reports require high resolution images and/or video. These may be utilised by Council and/or Arts Queensland on their websites or through other media channels.

All projects are required to report on their contribution towards RADF Key Performance Outcomes (KPOs):

### IMPACT

- RADF invests in a diversity of local arts and cultural projects
- RADF engages local communities in arts and cultural activities
- RADF supports local employment and strengthening of local arts sector

### QUALITY

- RADF supports quality arts and cultural initiatives based on local priorities
- Local communities value RADF

### REACH

- RADF supports engagement with new and diverse artists, audiences, and communities
- RADF contributes to diversity and inclusive communities; growing strong regions; and providing training, education, and employment

### VIABILITY

- RADF builds strong partnerships between arts and non-arts sectors
- RADF leverages additional investment
- RADF funding is used effectively and appropriately

## Acknowledgement requirements

RADF funded activities must acknowledge the Queensland Government and council in all promotional material and publications using the below acknowledgment text and logos. Copies will also be provided to you by council.

*This project was funded by the Regional Arts Development Fund (RADF), a partnership between the South Burnett Regional Council and Queensland Government to support local arts and culture in regional Queensland.*



## Case study opportunity

Arts Queensland and Council select case studies each year to highlight successful grant recipients. Individuals or groups wishing to be involved in a case study may contact Council to assist this element prior to project delivery.

## Privacy statement

Any application for grant funding to South Burnett Regional Council results in Council collecting the applicant's information in order to assess the application for eligibility, to establish a digital presence of the applicant's information in Council's business operations for the purposes of providing approved grant funding and may be accessed to explore promotional activities. Your information will not be given to any other person or agency unless you have given express permission, or Council is required to by law. The applicant's information is handled in accordance with the Queensland *Information Privacy Act 2009*. For further information about Council's Privacy Statement please refer to Council's website.

## ELIGIBILITY

### Individuals

Professional artists, emerging professional artists, arts workers, cultural workers or project coordinators who:

- are based in the South Burnett Regional Council area, or if based outside the council area, can demonstrate how the project will directly benefit arts and culture in the council area
- are permanent residents or Australian citizens
- are aged 18 years of age or above or have a legal guardian co-sign the application confirming financial responsibility of the funding
- have an Australian Business Number (ABN), or who will be auspiced by an incorporated organisation or individual with an ABN.

### Groups

Any of the following groups may be eligible to apply

- arts, culture and heritage organisations based in the council area
- arts, culture and heritage organisations based outside the council area that can demonstrate how the project will directly benefit arts and culture in the council area
- organisations and/or agencies delivering arts and cultural objectives for the region aligning with arts, cultural and heritage strategic vision
- applicants are required to be incorporated organisations with public liability insurance or be auspiced by an incorporated organisation or individual with an ABN.

Applicants must demonstrate they are an Established or Emerging Artist by uploading support materials such as their CV, links to their websites, portfolios or past exhibitions, letters of support from professional peers, and/or any other files they feel evidence their application as an Established or Emerging Artist.

All applicants will be assessed on their capacity to deliver the project based on their demonstrated skills and experience provided in the application form and uploaded support material.

## **Ineligible applicants**

Applications cannot be made by:

- government agencies or departments of state or federal government
- educational, religious or medical organisations, where the application is for the organisation's core business
- previous applications that have not satisfactorily acquitted a previous RADF grant

## **Eligible expenses**

The funding will only cover costs related directly to delivering the project or activity itself, in accordance with the key objectives listed, such as:

- artist/professional fees
- tutor fees for preparation and delivery time
- travel of artist/s and/or tutor
- accommodation for artist/s and/or tutor/s
- venue hire
- consumable materials (for groups or council-initiated projects only)
- registration fees for South Burnett professional artists, emerging artists and arts practitioners to attend summer schools/conferences/workshops.

## **Ineligible expenses**

The following expenses are not eligible for funding through the RADF Program:

- projects that have already commenced
- projects requesting 100% funding
- projects which will generate profit for the applicant
- organisations' operational expenses
- school arts activities EXCEPT where those activities form part of broader community cultural development process
- prize money for competitions or eisteddfods
- framing or freight
- catering costs
- openings, launches and parties are not eligible for RADF grants, even if they are part of an exhibition or community project. (These activities can be included in your RADF project however, alternative funding must support these aspects)
- publishing costs for promotional and marketing materials or associated costs
- accredited study, training or university courses
- organisations offering professional development for staff
- course materials not covered by the registration/participation fee
- accommodation, meals and travel associated with attendance at summer schools, conferences or workshops.

## **Level of financial assistance**

The RADF program provides limited financial assistance and is not intended to be relied upon as the sole source of funding.

Council reserves the right to part fund a grant application and applicants may be offered a smaller amount than what was applied for.

## SUPPORTING MATERIAL

Applicants must attach the following documents (where applicable) to support their application:

- Public Liability Certificate of Currency (minimum \$20m)
- A current CV for all arts or creative professionals involved in the project
- Tutors must provide a quote for each item requiring grant funding
- Letter of confirmation from artist/arts worker to deliver training
- Letter of confirmation from key venues, such as galleries, involved in the project where relevant
- Two letters from creative professionals and collaborators, arts and cultural organisations, and/or members of your project's specific target groups that provide relevant comments in support of your application.

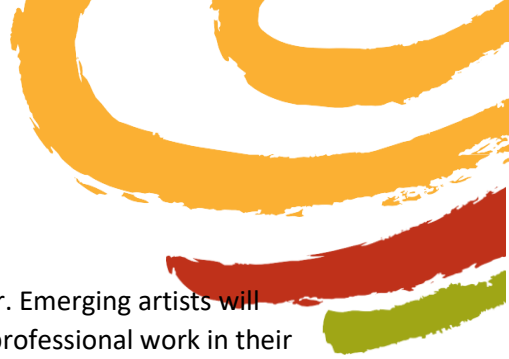
## ASSESSMENT

Applications for funding will be assessed against the following criteria:

- alignment to the key priorities as identified within Council's Corporate Plan;
- applicant's capability to deliver the program, event, or initiative within the Council area;
- demonstrated South Burnett community need for the project;
- demonstrated South Burnett community support of and involvement in the project/event;
- eligibility and viability of applicant's not-for-profit organisation;
- evidence of anticipated positive outcomes that will be of long-term benefit to the South Burnett community.

### Additional assessment criteria

Assessment Criteria	Evidenced by
<b>Meeting the program objectives</b>	Providing information and support material that links the project to the program and category objectives
<b>Demonstrated community need</b>	<ul style="list-style-type: none"> <li>• The need for the project is clearly demonstrated and relevant consultation, evidence and support is provided</li> <li>• The project is clearly and concisely communicated.</li> </ul>
<b>Level of community benefit</b>	The community benefit and intended outcomes of the project are clearly articulated and well developed.
<b>Value for money</b>	<ul style="list-style-type: none"> <li>• The budget is balanced, realistic and expenditure items are relevant to the project.</li> <li>• The applicant demonstrates additional investment.</li> <li>• The applicant provides a sound budget and project plan.</li> </ul>
<b>Capacity to deliver the project</b>	The applicant demonstrates skills, experience, and internal resources to deliver the project to a high standard, on time and within budget.
<b>Other Assessment Consideration</b>	
High priority	Financial sustainability of the applicant Project management capability
Low priority	Low social and community impact
Other considerations	Distribution of grant funding across the region



**DEFINITIONS**

“Emerging Artist” refers to an artist who is at an early stage in their career. Emerging artists will have a demonstrated and recent track record of some professional work in their art form area and will have created a modest body of artistic work.

If applying as an Emerging Artist, applicants must demonstrate in their application that they are working or engaging with industry professionals in the delivery of their project. Fees associated with the engagement of industry professionals are eligible.

“Established Artist” Refers to an artist who is at a mature stage in their career, who has specialised training in the art form, who has created an extensive body of independent work, who has garnered regional, state, national or international recognition from their peers as having reached an advanced level of achievement.

RADF Regional Arts Development Fund

Council South Burnett Regional Council

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### Category 1 – RADF Quick Response Grant

<b>Purpose:</b>	This grant aims to provide 'quick response' financial assistance to art and cultural professionals to provide or undertake professional development seminars or workshops, conferences, or appropriate arts events that cannot be funded by other means because of their nature or timing.
<b>Grant Amount</b>	Maximum grant \$1,000 ( <a href="#">InExc.</a> GST)
<b>Key Dates</b>	Applications are open all year or until funds are exhausted.
<b>Project dates</b>	Must occur in the financial year
<b>Priorities (address at least one)</b>	Applications must address and provide evidence of support to Key Objectives as outlined in this document.
<b>Mandatory Supporting material</b>	<ul style="list-style-type: none"><li>• Registration fee evidence</li><li>• Conference, workshop, seminar event program</li><li>• Current CV</li><li>• Letter of support from peers</li></ul>

## Category 2 – RADF Minor Funding

<b>Purpose:</b>	RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. This Fund provides financial support for minor projects up to \$3,000.00
<b>Grant Amount</b>	Maximum grant \$3,000 ( <a href="#">Inexc.</a> GST)
<b>Key Dates</b>	Round 1 – 1 February until 27 February each year Round 2 – 1 August until 31 August each year
<b>Priorities (address at least one)</b>	Applications must address and provide evidence of support to Key Objectives as outlined in this document.
<b>Mandatory Requirement</b>	All applicants must speak to the RADF Liaison Officer prior to submitting and application.
<b>Mandatory Supporting material</b>	<ul style="list-style-type: none"> <li>• Public Liability Certificate of Currency (minimum \$20m)</li> <li>• A current CV for all arts or creative professionals involved in the project</li> <li>• Tutors must provide a quote for each item requiring grant funding</li> <li>• Letter of confirmation from artist/arts worker to deliver training</li> <li>• Letter of confirmation from key venues, such as galleries, involved in the project where relevant</li> <li>• Two letters from creative professionals and collaborators, arts and cultural organisations, and/or members of your project's specific target groups that provide relevant comments in support of your application.</li> </ul>
<b>Additional Support material</b>	Any other supporting material that will add value to your application.
<b>Additional information for this category</b>	Must be delivered within the project delivery timeframe.

### Category 3 – RADF Major Funding

<b>Purpose:</b>	RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. This Fund provides financial support for major projects up to \$15,000.00
<b>Grant Amount</b>	Maximum grant \$15,000 ( <u>In</u> exc. GST)
<b>Key Dates</b>	1 May until 31 May each year
<b>Priorities (address at least one)</b>	Applications must address and provide evidence of support to Key Objectives as outlined in this document.
<b>Mandatory Requirement</b>	All applicants must speak to the RADF Liaison Officer prior to submitting and application.
<b>Mandatory Supporting material</b>	<ul style="list-style-type: none"> <li>• Public Liability Certificate of Currency (minimum \$20m)</li> <li>• A current CV for all arts or creative professionals involved in the project</li> <li>• Tutors must provide a quote for each item requiring grant funding</li> <li>• Letter of confirmation from artist/arts worker to deliver training</li> <li>• Letter of confirmation from key venues, such as galleries, involved in the project where relevant</li> <li>• Two letters from creative professionals and collaborators, arts and cultural organisations, and/or members of your project's specific target groups that provide relevant comments in support of your application.</li> </ul>
<b>Additional Support material</b>	Any other supporting material that will add value to your application.
<b>Additional information for this category</b>	Must be delivered within the project delivery timeframe as outlined in this document.