

Regional Arts Development Fund Guidelines

Revisions as at 1 July 2009

These revisions are to be read in conjunction with the published RADF Guidelines, developed in October 2006 and available at www.arts.qld.gov.au/funding/radf.

1. RADF Population Classes

Refer to 'How does RADF operate?' (RADF Guidelines Page 2)

Arts Queensland and individual Councils contribute funds to support the local RADF grant program. Each partner's level of funding is determined by a ratio based on the population of individual Councils, as shown in the table below:

Class	Population	\$ % AQ	\$ % Council	AQ capped contribution
1	0 to 5,000	90	10	\$25,000
2	5,001 to 25,000	70	30	\$30,000
3	25,001 to 50,000	60	40	\$40,000
4	50,001 to 200,000	50	50	\$50,000
5	200,000 +	40	60	\$100,000

2. Clarification of Funding Categories

Refer to 'What are the eight categories of funding?' (RADF Guidelines Page 4)

Please note the extra or amended information in the following categories of funding:

Category 1: Developing Regional Skills

- The Arts Queensland Career Development Grants now replace the Individual Professional Development Grants to support international activities, including overseas travel.
- Assistance is available for up to 65 per cent of the total costs for registration, accommodation and travel to a maximum of \$1000 for activities in Queensland and \$2000 for activities in other states. (This clarifies the third dot point listed in Category 1 in the *RADF Guidelines*)

Category 5: Contemporary Collections/Stories

The following replace the dot points in Category 5 in the *RADF Guidelines*.

RADF grants can support:

- the development of a Statement of Significance (see *Important Definitions* in the *RADF Resource Kit* available at www.arts.qld.gov.au/funding/radf).

- documentation, preservation and interpretation projects. Applicants must provide a Statement of Significance with their applications.
- collection management training through community based workshops. Applicants must provide a Statement of Significance with their applications.
- community stories documentation, which can be documented in a variety of forms and mediums including: plays, videos, artwork, digital exhibitions, education programs, oral histories and publications. This is open to community organisations and individuals and does not need a Statement of Significance.

Category 7: Concept Development

3. Potential funding sources for the implementation of the project do not need to be identified prior to making the application.

3. Australian Business Number (ABN)

Refer to 'What are the eligibility requirements?' (RADF Guidelines Page 7)

It is not mandatory for RADF applicants to possess an ABN. However, if they do not have an ABN the application must be auspiced by an incorporated organisation or an individual with an ABN (known as the auspice body) who manages the grant on behalf of the applicant. The auspice body is responsible for providing a financial report on completion of the project. It is not responsible for the artistic direction or quality of the project.

Each professional or emerging artists receiving financial benefit from an RADF grant must complete the *Eligibility Checklist for Professional and Emerging Professional Artists* (available online at www.arts.qld.gov.au/funding/radf). This checklist has been developed to determine the professional or emerging professional status of all artists receiving RADF grant money. Possession of an ABN is only one of the 12 criteria on the checklist. Artists being paid by RADF grant money must meet at least three of the 12 criteria on the checklist.

4. Emerging Professional Artists

Refer to 'What are the eligibility requirements?' (RADF Guidelines Page 7)

Please note that emerging professional artists can apply to RADF and should also use the *Eligibility Checklist for Professional and Professional Emerging Artists* (available online at www.arts.qld.gov.au/funding/radf) to support their application.

5. Activities which RADF does not support or only partially supports

Refer to 'What does RADF not support?' (RADF Guidelines Page 7)

Please note the following clarification to the activity components:

- Framing and 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.
- Publishing costs - 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.
- Catering costs, openings, launches and parties are not eligible for RADF grants, even if they are part of an exhibition or community project.
- RADF does not support 100% of any project. Applicants are required to make a significant contribution which may be in-kind.

6. Composition of the RADF Committee

Refer to 'RADF Committee' (RADF Guidelines Page 10)

Each member of the Committee should have responsibility for one or two arts and cultural portfolio areas and a geographical area or district of the Council to ensure a representative and informed Committee which reflects the diverse culture and geography of the Council area.

Museums/collections should be added to the existing seven arts portfolio areas identified on page 10 as the eighth arts portfolio area.

The Chair of the RADF Committee may be nominated by either the Council or the newly elected RADF Committee.

Where the Chair of the RADF Committee is a Councillor, they may remain as Chair for the length of their term in Council.

7. RADF Liaison Officer

Refer to 'What are the roles and responsibilities of the RADF Liaison Officer?' (RADF Guidelines Page 16)

It is recommended that the duties of the RADF Liaison Officer also include:

- liaison with Council to ensure Members of Parliament are notified about major RADF events and successful applicants.
- familiarity with other Arts Queensland and other relevant grant programs.

8. Annual Report to Arts Queensland

Refer to 'How do I prepare an annual report for Arts Queensland?' (RADF Guidelines Page 22)

Please note that online completion of the Annual Report is not yet available, however, the template is available within the RADF Resource Kit at www.arts.qld.gov.au/funding/radf.

9. Dispute Resolution

Refer to 'What legal considerations should I know about?' (RADF Guidelines page 24)

In the case of a dispute between applicants, the RADF Liaison Officer should be informed in the first instance.

Applicants have the right to request a meeting with the RADF Liaison officer, a Committee member or a Council staff member to obtain feedback about their application or to see minutes of assessment meetings where relevant.

Arts Queensland can offer advice about the RADF Program to applicants and the Committee but it is not available to mediate.

Where further action is required, contact the Dispute Resolution Centre through the Dept of Justice and Attorney General. They have offices at various locations across the State. Further information is available from www.justice.qld.gov.au or phone the hotline 07 3239 6269 or 1800 017 288 (toll free outside Brisbane).

10. All references to ‘the enclosed CD’

RADF Guidelines Pages 9, 15, 23 and any other reference.

The RADF CD is now obsolete.

Arts Queensland’s RADF website www.arts.qld.gov.au/funding/radf contains the most up to date information, tools and templates to assist with the development and management of the RADF Program.

The RADF Excel Workbook referred to in the Funding Agreement is also available as part of the RADF Resource Kit on Arts Queensland’s website.

11. RADF Workbook

RADF Liaison Officers have the option of using the Shortform Workbook when reporting annually to Arts Queensland instead of the RADF Excel Workbook. The Shortform Workbook is a summary of data collected during the year by the RADF Liaison Officer using their own data management tools. It is available as part of the RADF resources on the website www.arts.qld.gov.au/funding/radf

The RADF Excel Workbook is also available at www.arts.qld.gov.au/funding/radf and can be used both as a data management tool throughout the year and for annual reporting to AQ.