

City of Ipswich

# Regional Arts Development Fund (RADF)

Guidelines



The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through Arts Queensland and Ipswich City Council (council). 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.

These guidelines should be read in conjunction with the Ipswich Arts and Cultural Strategy 2018-2023 and the Creative Industries Action Plan: An Addendum to the Arts and Cultural Strategy.

The Ipswich RADF Program is informed by the Ipswich Arts and Cultural Strategy 2018-2023 and the Creative Industries Action Plan: An Addendum to the Arts and Cultural Strategy.

---

## RADF PRIORITIES

---

The priorities for the Ipswich RADF program are:

- **Increased Opportunities** – providing opportunities for art and cultural experiences and participation throughout the Ipswich region, across all sectors of the community
- **Coordination and Partnerships** – encouraging arts and cultural practitioners and organisations to collaborate across the Ipswich Region
- **Connected Community** – supporting projects that foster engagement
- **Image and Identity** – promoting Ipswich’s rich and unique cultural heritage and thriving arts and culture sector
- **Mentorships and Skills Development** – providing knowledge, support and guidance to arts and cultural practitioners focussing on strengthening skills.

---

## FUNDING CATEGORIES

---

Ipswich City Council provides funding in five categories:

- Public Art
- Telling Ipswich’s Stories
- Projects – up to three years duration
- Skills Development and Mentoring
- Quick Response.

## Public Art

Funding to support the delivery of public art activities which can include established forms of public art (sculptures, paintings and murals etc) and transitory forms (performances, dance, theatre, poetry etc).

## Telling Ipswich's Stories

Funding for projects that document community stories through various forms and mediums including plays, film, video, audio, visual artwork, digital exhibitions, oral histories, publications, museums and galleries.

## Projects

RADF has two types of funding under this category:

1. Funding for new projects and activities where outcomes of the activities have a broader reach within the community. This category supports the delivery of innovative and energising arts and cultural projects where artists and communities work together. Projects must be completed within 12 months of funding approval.
2. Seed funding up to three years is available for groups or organisations that demonstrate strong potential in the longer term. Applicants are expected to build sustainable income generation capabilities throughout the three years.

Funding is allocated as follows:

- Up to \$15,000 in the first year
- Up to \$10,000 in the second year
- Up to \$5,000 in the third year.

Projects supported through seed funding will not be eligible to apply for further RADF grants.

## Skills Development

Skills development and funding to deliver or engage professionals to run workshops or community projects that have a focus on developing skills and building capacity.

Mentorship funding is for arts and cultural practitioners to engage in significant short term developmental activities with a suitably qualified mentor or established practitioner. Appropriate mentors will have a high level of experience and identified broad networks in their chosen field. Applicants will be required to provide proof of interest and the availability of the identified mentor.

## Quick Response

The quick response grants are available for arts and cultural practitioners to attend all professional development opportunities including seminars, conferences, workshops, mentorships, and training.

Funding is available for up to 100% of the total costs to a maximum of \$1,500.00 for national or international professional development.

This program does not cover:

- Accredited study, training or university courses
- Development periods exceeding one month in duration
- Development of programs or workshops for professional development.

Assistance is available towards costs for registration, travel and accommodation.

---

# ELIGIBILITY CRITERIA

---

## Who can apply

- Individual emerging and established artists, arts and cultural practitioners, collaborations and not for profit community organisations
- Individuals must be permanent residents or Australian citizens
- Be based in the Ipswich region or demonstrate how the project will directly benefit arts and culture in the Ipswich region
- Have an ABN. Applicants who do not have an ABN must be auspiced by an incorporated community organisation who will manage the grant on behalf of the applicant. The applicant is still responsible for the acquittal and providing a financial report and evidence of expenditure on completion of the project to the auspicing body to approve (the auspice body is not responsible for the artistic direction or quality of the project)
- If under 18, the applicant must name a person who will be legally responsible for the grant
- Have satisfactorily accounted to council for the expenditure of any previous council funding
- Hold an adequate public liability insurance policy.

## Who cannot apply

- Government agencies or departments of state or federal government
- Educational, religious or medical organisations, where the application is for the organisation's core business activities
- Individuals where the application is for content directly related to educational coursework, study or research.

## Funding is not available for the following projects:

### **Projects which:**

- Start before the application is approved
- Are received after the closing deadline. Council will not accept late applications.
- School activities EXCEPT where those activities form part of a broader community arts or cultural collaboration, and include participation with other schools and/or community groups in the development and delivery of the project.

### **Projects seeking funding for:**

- Catering costs, openings, launches, parties and entertainment
- Competitions, including Eisteddfods
- Majority funding for publishing and/or printing costs
- Purchase of capital items
- Ongoing operational expenses
- 100% of the project costs. Co-funding of at least 20% is required, which could include applicant cash contributions, grants from other funding bodies, fundraising, sponsorships and partnership contributions, and in-kind support.

---

# APPLICATION PROCESS

---

## Step 1

Applicants are required to submit an **expression of interest** through the SmartyGrants database as either a:

- Written submission
- Video submission.

The **expression of interest** must include:

- A description of your creative practice
- A description of your project (what you want to do and achieve)
- Explain how your project connects to the Ipswich RADF priorities
- Include the monetary amount requested through RADF.

## Step 2

The RADF Committee will consider **expressions of interest** and decide which applicants will be invited to submit a full application. Successful applicants will be provided a link to the online RADF application form. Applicants may include letters of support from parties external to council with their application.

Progression to the second stage does not automatically mean that grant funding has been secured. Applicants will be required to complete a full application for assessment by the RADF Committee.

## Key Dates

There are two RADF funding rounds per year. All grant categories are available in each round.

**Expression of interest** dates:

- 11 November for projects commencing after 1 March
- 2 June for projects commencing after 1 September.

Successful applicants will be required to submit a full application within four weeks of approval of their expression of interest.

Quick response grants are available year round and applicants must allow at least four weeks for the application to be processed.

## Assessment Process

The RADF Committee is an independent group of industry and community representatives that reflect the diverse arts and cultural practice of the Ipswich region. Committee members are selected for their expertise in the arts and/or their understanding of developing arts and cultural industries in the region. The RADF Committee assesses each application and provides recommendations for funding to council, and independent advice to support the RADF Program.

## Assessment Criteria

Applications must demonstrate how the project will directly benefit the arts and cultural environment in the Ipswich region.

Applications will be assessed against the following considerations:

- Innovation – projects that engage audiences, provide opportunities for artists to present their works and generate social and economic benefits through skills development, employment or tourism
- The artistic merit is clearly articulated, including vision, ideas, the creative process and evidence of quality of work
- Projects that align to one or more of the RADF priorities
- Projects that increase opportunities, access and participation in arts and cultural activities
- Evidence of realistic and achievable planning and resource use, including a comprehensive budget
- Clear marketing or engagement approach (where relevant)
- The role of partners (where applicable), including confirmation of involvement
- The expected outcomes of the project are well articulated.

## Notifications

Notifications will be provided by email after applications close.

## Payment

- RADF Program funds must be claimed within three months of notification
- In some instances, there may be specific funding conditions that need to be met before payment can be made.

## Acknowledgement

As a condition of funding, successful applicants are required to proactively and publicly acknowledge Arts Queensland and Ipswich City Council's support in all published material associated with the funded activity. The funding agreement details the required acknowledgement. Funding recipients must ensure that the Queensland Government and council's positive reputation is maintained at all times.

## Acquittal

All RADF funds must be acquitted within eight weeks of the stated project completion date by completing and submitting a project outcomes report online, which must include proof of expenditure. Applicants must use funds for the purpose for which funding was awarded.

## RADF Contacts

For further information or assistance, please contact council's Creative Industries Development Officer (CIDO) on (07) 3810 6148 or via email at [trina.massey@ipswich.qld.gov.au](mailto:trina.massey@ipswich.qld.gov.au)

The Regional Arts Development Fund program is subject to council's annual budget allocations.