

City of Ipswich

Regional Arts Development Fund (RADF) Guidelines



ACKNOWLEDGEMENT OF COUNTRY

Ipswich City Council respectfully acknowledges the Traditional Owners as custodians of the land and waters we share. We pay our respects to their elders past, present and emerging, as the keepers of the traditions, customs, cultures and stories of proud peoples.

BACKGROUND

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.

ARTS QUEENSLAND RADF OBJECTIVES

Provide
Public Value
for Queensland
Communities

Build
local cultural
capacity, cultural
innovation
and community
well-being

Deliver the
Queensland
Government's
objectives for
the community



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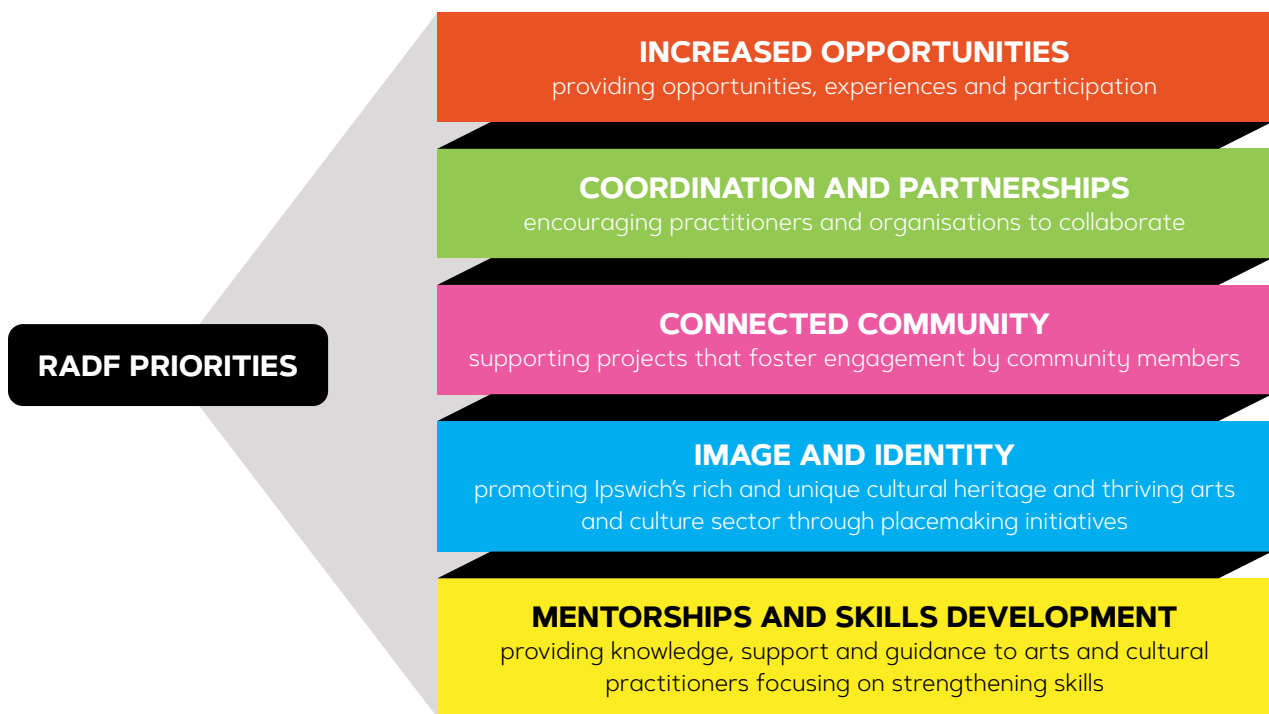


OVERVIEW

RADF provides individuals, community groups, businesses and collectives at all stages of their career funding to support the delivery of a creative project.

Quick Response grants focused towards mentoring and upskilling are available throughout the year. All other projects are eligible to seek funding during two specified rounds.

RADF can be accessed by all art forms throughout the Ipswich Local Government Area that demonstrate a connection to Ipswich and deliver on at least one of the priorities.



TARGET GROUPS

To support the delivery of Arts Queensland's Creative Together objectives and Ipswich City Council Arts and Cultural Strategy goals applicants are encouraged to direct their activities to these groups

Aboriginal and Torres Strait Islander people

People from a culturally and linguistically diverse background, including Australian South Sea Islanders

Regional Queenslanders

People with a disability

Young People (12-25 years)

Children (under 12 years old)

Older people (over 55 years)

ELIGIBILITY CRITERIA

WHO CAN APPLY:

- Individuals, businesses, collectives and not-for-profit community organisations who are artists, arts and cultural practitioners or are linked to the creative industries
- People of all ages, if under 18, must have an adult who will be legally responsible for the grant
- People from the target groups are encouraged to apply and can request additional assistance with their application via creative.industries@ipswich.qld.gov.au
- Those based in the Ipswich Local Government Area or those that demonstrate how the project will directly benefit the Ipswich arts and cultural community
- Applicants who can deliver the project complete or milestones (three-year projects) within 12 months
- Applicants who can provide or obtain public liability insurance prior to the receiving of funding.

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
- Individuals who have not satisfactorily acquitted other Ipswich City Council funds or can not demonstrate the ability to acquit outstanding funds prior to the commencement of the project.



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:

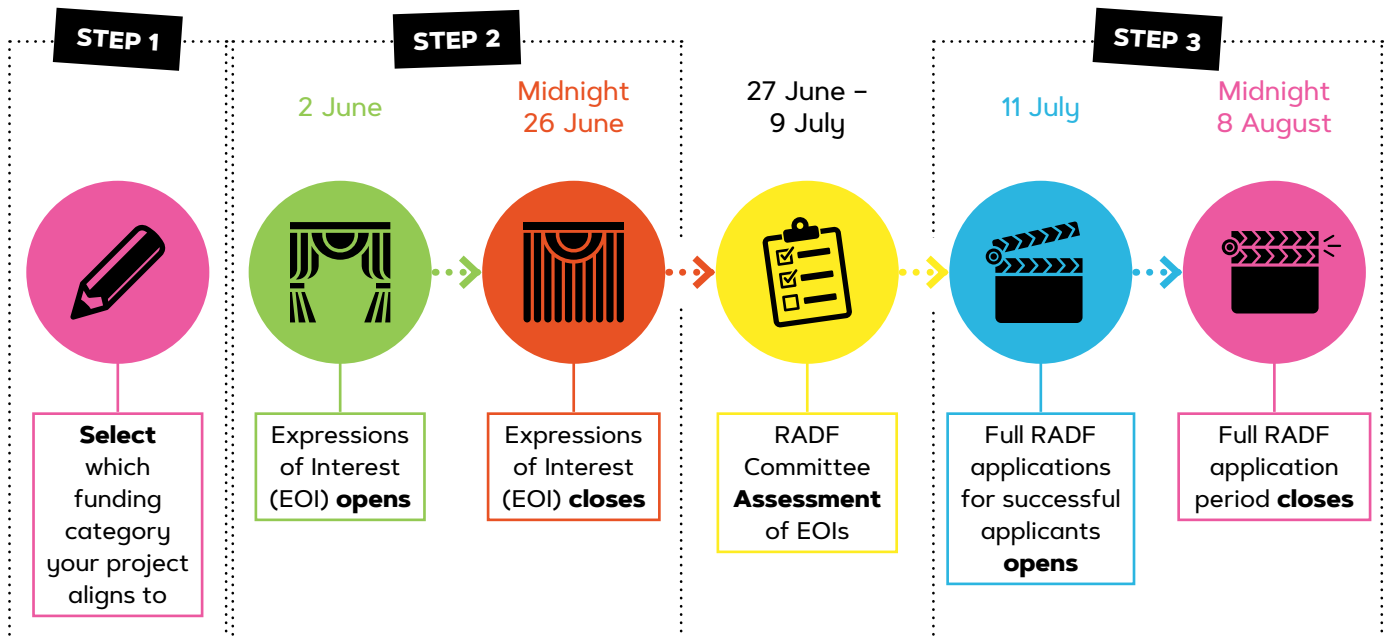
- Catering costs, openings, launches, parties and entertainment
- Competitions, including Eisteddfods
- Majority funding for publishing and/or printing costs
- Purchase of capital items
- Ongoing business as usual operational expenses
- 100% of the project costs (except for quick response applications). 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.

KEY DATES

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

Round 1 – 2023 TIMELINE CLOSED PROJECTS COMMENCING AFTER 1 MARCH 2023

Round 2 – TIMELINE:



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 (refer to page 5)
- ✓ 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 Coordinator on (07) 3810 6666 or via email at creative.industries@ipswich.qld.gov.au

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





APPLYING FOR RADF

STEP 1

Select which funding category your project aligns to:

A. QUICK RESPONSE

- Available for professional development only for a maximum duration of three months
- 100% of funding is available up to \$1,500 only
- Covers workshops, conferences, mentorships and training (no accreditation).

B. PUBLIC ART

- Funding to support the delivery of public art activities
- Funding to support physical forms; sculptures, paintings and murals
- Funding to support transitory forms (performances, dance, theatre, poetry etc).

C. TELLING IPSWICH'S STORIES

- Funding for projects that document community stories through various forms and mediums including:
 - Plays, films, videos, audio, oral histories
 - Visual artwork, digital exhibitions, physical exhibitions
 - Publications, articles and research.

D. PROJECT - UP TO THREE YEARS DURATION

- Two types of three year funding is available:
 1. Funding for new projects and activities that have a broader reach in the community. The project should have artists and community work together in an innovative and energised project.
 2. Seed funding for groups, businesses or organisations that demonstrate strong potential to sustain without government funding in the longer term. Income generation is expected to occur for the projects sustainability
- Funding for both types of projects is allocated as:
 - up to \$15,000 in the first year
 - up to \$10,000 in the second year
 - up to \$5,000 in the third year.

Applicants who are awarded three year project funding can not apply for additional council funding until the project has been acquitted.

E. SKILLS DEVELOPMENT AND MENTORING

- Funding for projects that deliver workshops, seminars and programs on your craft for members of Ipswich's community
- Funding for projects that engage suitable professional/s to run workshops that upskill or offer capacity building to Ipswich creatives.

STEP 2

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

- Written submission
- Video submission.

The **the expression of interest** will include:

- A description of your creative practice
- A description of your project – describe your art, why and how you make it and what inspires you (maximum 200 words)
- Who will be involved, how this project will benefit community, mention any partnerships you've formed, where the project will happen and if there are any wider community social benefits etc. (maximum 300 words)
- How your project connects to at least one of the Ipswich RADF priorities as outline on page 5 (maximum 300 words)
- Include the total monetary amount requested through RADF. Please be mindful that a 20% co-contribution is required to be detailed in the full application stage. E.g. if requesting \$5,000 then \$1,000 of contribution will have to be from another funding source.

The RADF Committee will consider expressions of interest and decide which applicants will be invited to progress to step 3 and submit a full application.

STEP 3

The full application requires response to:

- Where the project will be held? (maximum 100 words)
- A summary of your project including an outline of planned activities (maximum 400 words)
- Explanation of why you are doing this project including how it will benefit you, other artists, the project participants and/or the community (maximum 400 words)
- Description of how the project will be marketed/promoted to attract and encourage community/audience participation (maximum 200 words)
- Outline any Workplace Health and Safety issues and the steps that will be taken to address these as well as Public Liability Insurance, Copyright and relevant licenses
- Describe the key person/s delivering the project and outline their capacity and experience (maximum 200 words)
- Provide an outline of how you intend to capture feedback from the community/participants about your RADF project (maximum 200 words)
- Outline of how you intend to acknowledge the Queensland Government and Ipswich City Council if your RADF application is successful (maximum 100 words).

Documents that are required to be submitted with your application:

- Current Public Liability Insurance Certificate or Certificate of Currency
- CVs for key personnel delivering the project
- Current quotes for goods and/or services RADF funds will be used towards. Ipswich City Council encourages the use of local businesses for purchases

Documents that may be required:

- Confirmation of partnerships
- List of all artists, organisations, businesses or arts workers involved in the project
- Letter of confirmation from Auspicing Organisation
- Support letters from creative professionals, individuals or groups benefiting from the projects, contributing artists

FREQUENTLY ASKED QUESTIONS

I am still in the process of completing another RADF program, can I apply for another project?

You cannot make an application to a 2022-2023 RADF program until you have acquitted your previous project. If your acquittal can be finalised prior to the start date of the next project you can apply if approval is received from Ipswich City Council RADF officer.

I applied in the last round, but I wasn't successful. Can I apply again?

Yes. We encourage people to apply again taking on-board feedback from their last project. We would encourage you to reach out to the Ipswich City Council RADF officer to discuss feedback prior to submitting again.

Do I have to be based in Ipswich?

Ideally you are either an individual or organisation located in Ipswich, or the majority of your collective are Ipswich residents. If not, the application will have to provide clear details about how the project is connected to Ipswich and how it will benefit the Ipswich community.

Do I have to have an ABN?

Yes, all applications require a current ABN. Visit abr.gov.au for further details

Can I choose to have my grant auspiced by another organisation?

Absolutely. Applications may be submitted by an auspicer on behalf of another entity. If your application is successful there may be a requirement to provide in writing the financial and administration agreement.

What does in-kind support mean?

In-kind refers to non-cash goods and services that are provided to the project. An example may include labour, professional advice, or services such as legal advice or marketing, the free usage of a space, etc.

Can I speak to someone from Ipswich City Council about my application?

Yes, to contact the RADF officer please either email creative.industries@ipswich.qld.gov.au or phone (07) 3810 6666.

Workshops to support grant writing and proposal development are regularly scheduled as part of ARTiculate. For further information head to Shapeyouripswich.com.au/creativeindustries






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