

City of Ipswich

# Regional Arts Development Fund (RADF) Guidelines

March - June 2026



## ACKNOWLEDGEMENT OF COUNTRY

Ipswich City Council respectfully acknowledges the Traditional Owners, the Jagera, Yuggera and Ugarapul People of the Yugara/Yagara Language Group, as custodians of the land and waters we share. We pay our respects to their Elders past and present, as the keepers of the traditions, customs, cultures and stories of proud peoples.

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## BACKGROUND

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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.

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## INTRODUCTION

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RADF provides individuals, groups and organisations funding to support the delivery of creative projects at all career and growth stages.

RADF can be accessed for projects in a range of art forms that demonstrate a connection to Ipswich and deliver on at least one of the priorities.

### ART FORMS

- Community Art and Cultural Development
- Experimental and Emerging Art
- Museums, Heritage, and Collections
- Music
- Performing Arts: dance, theatre, etc
- Television, Film and Multimedia
- Visual Art, Craft and Design
- Writing.

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## ARTS QUEENSLAND RADF OBJECTIVES

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# IPSWICH CITY COUNCIL RADF PRIORITIES

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**Centre Aboriginal and Torres Strait Islander Creatives and Community** – Support First Nations creativity and First Nations community engagement.

**Build Creative Careers** – Facilitate sustainable practices for artists, creatives and cultural workers through creative and career opportunities and skills development.

**Facilitate Participation and Engagement for Everyone** – Grow arts audiences and encourage active participation through inclusive, diverse and meaningful experiences and community building initiatives.

**Develop the Sector** – Foster a robust creative sector through collaboration, partnerships and arts and cultural building initiatives.

**Cultivate Identity and Promote Heritage** – Promote the region's creative sector and cultural heritage, attracting interest, visitors, talent and investment and fostering civic knowledge and pride.

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## TARGET GROUPS

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To support the delivery of [Art Queensland's Time to Shine](#) objectives and council's [iFuture Corporate Plan for 2021-2026](#), projects that involve or target the following groups are encouraged:

- Aboriginal and Torres Strait Islander peoples
- People from a culturally and linguistically diverse background
- People who identify as LGBTIQ+
- People with a disability
- Children (under 12 years old)
- Young people (12-25 years)
- Older people (over 55 years)
- Career stage - emerging.



# TYPES OF FUNDING

## PROFESSIONAL DEVELOPMENT

- Funding up to \$2,000
- Applications are open February to November or until funds are expended
- Funding is available to engage in significant opportunities and/or structured professional development activities. Significant opportunities may include participation in residencies, prizes/competitions or industry events. Structured professional development may include courses or mentoring. A First Nations Elder or Knowledge Keeper can be considered a mentor. Applicants must demonstrate that the project is selective, competitive and/or timely
- Allow a minimum of four weeks for applications to be processed
- Applications are assessed by council officers according to assessment criteria
- Project expenditure must not be incurred before the approved project start date
- Projects must align to one of these categories:
  - **Professional Development/Careers:** opportunities that strategically develop or enhance artistic or professional careers for individuals, groups or arts organisations, including participating in residencies, prizes or industry events and/or professionalising existing/upcoming artistic activities through consulting and professional services such as editing, writing, photography, PR/marketing/graphic design, visitor insights, project evaluation, etc.
  - **Professional Development/Skills:** structured activities that strategically develop or enhance artistic or professional skills for individuals, groups or arts organisations, including mentoring, courses, workshops and peer-to-peer learning. A First Nations Elder or Knowledge Keeper can be considered a mentor.

## TIME AND SPACE

- Funding up to \$2,000
- Applications are open February to November or until funds are expended
- Funding is available exclusively to artists and creatives who received an opportunity with the Ipswich Community Gallery, the Hatchery 4305 and the The Ipswich Art Workshop and other council projects as determined. Funds support the delivery of related exhibitions or residencies and/or workshops
- Allow a minimum of four weeks for applications to be processed
- Applications are assessed by council officers according to assessment criteria.



## MAJOR PROJECTS

- Funding up to \$15,000
- Applications open from 1 to 30 April 2026 for projects starting from August 2026
- Funding is available for professional development; research and making of new work, performances, exhibitions and other public displays of creative work; and community/audience development
- Applications are peer-assessed by the RADF Assessment Panel
- Project expenditure must not be incurred before the approved project start date
- Projects must align to one of these categories:
  - **Professional Development/Careers:** opportunities that strategically develop or enhance artistic or professional careers for individuals, groups or arts organisations, including participating in residencies, prizes or industry events and/or professionalising existing artistic activities through consulting and professional services such as editing, writing, photography, PR/marketing/graphic design, visitor insights, project evaluation, etc. Applicants must demonstrate that the project is selective, competitive and/or relevant and timely.
  - **Professional Development/Skills:** structured activities that strategically develop or enhance artistic or professional skills for individuals, groups or arts organisations, including mentoring, courses, workshops and peer-to-peer learning. A First Nations Elder or Knowledge Keeper can be considered a mentor. Applicants must demonstrate that the project is selective, competitive and/or relevant and timely.
  - **New Work:** research and making activities toward the creation of new work intended for public dissemination or display.
  - **Performances and Exhibitions:** live performances, art exhibitions, gigs, book launches, poetry readings and/or other public displays of creative work.
  - **Community and/or Audience Development:** community and audience participation activities including workshops, tours, artist trails; and/or community and audience development activities including audience research, relationship-building, communication planning, access and inclusion initiatives, etc.

## MAJOR PROJECTS IMPORTANT DATES

<b>Applications open</b>	1 April 2026
<b>Applications close</b>	30 April 2026
<b>Applicants are notified of outcomes</b>	July 2026
<b>Successful applicants agree to funding conditions</b>	July 2026
<b>Expenditure on project can commence</b>	August 2026
<b>Project end</b>	Within 12 months
<b>Acquittal</b>	Within eight weeks of the project completion date

# ELIGIBILITY CRITERIA

## WHO CAN APPLY:

- Individuals and groups who are artists, creatives and cultural workers\* (see below); businesses and not-for-profit community organisations
- Applicants must reside in the Ipswich Local Government Area or demonstrate how the project will directly benefit the Ipswich arts and cultural community for the Major Projects or Time and Space funds only. The professional Development category is open exclusively to Ipswich residents.
- People of all ages (if under 18, must have an adult who will be legally responsible for the grant)
- People from the target groups (outlined on page two) are encouraged to apply and can request additional assistance with their application by contacting [Creative.industries@ipswich.qld.gov.au](mailto:Creative.industries@ipswich.qld.gov.au)
- Successful applicants are required to provide public liability insurance of at least \$20 million for any projects with public outcomes at the time of signing the funding agreement.

For the purposes of RADF funding, individuals and/or members of groups or key people of projects must meet at least two of the following criteria to be eligible as artists, creatives and/or cultural workers:

- Have devoted significant time to arts practice
- Have a professional arts and/or cultural qualification
- Have developed artistic or cultural knowledge through oral traditions
- Artistic or cultural knowledge has been recognised by community and/or peers
- Artistic knowledge or skill has been recognised by industry and/or peers
- Have significantly contributed to arts service and leadership through community groups/collective initiatives, panel discussions, industry mentoring, judging and/or related voluntary roles
- Have been commissioned or employed on the basis of art skills and/or earns a substantial proportion of annual income from work related to art practice, including sales, consulting, teaching/mentoring
- Have won important national and/or international prizes or awards
- Has work held in public collections
- Has public discussions on and/or articles written about their work
- Is a member of a relevant professional association.

## WHO CANNOT APPLY:

- Current employees of council who's work is directly aligned to Creative Industries and/or community funding
- 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 council funding or cannot demonstrate the ability to acquit outstanding funding prior to the commencement of the project.

## WHAT YOU CAN APPLY FOR:

RADF funding supports:

- Professional development
- Creative research, concept development, project development and/or presentation
- Community/audience development
- Professional services

Eligible expenses may include:

- Artist fees and/or payment for time and expertise
- Project costs including materials
- Event costs including launches and openings, venue hire, catering
- Marketing and audience engagement costs including advertising
- Documentation including photography, writing and publication/printing costs
- Travel and accommodation.

## WHAT YOU CANNOT APPLY FOR:

- Projects that start before the application is approved
- Primary and Secondary School projects except where they form part of a broader community arts or cultural collaboration, and include other individuals, community groups and/or schools
- Activities that are part of accredited study, training or university courses
- Professional Development projects if you are not a resident of the Ipswich Local Government Area

Ineligible expenses include:

- Ongoing business as usual and operational expenses
- Purchase of capital items
- Fundraising activities and prize monies competitions, including eisteddfods (dance and performance schools are eligible to apply for all other performances)
- Self-published texts by solo authors and/or self-published texts where contributors are not reasonably remunerated
- 100% of costs for Full Project applications. At least 20% co-funding must be included in the form of cash; grants from other funding bodies; fundraising, sponsorships and partnerships and/or in-kind support.

# APPLICATION AND ASSESSMENT PROCESS

## APPLICATION

Applications must be submitted online via council's SmartyGrants platform by 11.59 pm on the closing date. Application forms and additional information can be found on [Creatorsofipswich.com.au](http://Creatorsofipswich.com.au)

## APPLICATION SUPPORT

For questions about your RADF grant application or technical support, including logging in and submitting applications, please contact: [creative.industries@ipswich.qld.gov.au](mailto:creative.industries@ipswich.qld.gov.au) or phone (07) 3810 6666.

Please note office hours are 8.00 am – 4.30 pm Monday to Friday, excluding public holidays.

## ASSESSMENT PROCESS

- Council officers review all applications for eligibility. If your application is deemed ineligible, you will be notified and provided with feedback and guidance. Ineligible applications may not progress to the assessment stage. Additional supporting material may not be accepted after submission.
- Eligible Professional Development and Time and Space applications are assessed by council officers. Assessors are selected for relevant experience and expertise. They comply with council's [RADF Terms of Reference](#) and must declare any and all Conflicts of Interest.
- Eligible Major Project applications are peer-assessed by the RADF Assessment Panel. Panel members are appointed through a competitive Expression of Interest process for their experience and expertise. They comply with the RADF Terms of Reference and must declare any and all Conflicts of Interest. The full list of RADF Assessment Panellists is available at [Creatorsofipswich.com.au](http://Creatorsofipswich.com.au)

## NOTIFICATIONS

Notifications are provided by email.

## ACCEPTANCE AND PAYMENT

Successful applicants must complete a funding agreement and claim program funds within one month of notification. In some instances, specific funding conditions may need to be met before payment can be made.

## ACKNOWLEDGEMENT

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

Details on how to correctly complete acknowledgments will be provided following acceptance of the funding agreement.

**EXPENDITURE OF FUNDS, VARIATIONS AND ACQUITTAL**

Applicants must use funds for the same purpose for which funding was awarded.

Any changes to the project or expenditure must be approved via a Variation to Application available via SmartyGrants prior to change or expenditure.

All RADF funds must be acquitted online via council's SmartyGrants platform within eight weeks of the stated project completion date. Acquittals include a project outcomes report and require proof of expenditure.

**ASSESSMENT CRITERIA**

	<b>Major Projects</b>	<b>Professional Development</b>	<b>Time and Space</b>
<b>Merit</b>	<p>The applicant demonstrates the merit of the project through artistic rationale, attention to creative innovation and experimentation, outcomes and/or benefits.</p> <p>The applicant articulates the positive impact of the project to the applicant, sector or community and/or demonstrates how the project will successfully reach and engage others.</p>	<p>The applicant articulates the merit of the opportunity or activity by demonstrating it is selective, competitive and/or relevant and timely.</p> <p>The applicant articulates the positive impact of the project to the applicant, sector or community and/or demonstrates how the project will successfully reach and engage others.</p>	<p>The applicant demonstrates the merit of the project through funding rationale, outcomes and/or benefits.</p> <p>The applicant articulates the positive impact of the project to the applicant, sector or community and/or demonstrates how the project will successfully reach and engage others.</p>
<b>Quality</b>	<p>The applicant demonstrates the quality of the project through their track record, industry recognition, support materials and/or industry collaborators, consultants and mentors, including evidence of following appropriate processes and/or cultural protocols when working with vulnerable communities.</p>	<p>The applicant demonstrates the quality of the project through their track record, industry recognition, support materials and/or industry collaborators, consultants and mentors, including evidence of following appropriate processes and/or cultural protocols when working with vulnerable communities.</p>	<p>The applicant demonstrates the quality of the project through their track record, industry recognition, support materials and/or industry collaborators, consultants and mentors, including evidence of following appropriate processes and/or cultural protocols when working with vulnerable communities.</p>
<b>Viability</b>	<p>The applicant demonstrates the capacity to successfully deliver the project through their track record, realistic and appropriate budget and timeline, relevant support material, and/or demonstration of working with industry collaborators, consultants and mentors</p>	<p>The applicant demonstrates the capacity to successfully undertake the project through their track record, realistic and appropriate budget and timeline, relevant support material, and/or demonstration of working with industry collaborators, consultants and mentors.</p>	<p>The applicant demonstrates the capacity to successfully deliver the project through their track record, realistic and appropriate budget, relevant support material, and/or demonstration of working with industry collaborators, consultants and mentors.</p>
<b>Alignment with Funding Priorities</b>	<p>The applicant demonstrates the project's clear alignment with ONE (or more) of the program's funding priorities listed on page two of guidelines.</p>		

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## CONTACT AND SUPPORT

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Contact the Coordinator, Creative Industries Development with questions about your project and application via email: [creative.industries@ipswich.qld.gov.au](mailto:creative.industries@ipswich.qld.gov.au) or phone: (07) 3810 6666.

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## FREQUENTLY ASKED QUESTIONS

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### **Can I target my project to vulnerable communities?**

Yes, however your application must demonstrate a reduced potential for harm to vulnerable communities through training and experience or the implementation of appropriate processes including cultural protocols.

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

You cannot receive funds from the new RADF program until you have acquitted any current or previous projects. If your acquittal can be finalised prior to the start date of your next project, you can apply.

### **I applied for RADF funding in the past but wasn't successful. Can I apply again?**

Yes. We encourage people to reapply after receiving feedback on unsuccessful applications. Contact [creative.industries@ipswich.qld.gov.au](mailto:creative.industries@ipswich.qld.gov.au) to discuss your earlier application before applying 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 group are Ipswich residents. If not, your application needs to provide clear details on how your project will benefit the Ipswich community. Professional Development Grant (not major project), you must be a resident of Ipswich Local Government Area.

### **Do I need to have an ABN?**

Yes. All applications require a current ABN. Visit [Abr.gov.au](http://Abr.gov.au) for further details.

### **Can my grant be 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 the financial and administration agreement in writing.

### **Can I speak to someone from council about my application?**

Yes. We look forward to talking with you. Please email [creative.industries@ipswich.qld.gov.au](mailto:creative.industries@ipswich.qld.gov.au) or phone (07) 3810 6666 and ask to speak to someone about your RADF application.

### **How can I improve my application?**

The [ARTiculate](#) series includes workshops on artist statements, biographies and CVs; project development and grant writing tips. For further information visit [Creatorsofipswich.com.au](http://Creatorsofipswich.com.au)

# DEFINITIONS

## ACQUITTAL

A report completed at the end of the project to share outcomes and demonstrate that grant funds were expended as detailed in the Funding Agreement.

## ARTIST/CREATIVE

An individual who creates or contributes to art (including art and craft, music, film, dance, writing etc.) with their skills, experience, training and/or imagination.

## ARTIST FEE

A project fee or rate of pay for artists, creatives and/or cultural workers involved in the project. Artist fees must align with career stage (emerging/established) and relevant arts industry standards such as:

- National Association for the Visual Arts  
[Code.visualarts.net.au](http://Code.visualarts.net.au)
- Australian Society of Authors  
[Asauthors.org.au](http://Asauthors.org.au)
- Media, Entertainment and Arts Alliance  
[Meaa.org](http://Meaa.org)

## AUSPICE

A third-party entity that manages the financial and legal requirements of a grant on behalf of the grantee.

## CAPITAL ITEMS

Assets that have a useful life over a number of years. This includes items such as cars, phones, laptops, cameras and other equipment.

## CERTIFICATE OF CURRENCY

Evidence including details and expiry date of an insurance policy.

## CULTURAL PROTOCOLS

Cultural protocols refers to the customs, lores and codes of behaviour of a particular cultural group. Protocols are an important part of all cultures and exist to ensure people behave and interact in an appropriate manner. Observing the cultural protocols of a community demonstrates respect for the cultural traditions, history and diversity of that community. It also shows a willingness to acknowledge that the processes and procedures of another cultural community are equally valid and worthy of the same respect as one's own cultural protocols.

## CULTURAL WORKER

An individual with experience and/or expertise in their field, including curators, conservators, community arts workers, directors, dramaturgs, editors, photographers/videographers, writers, etc.

## FIRST NATIONS PEOPLES

Includes Aboriginal and Torres Strait Islander peoples.

## IN-KIND CONTRIBUTIONS

Goods and services that would normally be paid for but will be contributed free of charge toward the success of the project. In-kind contributions to your project may include your time, other's time and expertise, venue hire, marketing, materials or catering.

## KNOWLEDGE KEEPER

This person holds traditional knowledge and teachings, they have been taught how to care for these teachings and when it is and is not appropriate to share this knowledge with others.

## LETTERS OF SUPPORT

A written testimonial in support of the proposed project. Letters of support must be dated, include an original signature or the contact details of the author, and directly reference the applicant and proposed project. Letters should introduce the author's expertise and outline the author's relationship with the applicant. Letters from council or elected representatives will not be accepted.

## MATERIALS

Consumable items needed to deliver an activity or project including, for example, art materials, craft materials, film, paper, paint, etc.

## SUPPORTING MATERIAL

Additional documentation that supports a funding application. This may include a portfolio of your previous work, drafts/diagrams outlining your planned project, evidence of your existing audience and/or evidence of audience demand for your project, marketing plan, risk assessment, evidence of consulting with First Nations Elders and/or following cultural protocols, evidence of acceptance into competitive opportunities, Letters of Confirmation or written record of an agreement e.g. participation in the project, use of venue, confirmation of selection.

## VULNERABLE COMMUNITIES

Vulnerable communities refers to any group of people who are vulnerable to harm or exploitation due to particular characteristics. This may include circumstance, age, gender, sexuality, race, religion, health and/or disability. Where applicants seek to engage vulnerable communities in a project, for example: the elderly, ex-offenders or homeless individuals, but do not belong to this community themselves, applicants must show evidence of appropriate training and expertise and/or following appropriate processes or cultural protocols.




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