



# **ATTACHMENTS TO MINUTES ORDINARY COUNCIL MEETING**

**24 MAY 2023**



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11.2.1	<b>RADF Guidelines Amendment</b>	
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**Southern Downs**  
REGIONAL COUNCIL

**2022 – 2023**

**RADF**

**GUIDELINES**

**Southern Downs** *A great place to live, work, play and stay.*



[sdrc.qld.gov.au](http://sdrc.qld.gov.au)



[mail@sdrc.qld.gov.au](mailto:mail@sdrc.qld.gov.au)



1300 MY SDRC (1300 697 372)

Southern Downs online



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### **PLEASE NOTE**

- Applicants **must not** canvass nor lobby Councillors or Council staff about their funding applications during the application and assessment process. If an applicant does canvass or lobby Councillors or Council staff, the application will become null and void.
- Grant Applicants **should not** rely on Council as a **continual or sole source** of income and should actively pursue other avenues of funding to aid in their development of projects.
- Applicants are encouraged to also seek funding from other sources external to Council.  
Visit the Southern Downs Grants Hub at <https://southerndowns.grantguru.com.au/> to search for external funding opportunities.

## 1 About the program

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Southern Downs Regional Council to support local arts and culture in regional Queensland.

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.

RADF is a flexible fund inclusive of all relevant artform areas including visual art, craft and design, music, dance, writing, dramatic and physical theatre, media art, film and television, multi-arts, festivals, public art, community cultural development, and heritage and collections including museums, galleries and libraries.

The RADF objectives are to support arts and cultural activities that:

- provide public value for Queensland communities
- build local cultural capacity, cultural innovation and community well-being
- deliver Queensland Government's [objectives for the community](#).

The RADF program on the Southern Downs will support local artists and creative community organisations and individuals through continued competitive funding whilst still allowing opportunity to develop strategic initiatives that develop the regions cultural and creative future. Council will be able to take a more active role in identifying those local initiatives that provide maximum community benefit while encouraging inclusion, collaboration and artistic excellence. It will also continue to encourage and provide opportunities for local residents to participate in arts and cultural activities.

## 2 Southern Downs Region Priorities 2022/2023

Applicants should aim to meet one of the below priorities for the Southern Downs RADF Program. All other eligible applications will be considered and assessed on merit.

- Arts and cultural tourism e.g. festivals & events;
- Heritage and collections of the region e.g. museums, galleries, libraries, heritage trails;
- Applications where funding is aimed at participants from demographics and segments of the community who have not historically participated in RADF funded programs or projects.
- Arts and creative activities which support the wellbeing of participants, strengthen social connections and build community resilience
- Provide employment opportunities for local artists and arts workers.

## 3 Available Funding

The RADF funding available per applicant is:

Eligible projects	Up to 70 per cent of the total cost of the project, to a maximum of <b>\$25,000</b> per applicant*(refer to note below)
Professional Development	Up to 60 per cent of the total costs for registration, accommodation and travel, to a maximum of <b>\$2,000</b> per applicant

RADF will not support 100% of any project. Applicants are required to have another funding source. Sources could include cash contributions, grants from other funding bodies, fundraising, sponsorship and partnership contributions, in kind support.

Note: \* Where the application is for \$10,000 or more, the applicant is to provide a detailed project plan, including a budget showing what will be funded by the grant, as well as the latest audited financial statements where the

applicant is an incorporated body.

The RADF program is open for applications as per the below dates – or – until the budgeted funding allocation has been depleted.

Applications must be submitted a minimum of four (4) weeks prior to the commencement of the event or project to provide adequate time to process the grant application.

**Open From:**

**14 November 2022 until 31 July 2023**

For projects or activities taking place between:

16 December 2022 and 31 December 2023

## 4 Who can apply?

All applications are checked to determine applicant and project eligibility and to ensure the application is complete. Ineligible and incomplete applications will not progress to assessment.

Applications to Council for a RADF Grant can be made by:

- Individual emerging and established artists, producers and creative practitioners
- Organisations that are a legal incorporated not-for-profit (“NFP”) entity
- *Please Note: Recipients of Council’s Grants to Community Funding Streams, Major Event Sponsorship or Operational Funding in this financial year **are** eligible to apply for RADF.*

Applicants must:

- reside or be based in the Southern Downs area, or demonstrate how the project will directly benefit Southern Downs;
- be Australian citizens or permanent residents;
- be over 18 years of age or have the application co-signed by a legal guardian confirming responsibility for the financial management of the funding if applying as an individual;
- hold an Australian Business Number (“ABN”) or be auspiced by an incorporated legal entity;
- the applicant organisation must be an incorporated legal entity or limited by guarantee. If a group or organisation is not incorporated, the applicant must be auspiced by an incorporated legal entity;
- have current and appropriate insurance for the project and attach evidence to the application form;
- ensure all artists and artworkers involved in the project are eligible by completing an Eligibility Checklist;
- have Council approval if your project is for Public Art (you will need to submit your proposal to the Public Art Reference Group and receive Council approval before seeking funding);
- the applicant, or its auspicing organisation, needs to confirm that it has fully acquitted any previous funding received from Council.
  - If you were awarded funding through Council’s RADF program last financial year (2021/22), you may apply for one (1) RADF grant in the current financial year (2022/23), providing the previous grant has been fully acquitted (i.e. if your acquittal is not yet due, you will not be able to apply until the project is complete and acquittal submitted).

- If you were awarded funding through Council's Community Grant program last financial year (2021/22) or in the current financial year (2022/23), you may apply for one (1) RADF grant in the current financial year (2022/23) providing the acquittal is not overdue and that you are applying for a new project.

## 5 Who cannot apply?

Applications to Council for a RADF Grant cannot be made by:

- Businesses;
- For Profit Companies, Trusts or Other Organisations;
- Government Agencies or Departments of Local, State or Federal Government and Statutory Authorities (incl. - Rural Fire Brigades);
- Organisations that have not acquitted previously received Council funding;
- Public or Private Educational Institutions (excl. - Parents & Citizens and Parents & Friends Associations).

## 6 What is not eligible for funding?

- incomplete applications (all requesting support information, e.g. artist eligibility checklist and quotes, must be attached to the application);
- projects which will commence before notification of successful funding;
- purchase of existing artwork;
- requests for 100% of the project costs;
- projects which include entertainment for events without a specific developmental outcome for artists;
- catering expenses;
- competitions, awards and prizes;
- cash, donations or sponsorships;
- significant capital items e.g. buildings, vehicles, equipment;
- recurrent operational funding;
- accredited study, training or university courses;
- publishing costs – a small proportion of printing costs may be eligible for significant projects with RADF supporting a maximum of 20% of total publishing costs.

## 7 Application process

All RADF Grant applications are completed and submitted to Council online via SmartyGrants.



The RADF Grant application assessment process takes approximately 20 to 30 working days from the date that the application is submitted.

All applications go through a rigorous assessment process, which is designed to ensure equity, openness and transparency for applicants seeking financial assistance through Council.

## 8 Assessment & Decision Process

Applicants need to be aware that Council's RADF Grant application process takes approximately 20 to 30 working days from the date Council received the application.

Council's Grants Officer is responsible for assessing the pre-eligibility for each RADF application in accordance with the RADF Guidelines.

- If the pre-eligibility criteria has not been met, the application will not proceed to the Application Assessment stage.

When the applications have been assessed as meeting the pre-eligibility criteria, they progress to the Application Assessment stage and are assessed by two assessors, against the percentage weighted questions.

Should the Grants Officer or any assessors have a conflict of interest concerning a grant application, another Council Officer will be appointed to assess that application.

At the end of the assessment, SmartyGrants generates the moderated score for each application.

Applicants must meet 60% of the Total Moderated Score (e.g 3 out of 5 if the top score is 5) to be recommended for funding (within budgetary constraints).

If the application meets all pre-eligibility criteria and the minimum Total Moderated Score, the Grants Officer will write an Email of Recommendation to the Manager of Community Services for their consideration.

The Manager will have two (2) working days to provide the Officer with their Decision as to whether they do or do not recommend the funding application.

If the application is recommended by the Manager, the recommendation will be submitted to Council via a report for endorsement. Council's decision is final and is recorded in the minutes of the Ordinary Council Meeting.

## 9 Application Assessment Criteria

The RADF Grant Application Assessment Criteria carries a total percentage weighting of 100% and is made up of the following –

- |     |                                                                                                                    |
|-----|--------------------------------------------------------------------------------------------------------------------|
| 15% | Description of the project and how the funding will be used                                                        |
| 20% | How the project contributes to the RADF Assessment Criteria (Quality, Reach, Impact and Viability) outlined below  |
| 15% | Outline the outcomes expected to be achieved from the project and how it will benefit the Southern Downs community |
| 15% | Budget – description of expenses, income and co-funding, authentic quotations attached                             |
| 10% | How the need for the project was identified                                                                        |
| 10% | How does the project align with the Southern Downs priorities                                                      |

- 5% List each stage of the project and the expected completion date
- 5% What steps have been taken to address Workplace Health & Safety, Public Liability Insurance, Blue Card (if working with children), copyright and relevant licences
- 5% Support Materials (Letter of Support, concept plans etc)

## 10 RADF Assessment Criteria

Applicants will need to demonstrate in their applications how the project contributes to the following Assessment Criteria which are based on Key Performance Outcomes (KPO's) supplied by Arts Queensland. Applicants will be assessed on how their application meets the following criteria:

CRITERIA		CONSIDERATIONS FOR ASSESSMENT
QUALITY	RADF supports high quality arts and cultural initiatives based on local priorities	<ul style="list-style-type: none"> <li>Will the proposed project be delivered by a professional artist or arts organisation? Has evidence of the quality of their work been provided?</li> <li>How does the proposed project contribute towards meeting local arts and cultural priorities? Has evidence been provided?</li> <li>Does the proposed project provide high quality experiences for the local community and/or build the capacity of the local arts sector.</li> <li>Does the proposed project have any innovative aspects?</li> </ul>
	Local communities value RADF	<ul style="list-style-type: none"> <li>Evidence of benefits to the local community.</li> <li>Has the applicant considered how to gather information to evaluate community value and success (e.g. survey, attendance records, economic impact)?</li> </ul>
REACH	RADF provides access to and engagement in arts and culture for diverse communities, artists, participants and audiences.	<ul style="list-style-type: none"> <li>Who in the community will be engaged through the activity? Is the project seeking to engage a specific group within the community?</li> <li>Evidence of engaging diverse audiences, participants and communities.</li> </ul>
	Evidence of local demand	<ul style="list-style-type: none"> <li>Evidence of demand for the proposed project or explain how the project responds to local needs and interests.</li> </ul>
IMPACT	Demonstrates cultural, artistic, social or economic returns on investment.	<ul style="list-style-type: none"> <li>What cultural, artistic, social or economic value/outcomes will the proposed project contribute to the community?</li> </ul>
	RADF invests in diverse local arts and cultural projects	<ul style="list-style-type: none"> <li>Has the applicant provided detail on the type of activity proposed (what, where, when, how)?</li> <li>Is there a diversity of art forms, project types and locations of the projects requesting funding?</li> </ul>
	RADF engages local communities in arts and cultural activities	<ul style="list-style-type: none"> <li>Has the applicant provided detail on who will be the participants and audiences for the activity?</li> <li>Has the applicant provided detail on the communication and marketing strategies?</li> </ul>
	RADF supports local employment and strengthening of local arts sector	<ul style="list-style-type: none"> <li>Will the proposed project enhance the capacity and skills of local artists or strengthen local arts sector? How?</li> <li>How many people will be employed / contracted for services as a result of RADF projects?</li> </ul>
VIABILITY	RADF builds strong partnerships between arts and non-arts sectors	<ul style="list-style-type: none"> <li>Has the applicant initiated any partnerships to contribute to the delivery of the proposed project? Proposed project identified and secured relevant external financial and in-kind partners?</li> <li>Evidence of additional support for the project (e.g. other funding, in-kind, earned income, own contribution)</li> </ul>
	RADF investment is used effectively and appropriately	<ul style="list-style-type: none"> <li>Evidence of adequate planning and value for money. Is the budget accurate and appropriate for the proposed project?</li> <li>Have all previous funds been acquitted and reported on?</li> </ul>

## 11 Notification Process

Unsuccessful applicants will receive notification in writing via email.

Successful applicants will receive a Funding Offer & Agreement (“FOA”) via email to sign and return to Council for the Manager of Community Services to sign.

If the applicant does not sign and return the FOA to Council by the date stipulated, the offer may expire, no grant will be paid to the organisation and the funding may be offered to another applicant.

## 12 Grant Payment Process

Once the FOA has been signed by the applicant and Council, the grant payment process commences.

Payment will be made electronically into the bank account nominated on the application form.

- If the applicant organisation is being auspiced, the payment will be made to the auspicing organisation’s nominated bank account.

Payments are usually made within two (2) weeks of Accounts Payable receiving the payment request.

## 13 Acknowledgement of Funding

All successful RADF applicants are **required** to actively and publicly acknowledge the Queensland Government and Southern Downs Regional Council for their support.

This is one of the conditions of the Funding Offer & Agreement (“FOA”) that is required from the successful applicant.

The RADF acknowledgement text and logos are to be used throughout the project. The text is as follows:

***The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Southern Downs Regional Council to support local arts and culture in regional Queensland.***

The applicant will be provided with Funding Acknowledgement Examples which details how the acknowledgement can be successfully achieved using a number of mediums, such as:

- Display the acknowledgement on a sign or poster at the project;
- Invite the Mayor/Councillors to the project (*Allow a minimum of four (4) weeks’ notice*);
- Speeches presented at the project (some record of the speech, e.g. a print copy of the speech, or video, would need to be retained for evidence);
- Book & Borrow a Council Banner to display at the project;
- Inclusion of the acknowledgement in all e.g. Promotions / Marketing / Invitations / Brochures / Flyers / Stickers;
- Inclusion of the acknowledgement in Newspaper Articles / Editorials / Advertisements / Media Releases about the project;
- In your organisation’s Newsletter;
- In your organisation’s Email Signature Block;
- On your organisation’s Website;
- On your organisation’s Facebook page or other social media page; or
- In Letters your organisation sent to Supporters / Members / Participants / Volunteers.

**Note:** it is important to consider how you will document the above examples, such as taking photos, or making copies of these acknowledgement types.

Evidence of the use of a **minimum of three (3) acknowledgement types** must be provided with the grant acquittal upon completion of the project.

**It is a requirement that the Mayor and Councillors are invited to any event associated with your project to ensure that Council is publically acknowledged for its financial contribution.**

## 14 Funding Acquittal Process

- The applicant will be emailed a copy of their fully executed FOA, a copy of Funding Acknowledgement Examples and two versions of the Queensland Government and Council logos.
- A grant recipient must provide Council with a completed Acquittal Form within eight (8) weeks from the project end date as stipulated in the FOA.
- The acquittal process is required to ensure that public monies awarded to grant recipients has been expended for the purpose approved, as per the Application Form and in-line with the terms and conditions of the FOA.
- The applicant will need to attach one (1) of the following as evidence that the funding has been expended –
  - Attach a copy of the tax invoice **and** the receipt of payment; or
  - If a payment is made online via internet banking, attach a copy of the tax invoice **and** a copy of the completed online internet transaction showing the receipt number; or
  - Attach a tax invoice demonstrating a **nil** balance; or
  - Attach a copy of the tax invoice with the payment details written on it (i.e. date, amount paid and cheque number) **and** a copy of the signed cheque written out to the supplier **or** a copy of the cheque butt with the details filled out and signed.
- Evidence of the use of a **minimum of three (3) acknowledgement types** must be provided with the grant acquittal to show how the applicant acknowledged Council for its financial assistance.
- The Acquittal Form is to be completed online via SmartyGrants and a link to the form will be provided to each successful applicant.
- When the funding received has been assessed as fully acquitted, the applicant will receive a confirmation email from Council and the grant file will be closed.
- If the funding is not fully acquitted, the applicant will be ineligible for any future Council funding until a satisfactory acquittal is received and Council may request funding is returned.

## 15 When You Apply

- Consider using a generic email address and password for your organisation that can be passed on to the new governance committee each year (e.g. junabeehall@gmail.com)
- Before you start your application visit Council's website - [www.sdrc.qld.gov.au](http://www.sdrc.qld.gov.au) – Doing Business – Grants to Community – read the Guidelines and the Hints & Tips to Help Write a Successful Grant Application.
- Start your application early - Don't leave it to the last minute.
- Don't assume the assessors of your application have any knowledge about your organisation or your project.

- Have access to a computer and the internet as all application and acquittal forms are to be completed online via SmartyGrants.
- If you don't feel you are tech-savvy, ask a friend or relative or another member of your organisation to help you.
- Once an application or acquittal form has been submitted in SmartyGrants, an email will be sent to the email address the applicant used to register in SmartyGrants, acknowledging that Council has received the grant submission.
- Use plain language and clear messages – key points and outcomes-focused.
- Be consistent with themes throughout the application and use a logical format.

## 16 Documents to Upload

- The following documents are required for all applications. Please ensure the following documents are attached to your application:
  - Letter of Support (minimum of one) – must be authentic, dated and no more than two (2) months old (*note: a letter of support should **not** be supplied by the auspicing organisation, members of your organisation and should be from groups or individuals who will benefit from your project*)
  - Quotes for all items funding is being sought for. Quotes must be dated, authentic and no more than two (2) months old.
  - Eligibility Checklist, written confirmation of availability, and CV for each artist involved in the project.
  - Legal incorporated not-for-profit (“NFP”) entity evidence of either the applicant organisation or its auspicing organisation (if applying as an organisation).
  - Current and appropriate insurance cover for the project.
  - Copy of a recent bank statement.
- The following documents may be required for your application:
  - Evidence of payment arrangement if the applicant has a debt to Council.
  - An Auspicing Agreement must be attached to the application if the applicant is required to be auspiced.
  - Approval from Council for your project if required.
  - Concept plans.

## 17 When You Submit

- Ask someone else to read your application – both to proof-read and to check that it makes sense.
- Check spelling and grammar.
- Check all supporting documentation is attached.
- Submit your completed application earlier than the closing date to avoid being unable to submit (e.g. – power, internet, computer outages).

- Check your email inbox and junk mail or spam folder to ensure you receive the confirmation email from SmartyGrants advising that your application or acquittal form was successfully submitted.
- Save the SmartyGrants email address into your email contacts to make sure you receive all emails into your inbox.
- **If you don't get the email from SmartyGrants, re-submit the form.**

## 18 Applicant Support

It is important that applicants are able to submit a well thought through and well developed application that answers all eligibility questions, addresses all the criteria and provides the documentary evidence and support documents required.

To enable applicants to submit quality applications, Council provides:

- On its website -
  - Guidelines;
  - Glossary of Terms;
  - Frequently Asked Questions;
  - Hints & Tips to Help Write a Successful Grant Application; and
- Access to Council's Grants Officer.

Some applicants might be applying for a grant for the first time and/or have difficulty with the language of forms. Access to, or familiarity with, technology (e.g. online systems) may also be an issue for some. If applicants need translation assistance or other practical support, Council will make arrangements for appropriate assistance to be provided.

### **Southern Downs Regional Council**

For general enquiries about Grants to Community, contact Council's Grants Officer:

Telephone: 1300 697 372 (1300 MY SDRC)

Email: [mail@sdrc.qld.gov.au](mailto:mail@sdrc.qld.gov.au)

Website: [www.sdrc.qld.gov.au](http://www.sdrc.qld.gov.au)

Office Hours: Monday to Friday from 8:00am to 5:00pm (Closed Public Holidays)

### **SmartyGrants**

A SmartyGrants Help Guide for Applicants is accessible online at:

[SmartyGrants - Help Guide for Applicants](#)

Also the SmartyGrants Frequently Asked Questions may be of assistance:

[SmartyGrants - Applicant FAQ's](#)

Applicants can also contact the SmartyGrants support desk team for technical queries:

Office Hours: Monday to Friday from 9:00am to 5:00pm AEST

Telephone: (03) 9320 6888

Email: [service@smartygrants.com.au](mailto:service@smartygrants.com.au)

