

A woman in a brown robe is performing on a stage. She has her arms outstretched and her mouth open as if singing or speaking. The stage is decorated with red and purple curtains. In the background, there are trees with yellow leaves. The foreground shows the back of a person's head.

Regional Arts Development Fund Grants

Program Guidelines



The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through Arts Queensland and eligible local councils across the state.

Contents

Introduction	4
Applicant eligibility	5
Available grants	6
Important dates	8
Ineligible projects and expenditure	9
Funding limits	10
Supporting documents	11
Assessment criteria	12
Definitions	13
Submitting an application	15
Contact and support	15



RADF invests in local arts and cultural priorities, as determined by local communities, across Queensland and promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions.

Introduction

The Regional Arts Development Fund (RADF) is a competitively assessed grants program that supports the development of emerging and established artists, creative practitioners and cultural workers. RADF grants are awarded to projects that promote and develop arts, culture and heritage in the City of Moreton Bay and align with council's Community Wellbeing Strategy 2042 and the strategic priorities in the Creative Communities Action Plan 2023-2026:

- Support First Nations peoples' traditional and contemporary arts and culture across the region.
- Provide opportunities and pathways for local artists, writers and creative practitioners from a range of disciplines.
- Grow opportunities for residents and visitors to experience and participate in arts and culture in their everyday lives.
- Grow a creative economy through the development of new creative experiences and new audiences to the region.
- Deliver initiatives that activate the region's local stories, culture and heritage.



Applicant eligibility

Individuals

- Must be either an emerging or established artist or creative practitioner.
- Must reside in the City of Moreton Bay or, if based outside this area, must be able to demonstrate how the project will directly benefit arts, culture and/or heritage within the City of Moreton Bay.
- Must be a permanent resident or Australian citizen.
- Have an active Australian Business Number (ABN) in the name of the applicant as Individual/Sole trader.
- Have adequate Public Liability Insurance (if required).
- Have no outstanding grant acquittals or debt to Council.

Organisations

- Must be an incorporated not-for-profit organisation or a company limited by guarantee that has been endorsed by the Australian Taxation Office as a charity, tax exempt fund or deductible gift recipient. Unincorporated organisations are eligible to apply, providing their application is made through an eligible organisations acting as an auspice.
- Have \$20 million Public Liability Insurance.
- Have no outstanding grant acquittals or debt to Council.

The following organisations are not eligible to apply

- Government agencies.
- Schools and Parent & Citizens Associations, unless the project engages with, and demonstrates a benefit to, the wider community.
- Churches, unless the proposed project is in addition to the core business of the church.
- Political groups.

Available RADF grants

Continue Creating Grant

Available to individual applicants only.

Support for emerging and established artists, creative practitioners and cultural workers to undertake professional development and the production of new work. Projects must align with one of the Continue Creating categories below and have a digital outcome that is published and shared.

Professional Development Category

(up to \$1,000 per application)

Funding to attend or present at (virtual or face to face) professional development seminars, conferences, skills development workshops or other appropriate arts, culture and heritage events. Applicants may apply for up to 75% of the total eligible expenditure. Applications may be submitted up to 12 weeks in advance to take advantage of early bird rates.

Eligible expenditure under the Professional Development category:

- Registration fees
- Accommodation and travel.

Concept Development Category

(up to \$2,000 per application)

Funding to assist in the research, planning and development of a new creative project, or an investment-ready proposal, or developing new audiences for creative work. Funding can also be used to obtain feedback from an experienced professional.

Creative Development Category

(up to \$2,000 per application)

Funding to assist in the creation of new original work in any art form which can include a mentoring component.

Eligible expenditure under the Creative and Concept Development categories:

- Fees for emerging and established artists
- Fees for creative practitioners and cultural workers.

Projects under these categories must be ready to commence within six weeks of submitting an application and must be completed within six months of commencing.



Creative City Grant

Available to individual applicants and organisations.

\$2,000 to \$12,000 per application however requests greater than \$7,000 require a minimum 25% of the grant amount being requested, cash co-contribution.

Support for arts and culture-based activities, creative projects and collaborations that have a clear connection to City of Moreton Bay and deliver artistic quality and benefit for the creative sector and / or the community. Projects must be completed within 12 months of the round start date.

Creative City projects may include:

- The creation, development and / or presentation of new original work

- The exploration of new and emerging creative practices
- Collaborations that develop innovative and quality arts and cultural experiences
- Activities that build the capacity of the local arts and cultural sector
- Opportunities to connect with and develop new audiences or markets
- Initiatives that activate existing community and cultural infrastructure.

Eligible expenditure for Creative City projects may include:

- Fees for emerging and established artists, creative practitioners and cultural workers
- Venue hire and equipment hire
- Materials
- Marketing.

Important dates

RADF Grant	Maximum available	When to apply	Notification	Project start date
Continue Creating Professional Development	\$1,000	From 1 August.	~10 business days after submission	Within 12 weeks of notification
Continue Creating Concept Development Creative Development	\$2,000	Applications may be submitted any time until annual funds are expended.		Within 6 weeks of notification
Creative City	\$12,000*	Round 1: 1 to 30 September	~4 weeks after round closing date	Round 1: From 1 November
		Round 2: 1 to 31 March		Round 2: From 1 May

*For grant requests greater than \$7,000 a 25% cash co-contribution is required.



Ineligible projects and expenditure

- Projects that have already taken place or are in progress.
- Projects receiving a sponsorship from Council.
- Projects that fall within the core business of the State or Federal Government including, but not limited to, education, employment assistance, housing and homelessness.
- Projects that do not involve or provide a benefit to City of Moreton Bay artists, creative practitioners or cultural workers, or provide a benefit to residents of City of Moreton Bay.
- Projects where workers are paid less than industry standard.
- Entertainment at events without a specific developmental outcome for artists, creative practitioners or cultural workers or engagement opportunity for audiences.
- Amateur arts activities and craft workshops; however professional services for these activities that deliver a professional development outcome are eligible.
- Competitions / eisteddfods i.e. cash or funded prize monies.
- Activities that are part of accredited study, training or university courses.
- Administrative and other operational costs not directly related to the project.
- Purchase of capital items.
- Insurance costs.

The following expenditure is generally ineligible, however, if a strong developmental outcome is demonstrated, a portion of the cost (up to a maximum of 20% of the grant request) may be considered:

- Framing or freight.
- Publishing costs (including music).
- Catering.

Funding limits

- RADF grants are not intended to be relied upon as the sole source of income. Applicants are encouraged to obtain co-funding from other sources.
- Applicants may not receive more than \$15,000 in RADF grant funds per financial year.
- Applicants that have received a RADF grant this financial year, or have not yet finalised a RADF funded project, may be a lower priority.
- Council reserves the right to part fund a RADF grant application.



Supporting documents

- A current CV for all artists, creative practitioners and cultural workers involved in the project.
- Support material as evidence of selected career stage (individual applicants only).
- Quotes for all grant expenditure items in the budget.
- Letters of confirmation from key collaborators or venues involved in the project.
- Letters of support from creative professionals and collaborators, arts and cultural organisations, and/or members of your project's intended target audiences or participants, that speak to the proposed project as well as the applicant's creative practice and skills.
- Current certificate of public liability insurance (not required for individual applicants that are not engaging with the public).
- Additional support material may be required for some projects.



Assessment criteria

Even though an application may meet the eligibility criteria, success will depend on the number of applications received, the relative merit, quality and feasibility of the proposed project, how well the project aligns with Councils strategic priorities, and available funds. Eligible applications are assessed against the following criteria:

Merit

- The project demonstrates creativity, originality and/or innovation.
- The project aligns with the strategic priorities in the Creative Communities Action Plan.

Benefit

- The project contributes to enhancing the artist's professional practice, and/or that of their community group, the broader community or arts sector.
- The benefits of the project are clearly articulated, and relevant evidence of consultation and support is provided.

Skills

- The applicant demonstrates the skills required to carry out the project or, if applying as an Emerging Artist, has involved relevant creative professionals that do.
- The applicant has demonstrated relevant experience to communicate with their intended target audiences or participants, or referenced relevant protocols to do so.

Value for money

- The budget is balanced, realistic and expenditure items are relevant to the project.
- The applicant demonstrates additional investment – this could include in-kind contributions, partnerships as well as funding from other sources.

Capacity to deliver the project

- The applicant demonstrates skills, experience and internal resources to deliver the project to a high standard, on time and within budget.

Definitions

Acquittal

A report completed by the grantee after the project has been delivered to demonstrate that grant funds were expended as agreed in the Funding Agreement and provide proof that all other requirements of the grant were met.

Artist

An individual who creates art (writing, music, sculpture, dance) through their skills and imagination.

Artist Fees

Rates of pay for artists, creative practitioners and cultural workers involved in the RADF grant funded project. Artist fees must be aligned with career stage (emerging / established) and a relevant arts industry standard such as; National Association for the Visual Arts (code.visualarts.net.au/payment-rates); the Australian Society of Authors asauthors.org/; and Media, Entertainment and Arts Alliance meaa.org/

Auspice

A third-party entity that manages the financial and legal requirements of the grant on behalf of the grantee. Sometimes referred to as a sponsor.

Capital items

Assets that have a useful life over a number of years. This includes things like furniture, machinery, vehicles, patents, books, and equipment.

Certificate of currency

A document issued by an insurer, as evidence that the insured's policy is current, and that includes the details and expiry of the policy.

Commercial purpose

Projects and activities that are for profit-making purposes or commercial gain.

Community and cultural infrastructure

Buildings and equipment for arts and cultural activity and/ or community purposes.

Creative economy

Economic activity derived from creative assets and endeavours.

Creative practitioner

An individual who has specialist training in their field (not necessarily in academic institutions), is recognised by other professional practitioners working in the art form area, is committed to devoting significant time to the artistic activity and has a record of public presentation. eg, visual artists, performers, musicians, dancers, authors, film makers etc.

Cultural worker

An individual who has experience and expertise in their field. eg producers, editors, dramaturgs, curators, conservators, directors, youth and community arts workers etc

Emerging artist (or creative practitioner)

An individual in the initial stages of their professional career. Emerging artists will have a demonstrated and recent track record of some professional work in their art form area, and will have created a modest body of artistic work. Emerging artists must demonstrate in their application that they are working or engaging with industry professionals in the delivery of their project. Fees associated with the engagement of industry professionals are eligible under RADF.

Established artist (or creative practitioner)

An individual who has been developing a substantial body of independent creative work over a number of years, gaining peer and/or industry recognition at a regional, state, national or international level. Established artists have completed specialised training or study in their art form area.

First nations peoples

Includes Traditional Owners, Aboriginal peoples, and Torres Strait Islander peoples.

In-kind contributions

Goods and services that would normally be paid for but have been received free of charge (e.g., administrative support, venue hire, professional and technical services).

Letters of support

Written testimonials that provide support to the applicants proposed project. Letters of support must be dated, include an original signature or contact details of the author, and directly reference the applicant and proposed project as well as the authors credentials and relationship with the applicant.

Materials

Consumable items needed to deliver the activity / project.

Quotes

A document issued from a business to a customer outlining the price of a sale. Quotes for artist fees should reference the relevant arts industry standards. See 'Artist Fees' above.

Sponsorship

Refers to City of Moreton Bay's sponsorship program

Support material

External references that demonstrate and/or substantiate claims made in the Application (ie., an individual's career stage, the availability of project partners, the number of participants or expected audience attendees). Support material may be in the form of; documents, weblinks or good quality videos and images.

Unincorporated organisation

A number of people grouped together by a common purpose with clear objectives regarding the organisations purpose and rules about how it conducts its meetings and other activities including accepting new members.

Submitting an application

Applications must be submitted online via SmartyGrants at moretonbay.smartygrants.com.au

Applications can only be submitted during the published application dates listed in these guidelines and on Council's website at moretonbay.qld.gov.au/RADF

Late or incomplete applications will not be considered.

Contact and support

Applicants are strongly encouraged to contact the RADF Grants Officer, by phone or email, to discuss their project prior to commencing an application.

(07) 3205 0555 | grants@moretonbay.qld.gov.au

TTY – National Relay Service. A 24-hour national relay service offers an over-the-phone solution for people who are deaf or have a hearing or speech impediment:

TTY and Voice: **133 677** | Speak & Listen (SSR): **1300 555 727** | SMS Relay: **0423 677 767**

Translating and Interpreter Service (TIS). Interpreter assistance is available in 160 languages and dialects. To use an interpreter, please phone **131 450**

