



Regional Arts Development Fund (RADF) Guidelines

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Regional Arts



Development Fund (RADF)

Annual 2024/25 Round | Guidelines

Key Dates

Round opens:	9:00am Tuesday 10 September 2024
Round closes:	11.59pm Tuesday 22 October 2024
Announce results:	January 2025
Project delivery period:	1 January 2025 to 31 December 2025
Acquittal due:	Within 30 days of completing project

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1. Introduction

The Regional Arts Development Fund is administered under Noosa Council's [Community Grants Policy](#), with priorities driven by the Noosa Council Cultural Plan.

It is recommended that you read these guidelines thoroughly to confirm your eligibility and to understand the application requirements and funding stages. To give your project the best chance of success, Council encourages you to discuss your project with a Cultural Development Officer prior to submitting your application. Please email cultdev@noosa.qld.gov.au to arrange a time to speak with Council's Cultural Development Officer.

2. Purpose

The Regional Arts Development Fund is delivered as a partnership between the Queensland Government and Noosa Council to support local arts and culture in regional Queensland. Noosa Council's RADF program promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions and invests in the priorities and aspirations of the Noosa Cultural Plan.

The objectives of Council's RADF program is to support arts and cultural activities that:

- Increase access to arts and cultural experiences in the Noosa region
- Grow employment and capacity building opportunities for artists
- Deliver against Noosa Council's arts and cultural priorities and promote the value of arts, culture and heritage

3. Eligibility Criteria

3.1. Who can apply

- Individuals
 - Applicants who are under 18 years of age can apply but need to have their application (and other documentation) co-signed by a parent or guardian
- Businesses
- Legal not-for-profit entities
- Groups and collectives

Applicants must meet the following criteria:

- Have an active ABN (or an Auspice)
- Have a bank account in the name of the legal entity
- Comply with all governance and financial requirements of the State and Commonwealth as at the closing date for the grant program
- Have appropriate insurances
- Have no debt to Council, or have an active payment arrangement with Council
- Have successfully acquitted any previous Council grants
- The project to be funded benefits the residents of the Noosa Shire

3.2. Who cannot apply

- Business Trusts
- Government agencies or Departments of local, state or federal government
- Educational institutions
- Parents and Friends Associations, or Parents & Citizens Associations
- Medical organisations or Primary Health Care Providers
- Political organisations
- Kindergartens, Pre-school and day care centres
- Religious organisations where the application is for a project that relate specifically to the organisation's core business

3.3. Auspicing

Applicants that do not meet the eligibility criteria can apply for funding under an auspice agreement. An eligible not-for-profit organisation can act as the auspice, meaning they take full legal and financial responsibility for the grant and the subsequent delivery of the project. Applicants with auspice arrangements must provide an **Auspice Agreement**. Download the Auspice Agreement template and fact sheet [here](#).

3.4 Eligible Applications

Eligible applications must fit within one of the following project categories:

- Creative and Concept Development
- Project Funding
- Professional Development and Mentoring

RADF projects may include, but are not restricted to:

- Projects or programs that respond to a specific opportunity or need within the local arts sector and are usually short term
- Creative festivals or events that offer quality outcomes, provide opportunities for local artists and bring residents together
- Opportunities for local artists to develop their skills, experiences and networks. This may include mentorships, partnerships, workshops and attendance at conferences.
- RADF projects must employ artists/arts professionals and include creative development.

Items eligible for funding include

- Artist fees (at industry rates)
- Project co-ordinator fees
- Material expenses
- Venue Hire
- Some travel expenses
- Marketing and documentation expenses

Note Purchase of an equipment item valued up to \$1,000 will be considered where it is demonstrated to be more cost effective than hire.

3.5 Ineligible Applications

- Events sponsored by Tourism Noosa, except where the applicant can show there is a significant direct benefit to residents
- The core business of educational, medical or religious organisations, or activities aimed primarily at economic development
- Projects for content directly related to educational coursework, study, or research
- Items or services purchased or any project activities which happen outside the project delivery period

The funding cannot be used for:

- Items purchased before the applicant is notified that their application is successful
- Entertainment (unless it includes a developmental component)
- Publishing costs (production of multiples of books, albums etc.)
- Freight
- Accredited study, training or university courses
- Items already funded by other Council grants
- Grant writer fees
- Contingency costs
- Repayment of debts and loans
- Funding for a staff or member social event or uniforms
- Gifts, prize money, prizes or trophies
- Ongoing operational or recurrent costs including but not limited to salaries or wages, rent or lease costs, fuel, bank or accounting fees
- Administration expenses such as stationery, postage and office supplies
- Uniforms
- Consumable items not essential to core artistic outcome or activity
- Sponsorship or donations to other organisations

4. Funding Amount

Up to \$10 000 available.

Note Funding is competitive and Council cannot approve all requests for financial support. In some cases, only part of the funding amount may be offered to an applicant. Any changes to the program will be communicated prior to the commencement of a funding round.

5. Application Requirements

Applicants are required to submit an application through [SmartyGrants](#), Council's online grant application portal. Applicants must complete all required information in the application form to be considered for funding. **Late or incomplete applications will not be considered.**

For an application to be eligible, the following must be included as part of the application:

- Artist Information
 - Applicants are required to upload a CV or biography for each artist engaged, and a letter of confirmation from the artists confirming their commitment to the project
- Examples of Work
 - Applicants are required to upload support documentation that speaks to the quality of their artistic practice and/or the proposed project.
- Project Plan
 - Applicants are required to upload a project plan or create a simple project plan within the application form
- Risk Management Plan
 - Applicants are required to upload their Risk Management Plan or complete the Risk Management Plan table in the application form
- Partnerships
 - If you will engage local partners as part of your project, you are required to upload letters of support confirming their commitment to your project
- Project budget
 - Applicants are required to upload their completed project budget using the [RADE Project Budget template](#)
 - The budget must balance – the project's total income must equal total expenditure
 - The budget must include the supplier's name and a description of the items to be funded
- In-kind Support
 - Applicants can contribute to their project through in-kind support. This may include grants from other funding bodies, sponsorships, donations of cash, materials or expertise, and volunteer labour. To determine the value of volunteer contributions, please visit The Centre for Volunteering's [Cost of Volunteering Calculator](#)
- Quotes
 - For budget items between \$1,000 and \$7,500 one written quote is required

5.1. Goods and Services Tax (GST)

Applicants are required to submit their budget **inclusive of GST**, and GST is included in the approved grant funding amount. If successful, applicants registered for GST must submit a tax invoice that specifies the GST component of the grant funding.

For an Applicant Not Registered for GST: The GST amount will not be itemised separately in the grant funds. The applicant will use the total amount of the grant funding to pay for the items listed in their budget, including the GST charged by suppliers. This way, the applicant has the funds necessary to cover the GST without having to pay it out of their own pocket.

For an Applicant Registered for GST: The GST amount is itemised and included in the total grant funds paid. The applicant will use the total amount of grant funding to pay for the items listed in their budget, including the GST charged by suppliers. The applicant can then claim the GST back from the Australian Taxation Office (ATO) as they are GST registered.

For more information on GST, refer to the [Australian Taxation Office website](#)

5.2. Paying Award Industry Rates

Applicants must pay at least award rates or industry recommended rates of pay to arts and cultural workers involved in the project. These rates can be found via:

[Media, Entertainment and Arts Alliance \(MEAA\).](#)

[Australian Writers' Guild](#)

[Musician's Australia](#)

[Australian Society of Authors](#)

[Australian Production Design](#)

[Guild National Association for the Visual Arts](#)

5.3. Superannuation

If your project involves paying fees for service to contractors (using their ABN), such as artists fees, you may need to pay them a Superannuation contribution for their labour costs. Find out more on the ATO's website. It is the applicant's responsibility to make sure they have met the Superannuation requirements of their project.

6. Assessment Criteria

Applicants are required to demonstrate how their projects address one or multiple Noosa Council Arts & Culture goals and strategies and meet the following RADF assessment criteria, as prescribed by Arts Queensland.

Applicants must discuss their application with a Noosa Council Cultural Development Officer prior to submitting via Smartygrants. To discuss an application please email cultdev@noosa.qld.gov.au or call 5329 6514.

Applications are assessed by the RADF Advisory Panel, consisting of independent industry representatives that reflect Noosa's diverse creative sector and who possess expertise in creative industries. RADF Advisory Panel Members, key members of Noosa Council's Arts and Culture Staff, and a Noosa Councillor prepare final recommendations which are reported to Council for endorsement. These independent and industry specific recommendations support a targeted RADF Program.

6.1. Noosa Council Arts & Culture Criteria

Goals

- Local artists and artistic content is developed and celebrated
- Flourishing creative hubs (physical and virtual) that support collaboration, new work, and industry connectivity
- Diverse, innovative, quality, and accessible arts experiences drive audience appetites and participation in creative industries.
- Strong connectivity between arts and cultural sectors and other economic markets.

Strategies

- Artists are supported to test, develop, and realise ideas
- Investment in professional development and capacity building
- Elevate Noosa artists' profiles and contributions to the region

- Generate opportunities for and support the development of First Nations arts and artists
- Grow arts audiences and opportunities for participation
- Arts dedicated spaces, platforms, and networks are supported to expand and sustain momentum.
- Discover untapped and broader markets for creative content

6.2. Arts Queensland Criteria

Criteria	Key Performance Outcomes
High Quality	Produces or contributes to high-quality arts and cultural initiatives for local communities. The following may be considered: <ul style="list-style-type: none"> - vision, ideas and artistic rationale - level of innovation, ambition, experimentation or risk-taking - contribution to diverse cultural expression - rigour and clear articulation of artistic and cultural processes - timeliness and relevance of work - quality of previous work
	Proven capacity to effectively support and deliver arts and cultural services.
	Evidence of delivery against local arts and cultural priorities and alignment to <i>Creative Together</i> .
Strong Impact	Creates new employment opportunities and skills development for artists and arts workers in Queensland. Applications that demonstrate how funding will benefit and impact on career will be strongly considered.
	Builds new audiences and markets and reputation for Queensland arts and cultures.
	Where applicable, demonstrates support for activities that involve Aboriginal people and Torres Strait Islander people, including adhering to cultural protocols.
	Helps deliver government priorities including Creative Together and the principles of the Cultural Engagement Framework
Sustainable Value	Demonstrates value for money, sound governance, and ethical business practices, including paying amounts not less than industry award rates, recommended or agreed minimum rates
	Proposed activity has a strong delivery plan, including understanding potential risks and their management.

7. Grant Assessment Process

STAGE	ACTIVITIES
Stage 1 – Grant Round Opens	Access to the application form on Smartygrants is available from 9am on Tuesday 10 September 2024. Applicants must discuss their application with a Cultural Development Officer prior to submitting a proposal. To discuss an application please email cultdev@noosa.qld.gov.au or call 5329 6514.
Stage 2 – Grant Round Closes	Applications close at 11.59pm Tuesday 22 October 2024. Applications submitted after this time will not be accepted.
Stage 3 – Pre-Assessment	Council's Grant Officer assesses the eligibility of each application. Applications that are not properly completed, or do not include the required supporting evidence or attachments will be deemed ineligible and will not move to the next stage.
Stage 4 – RADF Advisory Panel Individual Assessment	The RADF Advisory Panel consists of independent industry representatives that reflect Noosa's diverse creative sector and who possess expertise in creative industries. RADF Advisory Panel members assess each application individually.
Stage 5 – RADF Advisory Panel Moderation Meeting	The RADF Advisory Panel then meet collectively to determine a final assessment in a Moderator Meeting chaired by a councillor and joined by key Arts and Culture staff. Final recommendations are reported to Council for endorsement.
Stage 6 – Councillor Workshop	A report is presented to Councillors for their consideration prior to the Ordinary Council Meeting.
Stage 7 – Ordinary Council Meeting	An Ordinary Meeting of Council is held to approve projects to be funded.
Stage 8 - Notification	Applicants are notified of the outcome of their applications via email on the day after the Council Meeting. A list of successful projects is also published on Council's website.

8. Outcome Notification

All applicants are notified of the outcome of their application by email. A list of successful projects is also published on Council's website.

Unsuccessful applicants may request feedback on their application by emailing grants@noosa.qld.gov.au.

Council **will not** enter into discussions with applicants regarding the outcome of their applications prior to the funding announcement being made.

9. Successful Applicants

Successful applicants will be sent a Funding Agreement and instructions on how to claim their grant funds and invoice Council. If the applicant is being auspiced, the Funding Agreement and instructions will be sent to the auspice organisation. All grant funds will be paid to the auspice organisation.

Grant funds will not be released until the Funding Agreement is completed and signed. **Funded projects cannot commence until the completed Funding Agreement is received.**

10. Funding Acknowledgement

The Regional Arts Development Fund (RADF) is a partnership between Arts Queensland and Noosa Council. **All published material and online communications associated with the project must acknowledge funding from both parties according to the following:**

Item	Written	Logo
Media Release	✓	
Speech	✓	
Annual Report	✓	✓
Promotional Video		✓
Advertisement		✓
Newsletter	✓	✓
Printed promotional material	✓	✓
Signage	✓	✓
Website	✓	✓
Invitation		✓
Promotional material sent via email	✓	✓
Social media	✓	

Queensland Government | Logos and Brand Guidelines

<https://www.arts.qld.gov.au/aq-funding/acknowledgement>.

Noosa Council | Logos and Brand Guidelines

<https://www.noosa.qld.gov.au/community/grants/council-grants/funding-acknowledgement>

Written Acknowledgment

The following wording must be used in all communications.

“This project is supported by the Regional Arts Development Fund - a partnership between the Queensland Government and Noosa Council to support local arts and culture in regional Queensland.”

Funded applicants are required to provide two examples of acknowledgement as part of the acquittal process. Noosa Council looks to actively promote the outcomes and accomplishments of grant funded projects and may produce communications featuring the project.

11. Project Reporting and Acquittal

All successful applicants must provide a financial acquittal within thirty days of the funded project's completion. Additional reporting and acquittal requirements, including proof of acknowledgement, will be outlined in each applicants Funding Agreement.

All applicants must maintain accurate financial and progress records relating to the delivery of the project during the funding period. Acquittals may be subject to an audit by Council, therefore all grant recipients are required to keep accurate financial records. These records are to be made available to Council should the applicant be selected for an audit.

Applicants will not be eligible to apply for future grant funding if grant acquittal conditions have not been met.

12. Variations to Project Scope and Timing

Applicants must notify Council immediately if there are any changes to the project within the funding period. Please contact Council's Grants Officer on 07 5329 6437 or grants@noosa.qld.gov.au

13. Applicant Support

For further application information or technical assistance with your application, contact Council's Grants Officer on 07 5329 6437 or grants@noosa.qld.gov.au

For project support, contact the Cultural Development Officer on 5329 6514 or cultdev@noosa.qld.gov.au

14. Resources

14.1. Relevant Plans and Strategies

Councils adopted strategic documents can be [found here](#).

14.2. Definition of terms

Audit	Closer financial examination of an acquittal.
Auspice	<p>Auspice means that an organisation takes responsibility for ensuring the funds are used as specified in the grant allocation. An auspicing organisation will be responsible for:</p> <ul style="list-style-type: none">• sign-off on the funding agreement• the receipt, banking and administration of all moneys• project monitoring and completion• ensuring the applicant acquits the funding on time• sign-off on the acquittal form.
Business	<p>An organisation or enterprising entity engaged in commercial, industrial or professional activities for profit. This may be in the form of a sole trader, company or partnership. Sole trader - An individual operating as the sole person legally responsible for all aspects of the business. Company - A legal entity separate from its shareholders. Partnership - An association of people or entities running a business together, but not as a company.</p>
Confirmed Funding	Another source of grant funding already approved, cash at bank, Unconfirmed – another source of funding not yet approved or raised
Eligible	Satisfies the conditions, allowable expense
Funding Agreement	A legal agreement entered into by the successful applicant and Council noting the obligations of both parties.
Ineligible	Not allowed, legally or officially unable to be considered
In-Kind	Given freely, donated materials, donated / volunteer labour
Not-For-Profit Organisation	A community organisation that operates as a legal entity with a primary purpose of providing services to the community. An organisation is non-profit if it is not carried on for the direct or indirect profit or gain of its members, both in its operations and winding up.

14.3. Legislation

Information Privacy Act 2009

Local Government Act 2009

Right to Information Act 2009

Human Rights Act 2019