

Regional Arts Development Fund

INDIVIDUAL PROFESSIONAL DEVELOPMENT GRANT GUIDELINES

WHAT IS THE REGIONAL ARTS DEVELOPMENT FUND?

Purpose

- 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.
- 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, enabling local councils to tailor RADF programs to suit the needs of their communities.

Objectives

RADF objectives are to support arts and cultural activities that:

- provide public value for Queensland communities
- build local cultural capacity, cultural innovation and community pride
- deliver Queensland Government's objectives for the community.

NURTURING REGIONAL ARTISTS

Grant Objective: To nurture the creative and talented individuals in the Banana Shire and encourage growth in their practice.

These grants are to support individual professional and emerging artists or arts and cultural workers living in the Banana Shire to undertake professional development activities located within Australia. These activities will support the participant to grow and excel in their chosen field of practice.

Activities could include, but are not limited to:

- Attendance to seminars, conferences, master classes or workshops
- Mentorships or organised activities with industry professionals
- Placements with recognised arts and cultural organisations
- Travel, accommodation and associated costs with attending your activity.

Applicants are encouraged to consider how they might share the outcomes of their individual activity with the Banana Shire community. This could be giving a presentation on your experience or teaching a local workshop in the skills you have learnt, or perhaps you are already a leader in the position to pass your skills on.



Maggie Simms at Gondwana National Choral School, Sydney

HOW MUCH FUNDING IS AVAILABLE?

Individuals are able to apply for a grant of either \$500 or \$1000 towards attending their opportunity. Applicants must not seek 100% of project funding and are required to make a significant contribution to their project, this may be in-kind.

WHEN ARE FUNDING APPLICATIONS DUE?

Funding Round	Closing date
1	9am Monday 21 January 2019
2	9am Monday 18 February 2019
3	9am Monday 18 March 2019
4	9am Monday 15 April 2019
5	9am Monday 20 May 2019
6	9am Monday 17 June 2019

Please note:

- Applicants should allow up to 8 weeks for the funding application approval process.
Please consider this is planning the start date of projects and activities.
- In the event that funding is exhausted there may be less funding rounds offered.

HOW DO I APPLY?

Applications are submitted via the '*Individual Professional Development Grant*'

Application Form which is available on the BSC website at:

www.banana.qld.gov.au/regional-arts-development-fund

Submissions Due: by 9am on the due date

Email Applications to: enquiries@banana.qld.gov.au

Applications must:

- Be completed in entirety
- Include essential support material
- Must be signed (applicants under 18 must have a guardian co-sign application)
- Applicant must have discussed their project with the Banana Shire RADF Liaison Officer.

Please note: to keep the assessment process as quick as possible applicants will go to the assessment committee as is. Please ensure that the application is correct and includes all support material.

The RLO is available to assist applicants with applications and project planning prior to submission.

WHO CAN APPLY FOR A GRANT?

Individual professional and emerging artists, artworkers, cultural workers and project coordinators based in the Banana Shire.

All applicants must:

- Must be permanent residents or Australian citizens
- Must have successfully acquitted previous RADF grants
- Have an ABN (or be auspiced by individual/organisation with ABN)

WHAT ITEMS ARE ELIGIBLE?

The budget will only cover **costs related directly to attending the opportunity or activity itself** such as:

- Artist/professional fees
- Administration costs
- Travel & accommodation fees
- Conference fees.

WHAT ITEMS ARE INELIGIBLE?

- Projects which have already commenced (RADF does not 'top up' funds)
- Primary training of artists: accredited study, training or university courses
- School funding such as general operational expenses, activities to complete the school curriculum
- Capital expenditure
- Workshops with arts and cultural service organisations that are a part of the organisations 'core' business. Arts QLD have already funded these organisations to deliver core services.

Recurrent Funding: In the Banana Shire, RADF aims to support a diverse number of applicants and projects. Applicants are eligible to apply for RADF funding multiple times providing they have met previous reporting requirements. If the project is related to a previous RADF funding activity, it must build on the previous project. Examples of this might include:

- Attending a follow up workshop offering next-stage or advanced skills
- Responding a successful project by incorporating new elements such as collaboration, innovation, and establishing new partnerships.

HOW ARE APPLICATIONS ASSESSED?

Funding applications are assessed by the RADF Assessment Panel consisting of members from throughout our community with arts and cultural experience and BSC Councillors. A funding recommendation will go to a Council Meeting for ratification.

Assessors will consider:

- Eligibility
- RADF Assessment Criteria
- Funding multiple art forms
- Funding multiple locations across the Shire
- Available funding

All Applicants will be advised of funding outcome and successful applicants will be provided with required paperwork. The project title, description, recipient and funding amount of successful applications will be advertised on the BSC website and social media platforms.

All applicants are encouraged to seek feedback on their application.

WHAT IS THE RADF ASSESSMENT CRITERIA?

QUALITY	<ul style="list-style-type: none"> • Produces or contributes to high quality arts and cultural initiatives for local communities • Capacity to efficiently support and deliver arts and cultural services.
REACH	<ul style="list-style-type: none"> • Provides access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences • Evidence of local demand for proposed activities • Contributes to addressing our local arts and cultural priorities.
IMPACT	<ul style="list-style-type: none"> • Demonstrates cultural, artistic, social or economic returns on investment • Addresses the QLD Government Objectives for the Community.
VIABILITY	<ul style="list-style-type: none"> • Evidence of good planning and management of the project • Leverages additional investment and/or sources of income • Evidence of partnerships.

WHAT ARE THE BANANA SHIRE ARTS AND CULTURE PRIORITIES?

1. Events and Festivals
2. Performances and Productions
3. Skills Development
4. Creative Generation

Full details of the priorities can be downloaded from the RADF section on our website.

UNSUCCESSFUL APPLICANTS

Unsuccessful applicants are encouraged to contact the RLO to gain feedback and advice on their application. Feedback can be used to strengthen your application for re-submission in future grant rounds.

SUCCESSFUL APPLICANTS

Successful applicants will receive a Letter of Offer, any special conditions will be listed and a package with all forms and agreements to be completed. Funds will be distributed via direct debit into your nominated bank account when all necessary paperwork has been returned.

WHAT IF I NEED TO MAKE A CHANGE TO THE PROJECT?

It is understandable that sometimes the proposed RADF project cannot go to plan and changes need to be made. When this happens you must:

1. Use the form provided to state the reason for the change and list the proposed amendment to the project such as timeline, budget, etc. (via email to the RLO) PRIOR to undergoing any changes. Email this form to the RLO.
2. The RLO may assess the changes, or engage the assessment panel. Decisions may be to:
 - Approve the changes
 - Request you complete a new application form or budget
 - Ask you to return the funds and re-submit your application in the next round.
3. Action any requirements requested and keep a record of your change request to submit with your outcome report.

WHAT ARE THE REPORTING REQUIREMENTS?

All RADF funded activities are required to complete a Project Outcome Report within 8 weeks of the completion of your project. The report includes information about the success of your project, budget and support material. It is recommended the Project Outcome Report is read upon starting your project so you can identify what information you will be required to collect.

- A copy will be provided to you and they are also available on the Council's website
- Any unspent moneys will need to be returned. The RLO will advise on this process.
- The applicant will be notified in writing that their Outcome Report has been accepted – they are now eligible to apply to RADF again.
- Applicants who fail to submit Outcome reports will be ineligible to apply for future funding and may be asked to repay the grant.

WHAT ARE THE ACKNOWLEDGEMENT REQUIREMENTS?

All RADF funded activities must acknowledge the Queensland Government and the council in all promotional material and publications by including the RADF acknowledgement text and appropriate logos.

The Regional Arts Development Fund is a partnership between the Queensland Government and The Banana Shire Council to support local arts and culture in regional Queensland.



- Queensland Government crest is at <http://www.arts.qld.gov.au/funding/logos.html>
- The Banana Shire Council logo will be made available to successful participants

Pop up banners are also available for display at RADF funded events.

MORE INFORMATION

RADF Liaison Officer, Arts and Cultural Officer: Shanna Muston

Email: enquiries@banana.qld.gov.au

Web: www.banana.qld.gov.au/regional-arts-development-fund

Phone: (07) 4992 9500

In Person: Banana Shire Regional Art Gallery, 62 Valentine Plains Road Biloela

To ensure availability call or email to make an appointment