

REGIONAL ARTS DEVELOPMENT FUND COMMUNITY PROJECT 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.

WHAT DOES RADF IN BANANA SHIRE FUND?

RADF Grants in the Banana Shire are available for eligible individuals, groups and organisations towards projects which align with set funding categories.

RADF grants will only cover **costs related directly to delivering the activity itself** such as:

- Artist/professional fees
- Travel & accommodation for visiting artists
- Project materials
- Promotion/advertising
- Venue Hire
- Administration costs.

RADF FUNDING CATEGORIES

Banana Shire RADF Funding categories are based on the *Banana Shire Local Arts and Culture Priorities 2018-20*, established through community feedback. If your project does not align strongly with these categories, consider how you could tailor its delivery, or contact the RADF Liaison Officer (RLO) for more information about other funding opportunities.

1. Events and Festivals

Objective: For the provision of arts and culture activity within local events and festivals

Examples:

- Public art or place-making projects delivered in lead up to or during community events.
- Engaging performers and professional artists to deliver work throughout the event/festival and/or providing opportunities for participation.
- Project materials for community arts projects
- Development of exhibitions and collections to be shown alongside the event/festival
- Activities at local cultural tourism venues such as museums and galleries that value add to the event/festival.

2. Performances and Productions

Objective: To provide creative performances and productions to Banana Shire communities

Examples:

- Bringing touring productions and performances to the Banana Shire
- Development of new work for production
- Costs towards productions being performed by local community groups.

Touring productions should be provided from reputable sources, and the applicant should have evidence the event has community interest. Applicants should consider promotional costs to ensure events will be well advertised, and the impact of timing clashes with other local events.

3. Skills Development

Objective: Strengthen the local arts and cultural community and encourage growth and participation through provision of skills development opportunities. With particular focus on new and emerging artists and cultural workers

This category encourages activities that result in increasing knowledge and strengthening skills. These projects should engage professional artists or organisations who will share their expertise within the community. These projects may cater to all levels from introductory to advanced, but activities targeting new and emerging artists will be prioritised.

Examples:

- One off workshops and programs to develop practical skills
- Building industry and career knowledge such as arts business management, project development and planning workshops etc.
- Development of short programs such as artists in residence and mentorship programs.

These activities should be available to groups, for those seeking individual development please see *Individual Professional Development Grants*.

4. Creative Generation

Objective: Foster a new generation and build a community that values and participates in arts and culture regularly by providing activities that cater for children and young people.

This category is for the development and delivery of any arts and cultural activity that is developed for young audiences or engages this age group through participation.

HOW MUCH FUNDING IS AVAILABLE?

Applicants can apply for a grant of up to \$3000 but must not seek 100% of project funding.

Applicants are required to make a significant contribution to their project; this may be in-kind.

Applicants may apply for a grant of up to \$5000 where the project is significant and involves multiple Banana Shire communities, for example organising a touring production with multiple performances across multiple towns.

WHEN ARE FUNDING APPLICATIONS DUE?

FUNDING ROUND	CLOSING DATE
Round 1 2025/26	Closing 21 July 2025 at 5pm for projects starting after 8 September 2025
Round 2 2025/26	Closing 20 October 2025 for projects starting after 8 December 2025
Round 3 2025/26	Closing 19 January 2026 for projects starting after 9 March 2026
Round 4 2025/26	Closing 20 April 2026 for projects starting after 8 June 2026

Please note:

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

HOW DO I APPLY?

Applications are submitted via the '*Community Project Grant*' *Application Form* which is available on the Banana Shire Council website at: www.banana.qld.gov.au/regional-arts-development-fund

Submissions Due: by 5pm on the due date

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

Applications must:

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

Please note:

To keep the assessment process as quick as possible, applications will go to the assessment panel 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.

WHO CAN APPLY FOR A GRANT?

Individual

- Individual professional artists, emerging artists, arts workers, cultural workers, project coordinators
- Must be permanent residents or Australian citizens

Group/Unincorporated Body

Collectives or cooperatives are community groups or groups of artists that are not incorporated but must be auspiced by an incorporated organisation including Local Government, or an individual with an ABN. One person must be nominated as the accountable representative of the collective for management, reporting and financial matters.

Organisation

Eligible organisations include arts and cultural and community not-for-profit organisations and Australian companies that are either based in Queensland or able to demonstrate how their project will directly benefit Queensland arts and culture. Organisations must be registered under law as either incorporated associations or a company limited by guarantee.

Banana Shire Council

Banana Shire Council may submit applications within the community grant rounds to deliver projects for the local community.

Overarching Organisations

Where the applicant is an overarching organisation or group (e.g. where a community has consolidated various groups into one organisation) the applicant may have multiple projects open and is eligible for funding providing all due outcome reports have been submitted and checked.

All applicants must:

- Have successfully acquitted previous RADF grants
- Have an ABN (or be auspiced by individual/organisation with ABN)
- Be based in the Banana Shire OR if based outside the Shire, applicants must demonstrate how the project will directly benefit arts and culture in the Banana Shire.

WHAT ITEMS ARE INELIGIBLE?

- Projects which have already commenced (RADF does not 'top up' funds)
- Recurrent funding for arts organisations' operational expenses. Local arts and cultural organisations may apply for funding for additional projects beyond their normal capacity.
- Prize money for competitions and eisteddfods.
- Primary training of artists: accredited study, training, or university courses
- Framing
- Catering and costs associated with openings or launch parties.
- Workshops with arts and cultural service organisations that are a part of the organisation's 'core' business. Arts Queensland has already funded these organisations to deliver core services.

Items with special consideration:

- **School Projects:** school funding such as general operational expenses and school curriculum activities are ineligible for funding. Projects must be unique and deliver above and beyond day to day operations.
- **Freight:** For significant exhibitions a small portion for these costs may be covered, as a guide 25%.
- **Publishing costs:** Projects incorporating publication of a document should consider other sources of funding for this aspect, or utilise print-on-demand services. A maximum portion of costs may be eligible as part of the presentation of significant projects, as a guide 25%.
- **Capital expenditure:** Equipment must be directly essential to the project and remain available to the local community. The future process/handling of equipment must be identified through completion of the *Capital Expenditure Checklist*. The Assessment Panel must consider the purchase integral to that project.
- **Judge fees:** RADF will fund bringing professionals to our region to assist with your event, such as judges and associated costs, providing those professionals offer a public program for community benefit alongside their duties.
- **Recurrent Funding:** Successful applicants are eligible to reapply once they have met reporting requirements. If the project is related to a previous RADF funded activity, it must build on the previous project. For example,
 - Bringing the project or activity to a new location
 - A follow up workshop to 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 several successful applications may 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. • Proven 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.

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, Banana Shire Council logo and Queensland Government logo.

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



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

MORE INFORMATION

RADF Liaison Officer, Arts and Cultural Advisor

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.