



**Mareeba**  
SHIRE COUNCIL

**Regional Arts Development Fund  
(RADF) 2021-22**

**Guidelines for Community Grant  
Applications**



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

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## 1. WHAT IS THE REGIONAL ARTS DEVELOPMENT FUND?

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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. For information on other Arts Queensland programs and opportunities please visit [www.arts.qld.gov.au](http://www.arts.qld.gov.au)

## 2. WHAT ARE THE RADF 2021-22 OBJECTIVES?

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The RADF 2021-22 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; and
- Deliver the Queensland Government's objectives for the community.

## 3. WHAT ARE THE QUEENSLAND GOVERNMENT'S OBJECTIVES FOR THE COMMUNITY?

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The Queensland Government's objectives for the community are to:

- Safeguarding our health;
- Supporting jobs;
- Backing small business;
- Making it for Queensland;
- Growing our regions;
- Investing in skills;
- Backing our frontline services;
- Protecting the environment.

For more information please visit: [Statement of the Queensland Government's objectives for the community \(www.qld.gov.au\)](#)

## 4. ELIGIBILITY CRITERIA

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To be eligible for RADF funding, applications must meet the following criteria:

- Applicants must be one of the following: (a) an individual, including professional or emerging artist, arts worker, cultural worker or project coordinator; (b) a group or unincorporated organisation; (c) an incorporated not-for-profit arts and cultural organisation; or (d) an arts or cultural company.
- In addition, applications for public murals will be accepted from private building owners.

- Applications must be for projects and activities that commence on or after 1 June 2022 and will be completed by 31 May 2023.
- Applicants must be based in the Mareeba Shire Council area, or if based outside the local Council area, must demonstrate how the project will directly benefit arts and culture in the Mareeba Shire.
- Applicants successful through previous rounds of Council's RADF Program, must acquit their current grant before applying for further funding.

## 5. HOW MUCH CAN I APPLY FOR?

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Eligible applicants are invited to apply for RADF community grants of less than \$10,000 (GST exclusive). However, historically the average grant size for community projects is \$3,000 and for individual artist projects is \$1,000. Applicants may apply for more than \$10,000 for large public murals that have significant cultural tourism potential.

RADF does not fund 100% of total project expenses. Applicants will be required to contribute or demonstrate other sources of financial or in-kind support, sponsorship or income. The RADF grant request should be no more than 65% of estimated project expenses.

## 6. WHAT TYPE OF ACTIVITIES COULD BE FUNDED BY RADF?

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RADF activities must have a strong development or participatory focus and fall into one of the following activity types:

- Community consultation, arts research and policy development - to develop arts and cultural policy, cultural mapping, planning proposals, cultural tourism plans and community consultation;
- Development and promotion of new work - to support individuals or groups to develop, promote or exhibit new works of art;
- Cultural tourism - to develop and promote a community's locally distinct arts, culture and heritage both for members of that community and for visitors;
- Events and festivals - to support community groups to deliver arts and cultural festivals throughout the Shire;
- Exhibitions and collections - to develop, preserve and provide access to locally held collections of significance;
- Heritage protection and promotion – to support activities that protect and promote artefacts and sites that have historical significance to community;
- Performances - to support community groups to deliver arts and cultural performances across the Shire;
- Place-making - to support collaborative activities that seek to reinvent and reimagine public spaces to maximise shared value and strengthen the connection between people and places;
- Professional skills or career development - for individual professional artists and arts workers living in the Shire to attend professional development seminars, master classes, mentorships or placements with recognised arts and cultural organisations;
- Publications - to support individuals or groups to publish works of art across various art forms; or

- Skills development workshops - to support the engagement of a professional artist or arts worker to develop a community group's arts practice and / or to run community arts development workshops or projects which have a significant skill development component.

RADF will not fund entertainment for events, unless there is a significant participation (e.g. workshops for community members) or professional development component (e.g. collaborative activities, expansion of practice). RADF will not fund catering costs except for activities targeting disadvantaged youth who reside in the Mareeba Shire and where participation is reliant on provision of food. RADF will not fund staff wages for "core business activities" of organisations that receive operational grants. Applications from schools must demonstrate significant community involvement in the activity and benefit to the wider community from the activity.

## **7. ACTIVITIES REQUIRING SPECIAL APPROVAL**

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The purchase of property or assets with RADF funding is conditional on the prior written approval of Arts Queensland and subject to Section 4.3 of the RADF Funding Agreement between Arts Queensland and Mareeba Shire Council. Please contact the Mareeba Shire Council RADF Officer if you are considering purchasing property or assets with RADF grant money.

## **8. WHAT IS THE LOCAL COMMUNITY PRIORITY FOR RADF 2021-22?**

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Mareeba Shire Council has identified three community priorities for the 2021-22 RADF Program:

- Cultural tourism - initiatives that develop and promote the community's locally distinct arts, culture and heritage both for members of that community and for visitors;
- Youth arts engagement - initiatives that engage youth in arts and cultural activities, enhance their wellbeing and connection to the community; and
- Public mural partnerships - activities to enhance town beautification and community pride and provide employment opportunities for local artists through partnerships with building owners.

These priorities align with the Tablelands Community Plan 2021, the Mareeba Shire Council Cultural Plan and are the result of comprehensive community consultation, including advice from the Mareeba Shire Council RADF Advisory Committee.

Community Grant Applications will be strengthened if they clearly state how the project will meet one of the local community priorities. However, applications that do not meet one of the local community priorities but address the general RADF objectives will be considered.

### **8.1 CULTURAL TOURISM**

Cultural tourism refers to travel that incorporates cultural activities and experiences. Cultural tourism showcases the traditions of a community: the history, art, architecture, religions, natural surroundings and other elements that have helped shape a community's lifestyle. Cultural tourism activities include those that develop and promote the community's locally distinct arts, culture and heritage both for members of that community and for visitors. Examples of cultural tourism include; interactive workshops, public art and heritage trails, interpretative signage in places of significance,

performances reflecting local stories and regional identity, tours of local industries and culturally significant sites, historical re-enactments and signature festivals.

## 8.2 YOUTH ARTS ENGAGEMENT

The provision of activities and recreation opportunities for youth, especially during school holidays is a priority within the community. This may be achieved, for example, through creative arts or cultural workshops to be held within the shire. Distance and transport are a major barrier for young people to access these types of opportunities. Youth engagement in arts and creative initiatives can enhance wellbeing, connection to the community and community pride.

## 8.3 PUBLIC MURAL PARTNERSHIPS

In addition to the eligible applicants listed in Section 4, grant applications for public murals may also be made by private building owners. Murals created through this funding stream must be unique, consistent with the setting and local identity of the shire and contribute to a sense of destination. Preference will be given to murals that will be located in highly visible and publicly accessible areas. Applications should show due consideration of factors including; design approval process, risk assessment and management, insurance, artist payment, installation and maintenance, ownership/copyright/moral rights. More information about commissioning public art is available at: <https://www.artslaw.com.au/info-sheets/info-sheet/public-art-design-and-commissioning/>

Successful applicants must provide Council with scaled sketch designs for approval prior to commencement of the artwork. Where murals are painted onto privately owned buildings, the building owner will be responsible for all future cleaning, maintenance and repairs to the artwork and all associated costs.

## 9. WHEN CAN I APPLY?

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Council will conduct one (annual) RADF 2021-22 Community Grant Funding Round. **The grant round will open Monday 17 January 2022 and applications must be submitted by Monday 14 March 2022.** The Community Grant Round will be advertised in the local newspaper, Council's website, email networks and Council Libraries. RADF 2021-22 Community Grant Funding is available for projects and activities that will commence on or after 1 June 2022 (or on approval) and will be completed by 31 May 2023. Council may approve out of round community grants where a quick response is required for a priority project.

## 10. HOW DO I SUBMIT AN APPLICATION?

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Applicants are encouraged to read the Mareeba Shire Council RADF 2021-22 Guidelines for Community Grant Applications and discuss their proposed project with the Mareeba Shire Council Coordinator Community Services prior to completing an application. Applications must be submitted using the standard application form, which will be made available on Council's website or from Council's Service Centres and Libraries.

Applications, including supporting material may be submitted by one of the following methods:

- Post: Mareeba Shire Council, PO Box 154, Mareeba Q 4880
- In person: Mareeba Shire Council, 65 Rankin Street, Mareeba Q 4880
- Email: [info@msc.qld.gov.au](mailto:info@msc.qld.gov.au)

Applications must be received by Council on or before the closing date. Applicants will receive an acknowledgement email within five working days of the closing date.

## 11. HOW DO I COMPLETE THE PROJECT BUDGET?

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Applicants will be required to prepare a project budget. Instructions on how to complete the project budget and an example project budget are presented below:

- *If you are registered for GST, income and expense amounts listed in your budget must be EXCLUSIVE of GST. Council will pay the grant requested plus GST. If you are not registered for GST, your income amounts must be EXCLUSIVE of GST however expenditure amounts should be INCLUSIVE of GST.*
- *Please ensure that 1E. TOTAL INCOME equals 2E. TOTAL EXPENSES.*

**Column 1. INCOME** - list all cash income and in-kind contributions to the project.

- *1A. RADF grant requested - list the RADF grant amount that you are requesting. The total RADF grant request should be no more than 65% of your total project budget. That is, 35% of total project income (cash and in-kind) must come from other sources.*
- *1B. Cash Contributions from Applicant - list all cash or financial contributions that the applicant / you are making towards the project. Cash contributions involve the transfer of money between parties. For example: payment of materials or payment of salaries.*
- *1C. Cash Contributions from Other Sources - list all cash or financial contributions from other people or organisations towards the project. For example: cash donations, grants (not including RADF grant), sales income, participant workshop fees charged.*
- *1D. In-Kind Contributions - list all in-kind contributions towards the project expenses that will be made by you / the applicant or by other people or organisations. In-kind contributions are non-monetary forms of support however often an estimate of the dollar value of the in-kind contribution can be calculated. Examples include; volunteer labour, donated goods, services provided at no cost, discounts.*
- *1E. TOTAL INCOME - Calculate the total of all income listed in COLUMN 1.*

**Column 2. EXPENSES** - list all expenses associated with implementing the project. It is often easiest to start by listing out all project expenses and then determine income sources required to pay for these expenses. Ensure that you include any expense items that will be covered by an in-kind contribution (such as volunteer labour, discounts, material donations) if you have included them at 1D In-kind contributions.

- *2A. Salaries, Fees, Allowances - List all expenses relating to salaries, fees and allowances for workers required to implement the project. Recommended rates of pay for arts practitioners and volunteers can be sourced from the National Association for the Visual Arts [https://visualarts.net.au/media/uploads/files/CHAPTER\\_7\\_-\\_2017\\_5.pdf](https://visualarts.net.au/media/uploads/files/CHAPTER_7_-_2017_5.pdf)*

- *2B. Travel / Accommodation / Venue Hire - List all expenses relating to travel, accommodation, activity venue hire.*
- *2C. Materials / Equipment & Other Project Costs - List all expenses relating to project materials and equipment, such as art supplies, hire of sound equipment.*
- *2D. Administration / Insurance & Permits / Advertising - list all expenses associated with administering the project, including evaluation, payment of public liability insurance or other permits, advertising costs.*
- *2E. TOTAL EXPENSES - Calculate the total of all expenses listed in COLUMN 2. Please ensure that 1E Total Income equals 2E. Total Expenses.*

**EXAMPLE PROJECT BUDGET**

1. INCOME		2. EXPENSES	
1A. RADF Grant Requested		2A. Salaries, Fees, Allowances	
• RADF grant requested	\$2,498	• Workshop facilitator / artist fee \$80 x 20 hrs	\$1,600
		• Project management - paid time \$33 x 6hrs	\$198
		• Project management - volunteer time in-kind \$33 x 13hrs	\$429
1B. Cash Contributions from Applicant		2B. Travel / Accommodation / Venue Hire	
•	\$	• Travel allowance for Facilitator	\$200
•	\$	• Venue Hire in-kind	\$300
1C. Cash Contributions from Other Sources (Sales, Fees, Grants, Donations)		2C. Materials / Equipment & Other Project Costs	
• Participant workshop fees	\$400	• Workshop materials (including in-kind donation \$150)	\$950
• Cash donation - advertising - progress association	\$50	• Equipment hire	\$100
1D. In-Kind Contributions (Donations, Voluntary Labour, Discounts)		2D. Administration / Insurance & Permits / Advertising	
• Donation of materials - hardware store	\$150	• Advertising	\$50
• Volunteer project management in-kind \$33 x 13hrs	\$429	•	\$



• Venue Hire in-kind - local arts group	\$300	•	\$
<b>1E. TOTAL INCOME</b>	<b>\$3,827</b>	<b>2E. TOTAL EXPENSES</b>	<b>\$3,827</b>

Please note that 1E. Total Income must equal 2E. Total Expenses

Please list which expenses will be paid from the RADF grant.

Workshop facilitator fees \$1,600, Facilitator Travel Allowance \$200, partial project management fees \$198, partial workshop materials \$400, equipment hire \$100

## 12. SUPPORTING DOCUMENTATION

Applicants are encouraged and may be requested to supply the following support documentation:

- A brief resume (maximum one A4 page) for each professional or emerging artist or arts / cultural worker involved in the project / activity;
- Individual artists are required to provide examples of previous work and other documents (for example film scripts / lyrics) that demonstrate the quality of the proposed work for which funding is sought;
- Letters of support from relevant individuals, community groups or project partners commenting on the quality and benefit of the project and capacity of the applicant to implement the project;
- Letter of support from relevant Aboriginal and / or Torres Strait Islander traditional owners or native title body for activities with an Indigenous component or focus; and/or
- Written quotes for major budget items, for example artist fees, venue hire, project materials.

## 13. HOW WILL APPLICATIONS BE ASSESSED?

Applications will be collated by the Mareeba Shire Council RADF Officer and reviewed to determine eligibility and completeness. Applicants will receive an acknowledgement email within five working days of the closing date. If an application is deemed ineligible or incomplete, applicants will be given five working days to alter and resubmit. Eligible applications will then be assessed by the Mareeba Shire Council RADF Advisory Committee. Each application will be assessed against the following selection criteria:

### **Quality**

- Produces or contributes to high quality arts and cultural initiatives for local communities.
- Capacity to effectively support and deliver arts and cultural services.

### **Reach**

- Provides access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences.
- Responds to local arts and cultural priorities.

### **Impact**

- Demonstrates cultural, artistic, social or economic value/outcomes for the community.

- Supports one or more of the Queensland Government objectives for the community.

### **Viability**

- Evidence of adequate planning and project management capacity.
- Evidence of partnership capacity in the delivery of the project.

Consideration will also be given to the total funding pool available. Applicants who received a RADF Community Grant in the previous year are eligible for funding, however these applicants may be given a lower priority for funding, when requests exceed total funding available. Recommendations from the assessment process will be submitted in a report to Council for final approval, at the next ordinary monthly Council meeting. All applicants will be informed of the outcome of their application within five working days of a decision being made. Because funding is highly competitive, applicants cannot be guaranteed funding.

## **14. SUCCESSFUL APPLICATIONS**

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Council will consider and approve grant applications during May 2022. Arrangements for the payment of the grant will be made within thirty working days of this approval. Successful grant applicants who have an ABN and are registered for GST will be requested to submit a Tax Invoice for the amount of the grant plus GST. Successful individual applicants who do not have an ABN will be required to complete a Statement by a Supplier Form to indicate that the grant relates to a private recreational pursuit or hobby and not related to carrying on a business or enterprise.

## **15. WHAT ARE THE CONDITIONS OF THE GRANT?**

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Successful applicants will be required to:

- Sign an Applicant Agreement (contained in the Application Form);
- Notify Mareeba Shire Council in writing, of any changes to the approved project;
- Mareeba Shire Council takes no legal responsibility for financial losses incurred in relation to the activity;
- It is the applicant's responsibility to comply with the relevant local, state and federal legislation;
- Effect and maintain for the duration of the project, public liability insurance for a minimum of \$5M for any one occurrence, if the project or activity is delivered in a place where the public attend or that is accessible to the public;
- Seek prior written approval for the purchase of property or assets with RADF funding and abide by Section 4.3 of the RADF Funding Agreement between Arts Queensland and Mareeba Shire Council, in relation to property and assets;
- Submit the required acquittal documents (Project Outcome Report, financial records and other supporting project documentation) within eight weeks of the completion of the project;
- Notify and return any unspent RADF grant money to Mareeba Shire Council with the grant acquittal;

- Acknowledge the support of Arts Queensland and Mareeba Shire Council in all relevant promotional material, publications and products as outlined in the Mareeba Shire Council Guidelines for Community Grant Applications; and
- Allow Arts Queensland and Mareeba Shire Council to use and publish non-personal information provided in the grant application, outcome report and any other text or images relating to the funded project for promotional and reporting purposes only.

## **16. WHAT ARE THE ACKNOWLEDGMENT REQUIREMENTS FOR RADF 2021-22?**

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RADF 2021-22 funded activities must acknowledge the Queensland Government and the Mareeba Shire Council in all promotional material, publications and products by including the RADF 2021-22 acknowledgment text and logos as provided to you by Mareeba Shire Council.

Acknowledgement Text for RADF 2021-22:

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

The Queensland Government logo and style guide is available for download at [www.arts.qld.gov.au/aq-funding/acknowledgement](http://www.arts.qld.gov.au/aq-funding/acknowledgement)

The Mareeba Shire Council logo will be supplied to successful applicants by the MSC Coordinator Community Services.

## **17. WHAT ARE THE REPORTING AND ACQUITTAL PROCESSES FOR RADF 2021-22?**

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All RADF 2021-22 funded activities are required to complete a Project Outcome Report. An Outcome Report Template will be provided to successful applicants by Mareeba Shire Council. Applicants are encouraged to consider the requirements of the Project Outcome Report to develop appropriate project evaluation methods.

The Project Outcome Report includes general information about; project delivery, information about participants and partners, key outcomes, participant feedback and financial statement. Projects that receive a RADF grant of \$10,000 or more, have additional reporting requirements. The Project Outcome Report must be submitted to Council within 8 weeks of the completion of your project. Information provided in the Project Outcome Reports is used for reporting purposes to Arts Queensland and to Council.

At least two support documents must be attached to the Project Outcome Report that provide evidence that project or activity took place. This may include for example, photos of the activity or event, promotional materials or copies of invoices or receipts. Please note that activity photos provided with your Outcome Report may be used by Arts Queensland or Mareeba Shire Council for the purposes of promoting the RADF program.

## 18. WHERE CAN I GO FOR MORE INFORMATION?

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For further information about RADF:

- Website: [www.msc.qld.gov.au/community/grants-and-sponsorship/](http://www.msc.qld.gov.au/community/grants-and-sponsorship/)
- Telephone: 1300 308 461 or 4086 4695
- Email: [info@msc.qld.gov.au](mailto:info@msc.qld.gov.au)
- In person: Mareeba Customer Service Centre, 65 Rankin Street, Mareeba QLD 4880
- Post: PO Box 154, Mareeba QLD 4880

## 19. APPLICANT CHECKLIST

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- Read RADF 2021-22 Guidelines and Application Form
- Discuss project with Council's Coordinator Community Services, to ensure the project aligns with RADF objectives and meets eligibility requirements
- Complete all sections of the Application Form
- Sign the Applicant Agreement - these can be scanned and emailed or the original posted
- Attach supporting documentation if relevant
- Keep a copy of the application for your own records
- Submit application to Council on or before the closing date