



Regional Arts Development Fund (RADF) 2025-26

Guidelines for

Community Grant Applications

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1. WHAT IS THE REGIONAL ARTS DEVELOPMENT FUND?

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

2. WHAT ARE THE RADF PROGRAM OBJECTIVES?

RADF drives social change and strengthens communities through programs and initiatives that:

- Increase access to arts and cultural experiences in regional Queensland;
- Grow employment and capacity building opportunities for artists across regional Queensland;
- Deliver against local arts and cultural priorities and promote the value of arts, culture and heritage.

RADF delivers quality arts and cultural experiences and aligns to [Grow 2022-26](#), the second action plan for [Creative Together 2020-2030](#).

3. ELIGIBILITY CRITERIA

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

- Applicants must be one of the following:
 - An individual, emerging or established artist or an arts or cultural worker, including sole traders and partnerships. Individuals must be an Australian Citizen or Permanent Resident and meet the Artist Eligibility Checklist (below).
 - An unincorporated organisation including, arts, culture, heritage and other community groups and associations.
 - An incorporated organisation including arts, cultural, heritage and other community associations, cooperatives and companies.
- Applications must be for projects, events and activities that commence on or after 16 October 2025 and will be completed by 15 October 2026.
- 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, culture and heritage in the Mareeba Shire.
- Applicants successful through previous rounds of Council's RADF Community Grant Program, must acquit their current grant before applying for further funding.

Artist Eligibility Checklist

This checklist has been developed to ensure that the definition of an individual, emerging and established artist and arts and cultural worker is clearly defined. To be eligible to apply for a RADF Community Grant, individuals must meet at least three of the artistic merits below.

- ✓ I have professional arts and/or cultural qualifications.
- ✓ I have an Australian Business Number (ABN).
- ✓ I have devoted significant time to arts practice.
- ✓ I have been recognised as a professional by peers.
- ✓ I have held public exhibitions or given public performances (not as part of a competition).
- ✓ I have work held in public collections.
- ✓ I have won important state, national and/or international prizes or awards.
- ✓ I have held public discussions and/or have had articles written about my work.
- ✓ I have been commissioned or employed on the basis of my art skills and/or earning income from sales of artwork.
- ✓ I am a member of a professional association/s as a professional artist.
- ✓ I am an artist whose artistic or cultural knowledge has been recognised as professional by peers or the cultural community.
- ✓ I am an artist whose artistic or cultural knowledge has developed through oral traditions.

4. HOW MUCH CAN I APPLY FOR?

Eligible applicants are invited to apply for RADF community grants of up to \$10,000 for projects that are open to community members or provide wide community benefit. Applications from individual artists or groups of artists for projects that primarily benefit or support their professional practice are limited to \$3,000.

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 75% of estimated project expenses.

5. WHAT TYPE OF ACTIVITIES COULD BE FUNDED BY RADF?

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

- Consultation and planning, policy development and organisational capacity building – development of not-for-profit arts and cultural organisation policies and plans, event planning activities, community consultation, development of arts volunteer skills.
- Professional skills or career development - for emerging and established artists and arts workers living in the Shire to attend professional development seminars, master classes, mentorships, networking activities or participate in new collaborations to expand their practice;
- Creative workshops - to support the planning and delivery of creative skill development workshops for either artists and arts and cultural workers or for the general public;
- Development and promotion of new work - to support individuals or groups to develop, promote or exhibit new works of art;

- Performances - to support community groups to develop or deliver arts and cultural performances across the Shire;
- Events and festivals - to support community groups to plan or deliver arts and cultural events 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 facilitate the protection and promotion of artefacts and sites that have historical significance to community;
- Publications - to support the development and publication of works across various art forms.
- Cultural tourism - to develop and promote a community's locally distinct arts, culture and heritage both for members of that community and for visitors;
- Place-making - to support activities that seek to reinvent and reimagine public spaces to maximise shared value and strengthen the connection between people and places.

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) or employs artists from the Mareeba Shire at free community events. 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.

6. ACTIVITIES REQUIRING SPECIAL APPROVAL

The purchase of property or assets with RADF funding is conditional on the prior written approval of Arts Queensland and subject to Section 6.3 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.

7. WHAT ARE THE LOCAL COMMUNITY PRIORITIES FOR RADF 2025-26?

Mareeba Shire Council has identified the following community priorities for the 2025-26 RADF Program:

- Development of live events, particularly music and theatre
- Development of creative skills development workshops and activities
- Increase use of existing facilities and non-traditional spaces for arts activities
- Support the development, expansion and sustainability of existing arts activities
- Partnerships and collaborations that grow arts initiatives and increase community participation
- Improve access to information about arts activities, groups and assets

These priorities align with Mareeba Shire Council's Corporate Plan, QG *Grow 2022-26*, the second action plan for *Creative Together 2020-2030* and are the result of comprehensive community consultation.

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.

A detailed description for each local priority and example projects is provided below:

<p>1. Development of live events, particularly music and theatre</p> <ul style="list-style-type: none"> • Initiatives that develop or expand opportunities for the community to attend live events particularly music festivals and concerts and theatre performances. • Initiatives that expand performance opportunities for local musicians and performers. Initiatives that support the capacity of not-for-profit organisations who deliver live events. • Music activities that cater for young people will be highly regarded. <p><i>Example Projects: a project to develop regular performance opportunities for emerging local musicians; the development of new theatrical works; a project to plan and establish a local choir; a project that engages youth in creative music development activities; cultural group development of dance performance for Multicultural Festival.</i></p>
<p>2. Development of creative skill development workshops and activities</p> <ul style="list-style-type: none"> • Initiatives that develop or expand opportunities for the community to participate in creative skill development workshops in a range of artforms, particularly in the visual arts, for example painting, drawing, photography, film making, ceramics, printmaking, mixed media and crafts. • Initiatives that engage local artists and enhance accessibility by catering to people of different ages, abilities, places of residence, that are affordable, offered at different times of day or in varying formats and in welcoming locations will be highly regarded. <p><i>Example Projects: a project that plans and establishes a digital arts activity for youth throughout the shire; a beginners watercolour workshop run after hours; a project that plans and establishes a new outdoor photography club that meets in the park.</i></p>
<p>3. Increase use of existing facilities and non-traditional spaces for arts activities</p> <p>Initiatives that develop or expand the use of existing facilities and spaces through:</p> <ul style="list-style-type: none"> • planning for facility upgrades; • assessing and trialling the viability of alternative and complementary uses of existing spaces; • reducing participation costs by supporting activity expenses such as transport, hire fees, insurance and permits, for new activities. <p><i>Example Projects: A project to employ a grant writer for arts facility disability access upgrades; a project to trial a pop-up gallery in an underused shop front; a project that makes artist creative space available in a men's shed; a venue infrastructure, master-planning project.</i></p>

4. Support the development, expansion and sustainability of existing arts activities

- Initiatives that develop or expand existing arts activities that results in increased participation opportunities for the community.
- Initiatives that develop and strengthen the capacity and sustainability of existing arts, heritage and cultural organisations to deliver outcomes and offerings.
- Initiatives that support artists access to professional “arts business” advice.

Example Projects: A project that develops the curating skills of arts group volunteers; a project that plans or establishes a regular program of creative arts workshops; development of a strategic and business plan for a cultural group; development of a new interactive workshop within an existing community festival; singer-song writer attendance at regional arts conference.

5. Partnerships and collaborations that grow arts initiatives and increase community participation

- Initiatives that support networking, partnerships and collaboration within the arts sector.
- Initiatives that support the development of partnerships between the arts and other sectors, including business, education, community services.
- Partnerships serve many purposes including: growing arts participation and development opportunities, increasing employment opportunities for artists, making art more accessible and non-intimidating, encouraging use of shared resources, facilitating collaborative creative development, enhancing sustainability of organisations and social and wellbeing outcomes.

Example Projects: establishment of shared “maker spaces”; arts professional networking events; creative connect group for musicians; cross sector initiative resulting in a music performance at a sporting event or the development of a new cultural tourism initiative.

6. Improve access to information about arts activities, groups and assets

- Initiatives that support the capacity of artists and arts and cultural groups to communicate their activities and offerings and result in increased audience, participation, use of facilities and positive promotion of the Shire’s arts and cultural sector.

Example Projects: development of a new website for a theatre group; artist attendance at social media workshop to enhance market reach; development of marketing and promotion strategy for an annual heritage event.

8. WHEN CAN I APPLY?

Council will conduct one (annual) RADF 2025-26 Community Grant Funding Round. **The grant round will open Tuesday 1 July 2025 and applications must be submitted by Sunday 31 August 2025.** The Community Grant Round will be advertised in local newspapers, Council's website and social media platforms, email networks, Council Libraries and at local community events. RADF 2025-26 Community Grant Funding is available for projects and activities that will commence on or after 16 October 2025 (or on approval of grant) and will be completed by 15 October 2026. Council may approve out of round community grants where a quick response is required for a priority project.

9. HOW DO I SUBMIT AN APPLICATION?

Applicants are encouraged to read the Mareeba Shire Council RADF 2025-26 Guidelines for Community Grant Applications and contact Senior Community Services Officer, Mareeba Shire Council, prior to submitting an application. Applications must be submitted using the online (Snapform) or the downloadable application form, which will be made available on Council's website or from Council's Customer 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: communitywellbeing@msc.qld.gov.au
- Online: <https://msc.qld.gov.au/community/grants-sponsorship-and-letters-of-support/regional-arts-development-fund-radf/>

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

10. HOW DO I COMPLETE THE PROJECT BUDGET?

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. It is often easiest to start by listing out all project expenses and then determine income sources required to pay for these expenses.

- *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. Projects should not generate an overall profit.***

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 75% of your total project budget. That is, 25% 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. 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 can be sourced from the National Association for the Visual Arts [Overview — NAVA Code of Practice](#)
- 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	\$3,210	• Workshop facilitator / artist fee \$104 x 20 hrs	\$2,080
		• Project management - paid time \$43 x 10hrs	\$430
		• Project management - volunteer time in-kind \$43 x 9hrs	\$387
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	\$500	• Workshop materials (including in-kind donation \$200)	\$1,000
• Cash donation - advertising - progress association	\$200	• Equipment hire	\$200
1D. In-Kind Contributions (Donations, Voluntary Labour, Discounts)		2D. Administration / Insurance & Permits / Advertising	
• Donation of materials - hardware store	\$200	• Advertising	\$200
• Volunteer project management in-kind \$43 x 9hrs	\$387	•	\$
• Venue Hire in-kind - local arts group	\$300	•	\$
1E. TOTAL INCOME	\$4,797	2E. TOTAL EXPENSES	\$4,797

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

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

Partial workshop facilitator fees \$1,580, Facilitator Travel Allowance \$200, project management fees \$430, partial workshop materials \$800, equipment hire \$200

11. SUPPORTING DOCUMENTATION

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

- A brief resume (maximum one A4 page) for each established 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 / photos) 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 that seek to involve Aboriginal and / or Torres Strait Islander Peoples and / or use Indigenous Cultural Property;
- Written quotes for major budget items, for example artist fees, venue hire, project materials.

12. HOW WILL APPLICATIONS BE ASSESSED?

Applications will be reviewed by Senior Community Services Officer, Mareeba Shire Council to determine eligibility and completeness. Applicants will receive an acknowledgement email within five working days of submitting their application. Eligible applications will then be assessed by the Mareeba Shire Council RADF Advisory Committee. Each application will be assessed against the following selection criteria:

High Quality

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

Strong Impact

- Creates new employment opportunities and skills development for artists and arts workers in Queensland.
- Builds new audiences and markets and reputation for Queensland arts and culture.
- Demonstrates community demand.
- 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 alignment to [Creative Together](#) and the Principles of the [Cultural Engagement Framework](#).

Sustainable Value

- Demonstrates value for money.
- Demonstrates 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.

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.

13. SUCCESSFUL APPLICATIONS

Council will consider funding recommendations and approve grant applications in mid-October 2025. 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.

14. WHAT ARE THE CONDITIONS OF THE GRANT?

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 \$20M for any one event, 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 6.3 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 and material provided in the grant application and outcome report and any other material relating to the funded project for promotional and reporting purposes.

15. WHAT ARE THE ACKNOWLEDGMENT REQUIREMENTS FOR RADF 2025-26?

RADF 2025-26 funded activities must acknowledge the Queensland Government and the Mareeba Shire Council in all promotional material, publications and products by including the RADF 2025-26 acknowledgment text and logos that will be provided to grant recipients.

Acknowledgement Text for RADF 2025-26:

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.

More information about acknowledging RADF funded projects and the Queensland Government logo and style guide can be found online: <https://www.arts.qld.gov.au/aq-funding/acknowledgement>

16. WHAT ARE THE REPORTING AND ACQUITTAL PROCESSES FOR RADF 2025-26?

All RADF 2025-26 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. 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 three support documents must be attached to the Project Outcome Report that provide evidence that the project or activity took place and that RADF funding was acknowledged. This must include at least one high quality digital photograph of the activity or event. Please note that photographs provided with your Outcome Report may be used by Arts Queensland or Mareeba Shire Council for the purposes of reporting and promoting the RADF program, please ensure appropriate consent is provided by RADF activity participants. Other examples of support documents include promotional materials and copies of invoices or receipts.

17. WHERE CAN I GO FOR MORE INFORMATION?

For further information about RADF Community Grant Round:

- Online: <https://msc.qld.gov.au/community/grants-sponsorship-and-letters-of-support/regional-arts-development-fund-radf/>
- Phone: 1300 308 461 or 4086 4695
- Email: communitywellbeing@msc.qld.gov.au
- In person: Mareeba Customer Service Centre, 65 Rankin Street, Mareeba QLD 4880

18. APPLICANT CHECKLIST

- ✓ Read the RADF 2025-26 Guidelines and Application Form.
- ✓ Discuss project with Council's Senior Community Services Officer, to ensure the project aligns with RADF objectives and meets eligibility requirements.
- ✓ Complete all sections of the Application Form.
- ✓ Sign the Applicant Agreement.
- ✓ 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.