

Regional Arts Development Fund (RADF) 2026-27

Guidelines for Community Grant Applications

CONTENTS

1. WHAT IS THE REGIONAL ARTS DEVELOPMENT FUND?	2
2. WHAT ARE THE RADF PROGRAM OBJECTIVES?	2
3. FUNDING STREAMS.....	2
4. ELIGIBILITY CRITERIA	2
5. WHAT TYPE OF ACTIVITIES CAN RADF SUPPORT?	4
6. WHAT DOES RADF NOT SUPPORT?.....	5
7. WHAT ARE THE LOCAL COMMUNITY PRIORITIES FOR RADF 2026-27?	5
8. WHEN CAN I APPLY?	6
9. HOW DO I SUBMIT AN APPLICATION?	6
10. HOW DO I COMPLETE THE PROJECT BUDGET?.....	6
11. SUPPORTING DOCUMENTATION	7
12. HOW WILL APPLICATIONS BE ASSESSED?.....	7
13. SUCCESSFUL APPLICATIONS.....	8
14. WHAT ARE THE CONDITIONS OF THE GRANT?	8
15. WHAT ARE THE FUNDING ACKNOWLEDGMENT REQUIREMENTS?	9
16. WHAT ARE THE RADF GRANT REPORTING AND ACQUITTAL PROCESSES?	9
17. APPLICANT CHECKLIST	10
18. WHERE CAN I GO FOR MORE INFORMATION?	10

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. FUNDING STREAMS

The funding round is available in two streams:

STREAM 1: PUBLIC PROJECT GRANT

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.

STREAM 2: PROFESSIONAL ARTIST DEVELOPMENT GRANT

Applications from individual artists or groups of artists for projects that primarily benefit or support their professional practice are limited to \$3,000.

4. ELIGIBILITY CRITERIA

The RADF community grant round is open to applications from individual, emerging or established artists or an arts or cultural worker, including sole traders and partnerships.

For a list of example activities that could be supported by a RADF grant, please refer to the FAQ Factsheet: [2026-27 RADF Community Grant - FAQ's](#)

STREAM 1: PUBLIC PROJECT GRANT**Maximum grant up to \$10,000**

Public projects can include activities that are open to community members or provide wide community benefit such as, events, festivals, workshops, performances, cultural tourism or heritage protections and promotion.

To be eligible for **Public Projects** RADF Community Grant funding, **applicants must meet the following criteria:**

Applicants **must be one** of the following:

- a) An incorporated organisation including arts, cultural, heritage and other community associations, cooperatives and companies.
- b) An individual, emerging or established artist or an arts or cultural worker, including sole traders and partnerships.
- c) An individual who is an Australian Citizen or Permanent Resident, meets the Artist Eligibility Checklist (below), and holds an ABN.
- d) An unincorporated organisation including, arts, culture, heritage and other community groups and associations.
- e) An unincorporated organisation or individual without an ABN with an auspice application by an eligible organisation.

Applications must be for projects, events and activities that commence on or after 22 October 2026 and will be completed by 22 October 2027, and;

- Applicants must hold \$20M public liability insurance and other forms of insurance relevant to the project.
- 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.

STREAM 2: PROFESSIONAL ARTIST DEVELOPMENT**Maximum grant up to \$3,000**

Professional Development Activities can include attendance at masterclasses, conferences, collaboration with other artists, professional production of music recording, development of new work for exhibition.

To be eligible for **Individual Artist Professional Development Activities** RADF Community Grant funding, applicants must meet the following criteria:



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.

- Individuals must be an Australian Citizen or Permanent Resident.
- Meet the Artist Eligibility Checklist (below).

Applications must be for projects, events and activities that commence on or after 22 October 2026 and will be completed by 22 October 2027, and;

- Successful individuals without an ABN, must complete a *Statement by a supplier (1).pdf* form.
- Be based in the Mareeba Shire Council area, or if based outside the local Council area, applicants 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.

Individual 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 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.

5. WHAT TYPE OF ACTIVITIES CAN RADF SUPPORT?

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

- | | |
|---|-------------------------------------|
| • Consultation and planning | • Events and Festivals |
| • Professional skills or career | • Exhibitions and Collections |
| • Creative workshops | • Heritage protection and promotion |
| • Development and promotion of new work | • Publications |
| • Performances | • Cultural tourism |
| • Place-making | |

For a detailed list of **example activities**, please refer to **Section 4 of the FAQ Factsheet: [2026-27 RADF Community Grant - FAQ's](#)**

6. WHAT DOES RADF NOT SUPPORT?

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. **You cannot apply if your application is for:**

- Entertainment for events - Unless there is a significant development or participation aspects (e.g community workshops, free events, collaborative activities).
- Costs for catering, openings, launches or parties.
- Activities/projects already commenced or completed.
- Operational expenses e.g staff wages for core business activities, rent, insurance, phone etc
- Applications from Schools – unless the activity demonstrates significant community involvement and benefit to the wider community.
- Competitions, fundraising, or prizes.
- Accredited study, training or university courses – Arts QLD does not fund primary training of artists, only professional development once practicing.
- Purchase of capital items (e.g equipment, vehicles, buildings) – Unless essential for the project and will remain available for community use.
- Projects where arts workers are paid less than recommended industry rates.

7. WHAT ARE THE LOCAL COMMUNITY PRIORITIES FOR RADF 2026-27?

Mareeba Shire Council has identified the following community priorities for the 2026-27 RADF Program. 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.

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

For a detailed description of each priority and example projects, please refer to *Section 5 of the FAQ Factsheet: [2026-27 RADF Community Grant - FAQ's](#)*.

8. WHEN CAN I APPLY?

- Council will conduct one (annual) RADF 2026-27 Community Grant Funding Round.
- The grant round will open Wednesday 1 July 2026.
- Applications must be received by 5:00 pm, Monday 31 August 2026.
- The Community Grant Round will be advertised in local newspapers, Council's website, social media platforms, email networks, at Council Libraries and relevant events.
- RADF 2026-27 Community Grant Funding is available for projects and activities that will commence on or after 22 October 2026 (or on approval of grant) and will be completed by 22 October 2027.
- 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?

1. Applicants should read the Mareeba Shire Council *RADF 2026-27 Guidelines for Community Grant Applications, and the RADF Community Grant FAQ's*.
2. Discuss your application with the Senior Communities Officer at Mareeba Shire Council, prior to submitting an application. Contact via email communitywellbeing@msc.qld.gov.au or by phone 1300 308 461.
3. Read the Mareeba Shire Council RADF 2026-27 Community Grant Application Form.
4. Applications must be submitted using 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: Senior Communities Officer, 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

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 are required to provide a project budget. To prepare the budget, it is often easiest to start by listing out all project expenses and then determine income sources required to pay for these expenses. **Instructions on how to complete the project budget and an example project budget are presented in the FAQ Factsheet.** [2026-27 RADF Community Grant - FAQ's](#)

11. SUPPORTING DOCUMENTATION

The following support material is required as part of your application:

- Evidence of Public Liability Insurance
- A project budget
- A brief resume for each established or emerging artist or arts / cultural worker involved in the project / activity (maximum one A4 page)
- 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; maximum (2 A4 pages)
- Written quotes for major budget items (over \$1,000) for example artist fees, venue hire, project materials.

Additional support items may include:

- Risk assessment
- 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;

The RADF Advisory Committee may request further information from applicants, ensure the following documents are available if requested by Council.

- Risk assessment
- Evidence of community consultation and support (if referred to in this application)
- Relevant planning documents eg. business plan, program schedule (where applicable)

12. HOW WILL APPLICATIONS BE ASSESSED?

All applications are assessed on merit and the proposal's ability to align with Arts Queensland's aims and *Council's local priorities*. **For a detailed description of Council's Local Priorities, please refer to Section 5 of the FAQ Factsheet: [2026-27 RADF Community Grant - FAQ's](#).**

The Mareeba Shire Council RADF Advisory Committee decisions will also be based on 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. All applicants will be informed of the outcome of their application within five working days of a decision being made.

Funding is highly competitive; therefore applicants cannot be guaranteed funding.

13. SUCCESSFUL APPLICATIONS

Council will consider funding recommendations and approve grant applications in mid-October 2026. 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;
- 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;
- 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.
- Acknowledge that, Mareeba Shire Council takes no legal responsibility for financial losses incurred in relation to the activity.

15. WHAT ARE THE FUNDING ACKNOWLEDGMENT REQUIREMENTS?

RADF 2026-27 funded activities must acknowledge the Queensland Government and the Mareeba Shire Council in all promotional material, publications and products by including the RADF 2026-27 acknowledgment text and logos that will be provided to grant recipients.

Acknowledgement Text for RADF 2026-27:

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/funding-opportunities/acknowledgement>

16. WHAT ARE THE RADF GRANT REPORTING AND ACQUITTAL PROCESSES?

All RADF 2026-27 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. APPLICANT CHECKLIST

- Read the RADF 2026-27 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.
- Keep a copy of the application for your own records.
- Submit application to Council on or before the closing date.

18. WHERE CAN I GO FOR MORE INFORMATION?

For further information about RADF Community Grant Round:

- Refer: To the Frequently Asked Questions Factsheet: [2026-27 RADF Community Grant - FAQ's](#)
- Online: [Regional Arts Development Fund \(RADF\) - Mareeba Shire Council](#)
- Phone: 1300 308 461 or 4086 4639
- Email: communitywellbeing@msc.qld.gov.au
- In person: Mareeba Shire Council Customer Service Centre, 65 Rankin Street, Mareeba