

Regional Arts Development Fund (RADF) 2026-27

Guidelines for

Creative Space Activation Program

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1. What is the Creative Space Activation Program?

The Creative Space Activation Grant Program supports temporary arts, cultural and heritage activities in commercial and non-commercial community spaces. By activating traditional and non-traditional venues, the program supports local artists, encourages community participation, fosters creativity, and enhances the vibrancy and attractiveness of town centres.

Examples of traditional and non-traditional arts venues include; vacant shopfronts, unused commercial premises, community halls, outdoor courtyards/open spaces, former retail spaces, art studios, workshops, and other temporarily available spaces.

Grants of up to \$1,000 per project are available.

This program is delivered by Mareeba Shire Council's Regional Arts Development Fund (RADF).

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.

2. What are the Program Objectives?

Creatives are invited to apply for funding to support arts projects within town centres across the Mareeba Shire. The Creative Space Activation Program aims to support creatives located in the Mareeba Shire Region by addressing:

RADF Objectives:

- Increasing access to Arts and cultural experiences in the region;
- Growing employment and capacity building opportunities for artists;
- Delivering against local arts and cultural priorities and promotes the value of arts, culture, and heritage in the region.
- Increasing the use of existing facilities, and non- traditional spaces;

Local Priorities

- Development of live events, particularly music and theatre;
- Development of creative skill development workshop and activities;
- Increase opportunities for artists, creatives and community groups;
- Support the development, expansion and sustainability of existing arts opportunities;
- Partnerships and collaborations that grow arts initiatives and increase community participation;
- Improve access to information about arts activities groups and assets.

3. Eligibility Criteria

The program is open to applications from arts based organisations, individuals, emerging or established artists or an arts or cultural worker, including sole traders and partnerships applying for projects in eligible town centres. For the purpose of this program, town centres include the main commercial and community precincts of **Chillagoe, Dimbulah, Irvinebank, Julatten, Kuranda, Mareeba, and Mt Molloy.**

- All applicants must be based in the Mareeba Shire Local Government Area (LGA).
- Applicants successful through other Council RADF programs must acquit their current grant before applying for further funding.

The following individuals and organisations are eligible to apply:

Individuals	Groups
• Professional artists, emerging professional artists, arts workers, cultural & heritage workers or project coordinators • An individual who is an Australian Citizen or Permanent Resident • Meet the Artist Eligibility Checklist (below) • Has an Australian Business Number (ABN), or who will be auspice by an incorporated organisation or individual with an ABN. • Applicants under the age of 18 must have an arrangement with an auspice organisation and a legal guardian co-sign the application.	• An incorporated organisation including arts, cultural, heritage and other community associations, cooperatives and companies. • Organisations and/or agencies delivering arts and cultural objectives for the region aligning with arts, cultural and heritage visions. Applicants are required to be incorporated organisations with public liability insurance or be auspice by an incorporated organisation or individual with an ABN and insurance.

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 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.

4. When can I apply for Funding?

Applications must be for projects, events and activities that **commence after 1 October 2026 and be completed by 22 October 2027.**

Applications are **open from 1 October 2026 and close 5pm 27 May 2027** or earlier if all available funds have been allocated.

Applications are to be submitted a minimum of **4 weeks before your proposed project.**

5. Eligible Projects, Outcomes, and Assessment Criteria

Eligible Projects

Projects that align with the *RADF objectives*, and *Local Priorities* and aim to activate existing traditional and non-traditional spaces to undertake activities such as:

- Temporary exhibitions
- Artist studios and maker spaces
- Multi-disciplinary arts programs
- Creative workshops and community art activities
- Pop-up performances, theatre and music events

Desired Outcomes

Projects should contribute to at least two of the following desired outcomes:

- Increased use of vacant spaces
- Greater visibility of local artists
- Stronger arts-business partnerships.
- Improved vibrancy of town centres.
- Increased participation in arts and cultural activities.
- Enhanced community pride and place activation.

Assessment Criteria

Applications are assessed on the following criteria:

- Alignment with RADF objectives and local priorities
- Artistic and cultural merit
- Value for money
- Capacity of the applicant to deliver the project
- Community benefit and participation
- Feasibility and project planning
- Strength of partnerships and collaboration
- Alignment with desired outcomes

6. Eligible Expenditure

Grants of up to \$1,000 per project are available.

- Applicants must provide quotes for expenses as part of the application.
- Funding will cover up to 75% of eligible project costs.
- Applicants must demonstrate a minimum 25% cash or in-kind contribution from their own resources, sponsorship, donations, volunteer labour or other funding sources.

Eligible project costs include:

- Venue activation costs (venue hire fees, temporary signage)

- Equipment hire (temporary fit-out equipment, tables, chairs etc.)
- Artist fees and facilitator costs (for the delivery workshops and community activities), **up to a maximum of 50% of total labour component.**
- Artist Public Liability Insurance costs (pro-rata), compliance costs (permits).

7. Ineligible Expenditure

You cannot apply if your application is for:

- Activities planned outside of town centres in the Mareeba Shire – unless the venue is fit for a specific purpose (i.e hire of space in a welding workshop to build a sculpture for exhibition)
- Costs for entertainment, catering, openings, launches or parties.
- Activities/projects already commenced or completed.
- Operational expenses e.g staff wages for core business activities, expenses for usual business activities (i.e rent, insurance, phone).
- Applications from Schools – unless the activity demonstrates significant community involvement and benefit to the wider community.
- Competitions, fundraising, prizes, or hobby-based activities.
- Accredited study, training or university courses.
- Purchase of capital items (e.g equipment, vehicles, buildings)
- Projects where arts workers are paid less than recommended industry rates.
- Events or projects already funded by another Council grant program.
- Applicants that have an outstanding grant acquittal from another Council grant program are not eligible to apply.
- Projects that require ongoing support from council to continue.

8. Safety & Permissions

The following evidence is required to demonstrate safety and permissions for your project.

- Details of insurances, licences or permits required for your project
- Risk assessment for your project
- Written support from the property owner, community group or organisation supporting your project in their venue. A template Occupancy Agreement is available - *Refer to Section 11 Appendices*
- A copy of hiring conditions and confirmation (where applicable)
- Where standard booking conditions don't exist, a written agreement outlining the occupancy period and conditions is required, i.e for temporary rental of a vacant shop. (Property Owner Occupancy Agreement template available in *Section 11*)

- A copy of relevant insurance cover. The applicant must ensure appropriate public liability insurance of at least \$20 million is in place for the project, either through their own policy, or an auspice organisation.

9. Acknowledgment & Reporting Requirements

Successful applicants must use the standard acknowledgement statement and/or logos of Council's RADF program in promotional material. Successful applicants must acquit their project within four weeks of completion. A project acquittal report template will be provided to:

- Provide number of artists and volunteers involved in the project
- Report on participant and audience numbers
- Provide attendee feedback
- Submit photographs and materials that may be used for public promotion of the RADF program
- Demonstrate how grant objectives and outcomes were achieved.

10. Existing Community Venues & Spaces in the Mareeba Shire

Please note, the following list is not exhaustive, you may know of other venues or hire opportunities available from private businesses.

The venue must be town central or *fit for a specific purpose* to meet the requirements of the fund.

Community Facilities

Cedric Davies Community Hub	Kuranda Historical Society
Chillagoe Hub, Meeting Room	Kuranda QCWA
Chillagoe Town Hall	Mareeba QCWA Hall
Dimbulah Memorial Hall	Mareeba Sports Hall
Dimbulah QCWA	Mount Molloy Memorial Hall
Irvinebank, School of Arts Hall	Mareeba Library (Meeting Room)
Julatten, English Park Hall	Mareeba Arts Society
Julatten, Geraghty Park Hall	Mareeba Turf Club
Kuranda Amphitheatre Society	

For more information or contact details for community venues please visit: [Facility Hire - Mareeba Shire Council](#) or contact the Communities team for further advice about venues on 1300 308 461 or email communitywellbeing@msc.qld.gov.au.

Parks and Open Spaces

For a list of bookable Parks and Open Spaces throughout the Mareeba Shire, please visit: [Parks & Recreation Areas - Mareeba Shire Council](#).

11. Appendices

Appendix A: Template – Auspice letter of support

(Auspice Organisation letterhead)

Mareeba Shire Council
PO Box 154
MAREEBA QLD 4880

To whom this may concern

This letter confirms our agreement to be the auspice organisation for Mareeba Shire Council's Regional Arts Development Fund (RADF) program application for:

Applicant organisation name	
Applicant project name	

Auspice organisation details:

Auspice organisation name	
Auspice incorporation number	
Auspice ABN	
Auspice contact phone number	
Auspice contact email	

If the application is successful in obtaining funding from Mareeba Shire Council's RADF Creative Space Activation Program, we (the auspice organisation) understand that we will be responsible for the following compulsory obligations:

- ☐ Receipt and management of grant funds,
- ☐ Monitoring of the project,
- ☐ Timely completion and financial acquittal in line with the 2026-27 RADF Community Grant Guidelines and project application.

Optional Assistance: We will also provide the following support to the applicant:
(select all that apply)

- ☐ Provide Public liability insurance of at least \$20 million dollars;
- ☐ Provide insurance coverage for all project activities and participants;
- ☐ Responsibility for the project's occupational health and safety requirements;
- ☐ Provide mentoring for the auspice group.

Yours sincerely,

(Name, Position Held, Signature, Date)



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.

Appendix B: Template – Occupancy Agreement

Creative Space Activation Program – Occupancy Agreement

An agreement or standard hiring conditions that clearly defines the rights and responsibilities of all parties must accompany your application for funding under the Creative Space Activation Program. This form and supporting documentation may be used as evidence of an occupancy agreement between the applicant and property owner.

Written evidence of the property owner's permission to occupy and use the proposed space for the duration of the funded activity is required. This may include this template, a Licence to Occupy, Memorandum of Understanding, lease agreement, or letter of consent to define the following:

Property Address and/or Name:

Property Address:
Property Name (if applicable):

Names and contact details of the property owner/s signing this agreement

Full Name/s:	
Business Name:	ABN:
Phone:	Email:

Name of applicant / organisation hiring the space:

Full Name:	
Phone:	Email:

Approved use of the space

Detail the area/space that is approved for use during the period of this agreement and the type of activities that will be undertaken (e.g. gallery, workshop venue, studio, performance space):

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Occupancy period, including commencement and end dates:

Start date/time:	End date/time:
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Agreed rental/hire value for the duration of this agreement (including gst if applicable):

\$

Provide details of any other costs applicable to this agreement (utilities, water, waste etc):

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Provide details any in-kind contributions by the property owner towards this project:

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Provide details of the mutually agreed access arrangements, including keys and operating hours:

Operating Hours:

Responsibilities for cleaning and repairs

Photos and a basic condition report may be used to record the condition of the property before and after the agreed period. (at the discretion of all parties)

Detail the responsibilities of the hirer towards cleaning, waste management expectations for cleaning and repairs:

Insurance / Permit requirements:

A minimum of \$20,000 public liability insurance is required for the funded activity.

Provide details of insurance/permits the property owner and the applicant have in place for duration of this agreement:

Detail agreement of any temporary fit-out/display approvals or inclusions within this agreement:

Termination arrangements

Detail how either party can end the occupancy agreement before the agreed end date, and what notice must be given:

The property owner may terminate this agreement immediately if the occupant, uses the premises for unauthorised purposes; causes damage to the property; fails to maintain required insurance; or breaches relevant laws or safety requirements.

Any other conditions subject to this agreement:

(e.g Bond/security deposit and conditions for its return)

Risk and Compliance Requirements

- ☐ Copies of relevant insurance / permit documents are attached to this agreement.

The property owner and applicant agree:

- ☐ The property is suitable and safe for public use
- ☐ Relevant public liability insurance and permits are in place.
- ☐ The activity complies with local planning, building and fire safety requirements.
- ☐ All artworks, equipment and materials brought onto the premises remain the property and responsibility of the hirer unless otherwise agreed in writing.
- ☐ The hirer agrees to indemnify the property owner against claims arising from the hirer's use of the premises except where caused by the owner's negligence.
- ☐ Understand this form is provided as a guide only and is not considered legal advice.

- ☐ Council is indemnified against all claims and injury to persons or property resulting from use of the facility.

Property Owner/s

Name:

Signature/s:

Applicant/hirer

Name:

Signature/s: