

City of Ipswich

Regional Arts

Development Fund (RADF)

Guidelines

January – June 2024



**SUBMIT
YOUR
PROJECT IDEA
BEFORE
4 MARCH**



ACKNOWLEDGEMENT OF COUNTRY

Ipswich City Council respectfully acknowledges the Traditional Owners as custodians of the land and waters we share. We pay our respects to their Elders past, present and emerging, as the keepers of the traditions, customs, cultures and stories of proud peoples.

BACKGROUND

The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through Arts Queensland and Ipswich City Council (council).

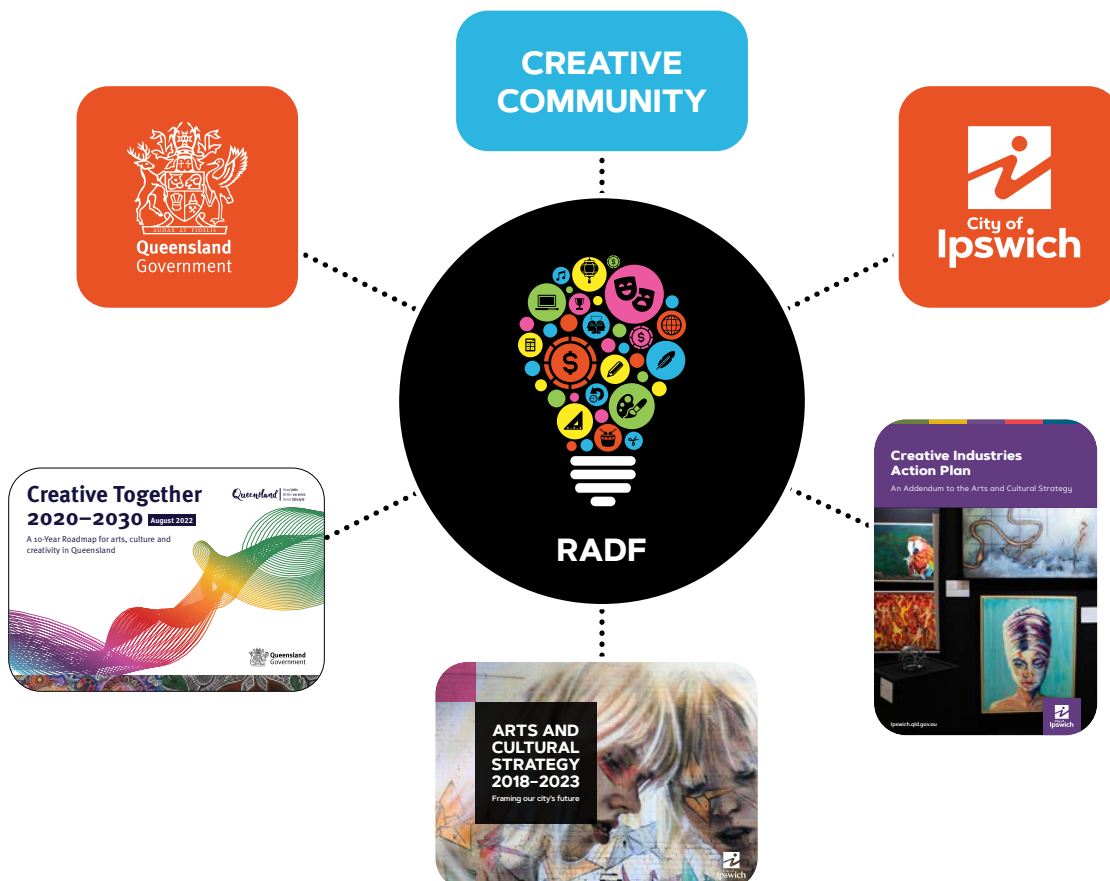
RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. RADF invests in local arts and cultural priorities as determined by local communities across Queensland.

ARTS QUEENSLAND RADF OBJECTIVES

Provide public value for Queensland communities

Build local cultural capacity, cultural innovation and community wellbeing

Deliver the Queensland Government's objectives for the community



CONTENTS

OVERVIEW	5
TARGET GROUPS	5
ELIGIBILITY CRITERIA.....	6
ASSESSMENT PROCESS	7
ASSESSMENT CRITERIA	7
KEY DATES FOR RADF PROJECT ROUND	7
NOTIFICATIONS	8
PAYMENT	8
ACKNOWLEDGEMENT	8
ACQUITTAL	8
RADF CONTACTS.....	8
APPLYING FOR RADF – QUICK RESPONSE	8
APPLYING FOR RADF.....	9
FREQUENTLY ASKED QUESTIONS.....	11

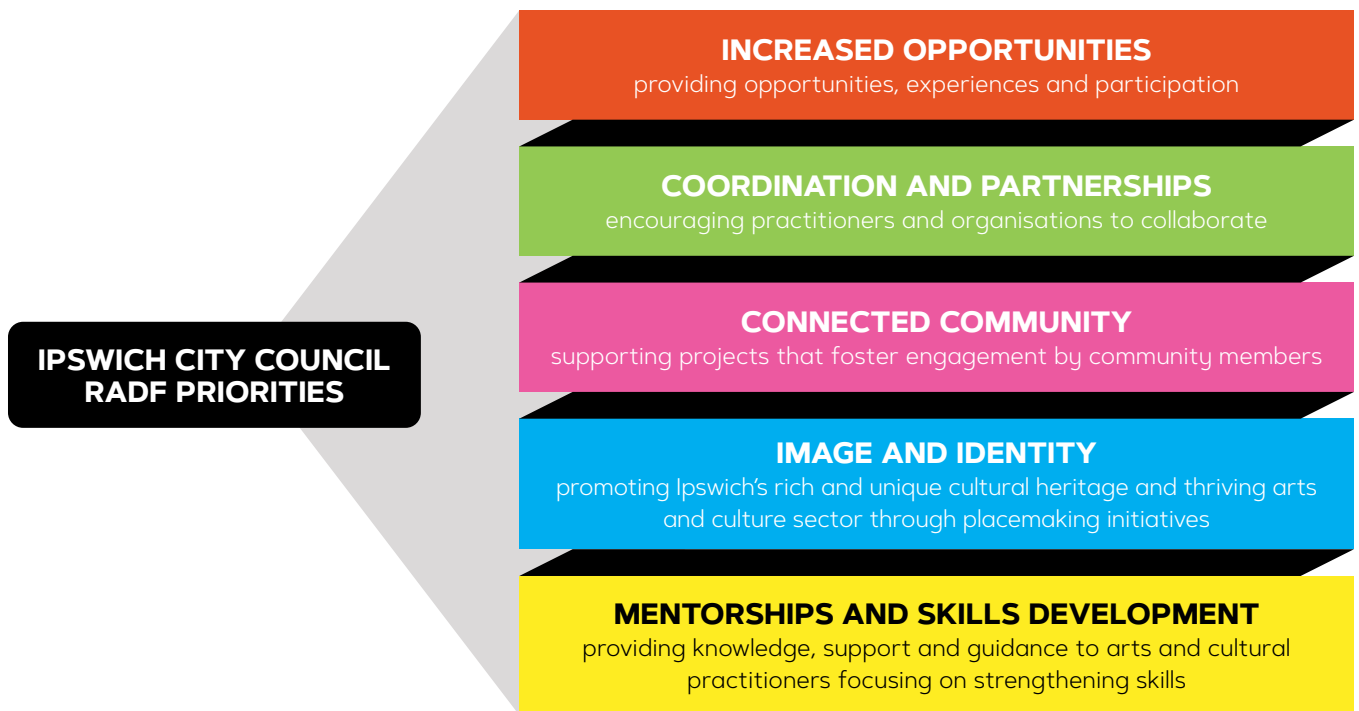


OVERVIEW

RADF provides individuals, community groups, businesses and collectives at all stages of their career funding to support the delivery of a creative project.

RADF can be accessed by all art forms throughout the Ipswich Local Government Area that demonstrate a connection to Ipswich and deliver on at least one of the priorities.

Quick Response grants focused towards mentoring and upskilling are available throughout the year.



TARGET GROUPS

To support the delivery of [Arts Queensland's Creative Together](#) objectives and [Ipswich City Council Arts and Cultural Strategy](#) goals, applicants are encouraged to direct their activities to one or two of these groups:

- Aboriginal and Torres Strait Islander people
- People from a culturally and linguistically diverse background, including Australian South Sea Islanders
- People with a disability
- Young people (12–25 years)
- Children (under 12 years old)
- Older people (over 55 years).



ELIGIBILITY CRITERIA

WHO CAN APPLY:

- Individuals, businesses, collectives and not-for-profit community organisations who are artists, arts and cultural practitioners or are linked to the creative industries
- People of all ages, if under 18, must have an adult who will be legally responsible for the grant
- People from the target groups (outlined on page 5) are encouraged to apply and can request additional assistance with their application via creative.industries@ipswich.qld.gov.au
- Those based in the Ipswich Local Government Area or those that demonstrate how the project will directly benefit the Ipswich arts and cultural community
- Applicants who can deliver the project complete or milestones (three-year projects) within 12 months
- Applicants who can provide public liability insurance of at least \$10 million.

WHO CANNOT APPLY:

- Government agencies or departments of state or federal government
- Educational, religious or medical organisations where the application is for the organisation's core business activities
- Individuals where the application is for content directly related to educational coursework, study or research
- Individuals who have not satisfactorily acquitted other Ipswich City Council funds or can not demonstrate the ability to acquit outstanding funds prior to the commencement of the project.



FUNDING IS NOT AVAILABLE FOR THE FOLLOWING PROJECTS:

Projects which:

- Start before the application is approved
- Are received after the closing deadline – council will not accept late applications
- School activities except where those activities form part of a broader community arts or cultural collaboration, and include participation with other schools and/or community groups in the development and delivery of the project.

Projects seeking funding for:

- Catering costs, openings, launches, parties and entertainment
- Competitions, including eisteddfods (dance and performance schools are eligible to apply for all other performances)
- Majority funding for publishing and/or printing costs
- Purchase of capital items
- Ongoing business as usual operational expenses
- 100 per cent of the project costs (except for Quick Response applications). Co-funding of at least 20 per cent is required, which could include applicant cash contributions, grants from other funding bodies, fundraising, sponsorships and partnership contributions, and in-kind support.

ASSESSMENT PROCESS

The RADF Committee is an independent group of industry and community representatives that reflect the diverse arts and cultural practice of the Ipswich region. Committee members are selected for their expertise in the arts and/or their understanding of developing arts and cultural industries in the region. The RADF Committee assesses each application and provides recommendations for funding to council, and independent advice to support the RADF program.

ASSESSMENT CRITERIA

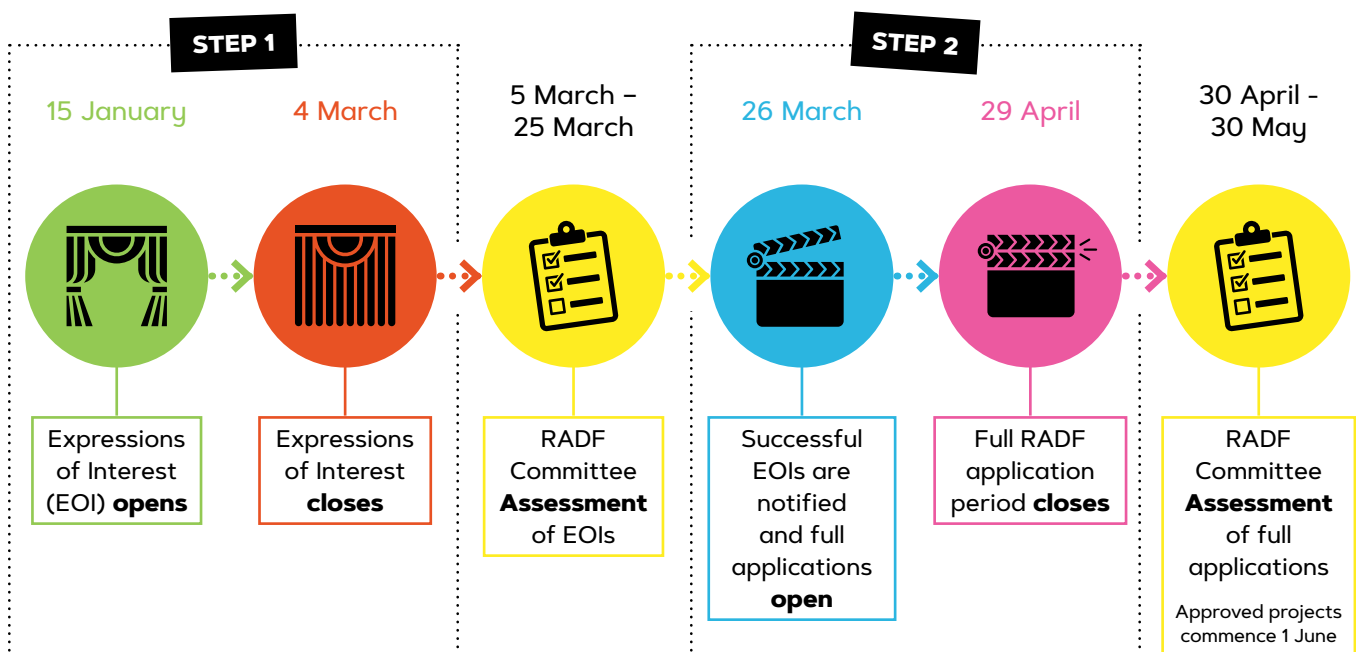
Applications must demonstrate how the project will directly benefit the arts and cultural environment in the Ipswich region.

Applications will be assessed against the following considerations:

- ✓ Innovation – projects that engage audiences, provide opportunities for artists to present their works and generate social and economic benefits through skills development, employment or tourism
- ✓ The artistic merit is clearly articulated, including vision, ideas, the creative process and evidence of quality of work
- ✓ Projects that align to one or two of the RADF priorities (outlined on page 5)
- ✓ Projects that increase opportunities, access and participation in arts and cultural activities
- ✓ Evidence of realistic and achievable planning and resource use, including a comprehensive budget
- ✓ Clear marketing or engagement approach (where relevant)
- ✓ The role of partners (where applicable), including confirmation of involvement
- ✓ The expected outcomes of the project are well articulated

KEY DATES FOR RADF PROJECT ROUND

There is one round for RADF projects between January - June 2024 to receive funding.



NOTIFICATIONS

Notifications will be provided by email after applications have been assessed for expressions of interest, full applications and Quick Response submissions.

PAYMENT

RADF program funds must be claimed within three months of notification.

In some instances, there may be specific funding conditions that need to be met before payment can be made.

ACKNOWLEDGEMENT

As a condition of funding, successful applicants are required to proactively and publicly acknowledge Arts Queensland and Ipswich City Council's support in all published material associated with the funded activity. The funding agreement details the required acknowledgement. Funding recipients must ensure that the Queensland Government and council's positive reputation is maintained at all times. Details on how to correctly complete acknowledgments will be provided with notification to successful applicants.

ACQUITTAL

All RADF funds must be acquitted within eight weeks of the stated project completion date by completing and submitting a project outcomes report online, which must include proof of expenditure. Applicants must use funds for the purpose for which funding was awarded, any changes to funding spend must be approved by the RADF Committee prior.

RADF CONTACTS

For further information or assistance, please contact council's Creative Industries Coordinator on (07) 3810 6666 or via email at creative.industries@ipswich.qld.gov.au

The Regional Arts Development Fund program is subject to council's annual budget allocations.

APPLYING FOR RADF: QUICK RESPONSE

Quick Response grants are available year round and applicants must allow at least eight weeks for the application to be processed.

STEP 1

Once you have found a professional development opportunity please ensure it:

- is three months or less in duration
- costs a maximum of \$1,500
- is a workshop, conference, mentorship or training (no accreditation).

STEP 2

Complete form through SmartyGrants answering the questions:

- Write a description of your activity, why should it be supported?
- What outcomes do you expect from this professional development opportunity?

Attach any flyers or copies of promotional material.

Attach support letters, letters of recommendation.

Attach an artist CV if applicable.

APPLYING FOR RADF: EOI OPEN UNTIL 4 MARCH 2024



STEP 1

Select which funding category your project aligns to:

A. PUBLIC ART

- Funding to support the delivery of public art activities
- Funding to support physical forms; sculptures, paintings and murals
- Funding to support transitory forms (performances, dance, theatre, poetry etc.)

B. TELLING IPSWICH'S STORIES

- Funding for projects that document community stories through various forms and mediums including:
 - Plays, films, videos, audio, oral histories
 - Visual artwork, digital exhibitions, physical exhibitions
 - Publications, articles and research.

C. PROJECT - UP TO 12 MONTHS

- Funding for a new project and/or an activity that has a broad reach in the community. The project should have artists and community work together in an innovative and energised project.

D. PROJECT - THREE YEARS DURATION

- Three year funding is available for seed funding for groups, businesses or organisations that demonstrate strong potential to sustain without government funding in the longer term. Income generation is expected to occur for the projects sustainability
- Funding is allocated as:
 - up to \$15,000 in the first year
 - up to \$10,000 in the second year
 - up to \$5,000 in the third year.

Applicants who are awarded three year project funding can not apply for additional council funding until the project has been acquitted. If you are interested in three year funding please contact creative.industries@ipswich.qld.gov.au before submitting your EOI.

E. SKILLS DEVELOPMENT AND MENTORING

- Funding for projects that deliver workshops, seminars and programs on your craft for members of Ipswich's community
- Funding for projects that engage suitable professional/s to run workshops that upskill or offer capacity building to Ipswich creatives.

STEP 2

Applicants are required to submit an **expression of interest** through SmartyGrants by 4 March 2024. Please visit CreatorsofIpswich.com.au to find the link to SmartyGrants.

The **expression of interest** will require answers to the following:

- What is your creative practice? Please detail any career highlights (maximum 200 words)
- What is your project? Who will be involved? Where will your project happen? How will your project benefit the community, are there any wider community social benefits etc.? Mention any partnerships you've formed (maximum 300 words)
- Select one or two of the RADF priorities outlined on page 5. Explain how your project connects to the selected priorities. Please note selecting multiple priorities is not weighted higher than selecting one priority (maximum 300 words)
- Include the total monetary amount requested through RADF and the total approximate cost of the project. Please be mindful that a 20 per cent co-contribution is required to be detailed in the full application stage. e.g. if the project costs \$5,000 then \$1,000 of contribution will have to be from another funding source.

The RADF Committee will consider expressions of interest and decide which applicants will be invited to progress to step 3 and submit a full application.

STEP 3

The **full application** requires responses to the following:

- Where will your project be held? If outside of Ipswich, please outline how the Ipswich community will benefit from your project (maximum 200 words)
- What is your project? Please detail planned activities and types of art form (maximum 400 words)
- Why you are doing this project? How will your project benefit you, other artists, the project participants and/or the community? (maximum 400 words)
- Are you targeting any specific groups for your project (listed on page 5)? Please note it is not compulsory to target specific groups
- How will your project be marketed/promoted to attract and encourage community/audience participation? (maximum 200 words)
- What workplace health and safety issues will your project have to consider? Please detail steps that will be taken to address these issues. Consider health care plans for participants, public liability insurance and relevant licences
- Who are the key people/person delivering your project? List their name, title and if they are a confirmed collaborator. Outline their capacity and experience
- What is the detail of your project plan? Outline project stages, expected start date and expected completion date
- What is included in the budget for your project? Please complete the budget form explaining the income and the expenditure for the project.

Documents that are required to be submitted with your full application:

- Current Public Liability Insurance Certificate or Certificate of Currency for at least \$10 million
- CVs for key personnel delivering the project
- Current quotes for goods and/or services RADF funds will be used towards. Ipswich City Council encourages the use of local businesses for purchases.

Documents that may be required to be submitted with your full application:

- Confirmation of partnerships
- List of all artists, organisations, businesses or arts workers involved in the project
- Letter of confirmation from Auspicing Organisation
- Support letters from creative professionals, individuals or groups benefiting from the projects, contributing artists. Please do not include support letters from the mayor or councillors.

FREQUENTLY ASKED QUESTIONS

I am still in the process of completing another RADF program, can I apply for another project?

You cannot make an application to a 2024 RADF program until you have acquitted your previous project. If your acquittal can be finalised prior to the start date of the next project you can apply if approval is received from Ipswich City Council RADF Officer.

I applied in the last round, but I wasn't successful. Can I apply again?

Yes. We encourage people to apply again taking on-board feedback from their last project. We would encourage you to reach out to creative.industries@ipswich.qld.gov.au to discuss feedback prior to submitting again.

Do I have to be based in Ipswich?

Ideally you are either an individual or organisation located in Ipswich, or the majority of your collective are Ipswich residents. If not, the application will have to provide clear details about how the project is connected to Ipswich and how it will benefit the Ipswich community.

Do I have to have an ABN?

Yes, all applications require a current ABN. Visit Abr.gov.au for further details. You can also consider being auspiced by an organisation.

Can I choose to have my grant auspiced by another organisation?

Absolutely. Applications may be submitted by an auspicer on behalf of another entity. If your application is successful there may be a requirement to provide in writing the financial and administration agreement.

What does in-kind support mean?

In-kind refers to non-cash goods and services that are provided to the project. An example may include labour, professional advice, or services such as legal advice or marketing, the free usage of a space, etc.

Can I speak to someone from Ipswich City Council about my application?

Yes, to contact the RADF Officer please either email creative.industries@ipswich.qld.gov.au or phone (07) 3810 6666.

Workshops to support grant writing and proposal development are regularly scheduled as part of ARTiculate. For further information head to Creatorsofipswich.com.au






Ipswich City Council
PO Box 191, Ipswich QLD 4305, Australia

Phone (07) 3810 6666
council@ipswich.qld.gov.au
ipswich.qld.gov.au

Join us online:

 /ipswichCityCouncil

 /ipswich-city-council

 /ipswichCityCouncilTV