Important Information for Applicants - Regional Arts Development Fund 2018-19

**Information Privacy and Right to Information**

The information you provide in your application may be used by City of Gold Coast and Arts Queensland for the following purposes:

- Processing and assessing your application – for this purpose, the information may be provided to industry experts/peers engaged by City of Gold Coast.
- Verifying other funding incomes for your project – for this purpose, the information may be provided to other funding agencies nominated in your application.
- Reviewing and evaluating City of Gold Coast funding programs, strategies, plans and services – we may contact you for this purpose.
- Training.
- Systems testing and process improvement.
- Compilation of statistics.

If your application is successful, the information you provide in your funding application, the amount of funding you receive, the information you provide in your progress reports and/or outcome report/s and text and images relating to your funded activity may be used by City of Gold Coast and Arts Queensland, including publication on its websites and/or other Queensland Government websites as part of the Government’s Open Data initiative, for the purposes listed above and for the following purposes:

- Processing, paying and administering your funding.
- Reporting, including the Arts Queensland annual report.
- Promoting funding outcomes and Queensland’s arts and culture – for this purpose, the information (including your contact details) may be provided to Queensland Government Members of Parliament, the media, local government, Australia Council and state government agencies, who may contact you directly.

City of Gold Coast and Arts Queensland treats all personal information in accordance with the *Information Privacy Act 2009*. The provisions of the *Right to Information Act 2009* apply to documents in the possession of City of Gold Coast and Arts Queensland, Department of Science, Information Technology, Innovation and the Arts.

**Other income**

Applications must demonstrate financial and in-kind support from your own or other sources as RADF will not support 100 per cent of your program/project budget. Sources may include: financial or in-kind support from government and non-government entities; earned income; or income from fundraising, sponsors or philanthropic entities.

**Paying award industry rates**

Applicants must pay award rates or industry recommended rates of pay to arts and cultural workers involved in the project. City of Gold Coast and Arts Queensland are committed to artists and creative practitioners being paid.
Feedback and review of decision

Applicants are able to request feedback on their application. In the first instance please contact the Arts and Culture Unit, City of Gold Coast to request feedback.

All funding decisions can be reviewed under the Judicial Review Act 1991. An applicant dissatisfied with the decision can request, in writing, within 28 days of receiving notification of the decision, a written statement in relation to the decision of the Minister or other decision maker.

Under the Judicial Review Act, RADF committees and local councils may be required to account for decisions made in the assessment of applications.

RADF Committee recommendations must be made and recorded on the basis of how well each application meets stated assessment criteria.

Submitting your application

1. Read the Program guidelines and application form.

Note: if you are unable to apply online please let us know and we will provide you with a copy of the application form in word document format.

Accessibility is important to us. If you or someone you know needs this information in another format please let us know.

Important information for successful applicants

If your application is successful, you will receive a funding agreement from City of Gold Coast. It is your responsibility to ensure that you understand your obligations under the funding agreement.

Successful applicants should advise City of Gold Coast in writing about changes of address or other contact details throughout the project.

Agreement processes

City of Gold Coast will send you a funding agreement including 2 copies of the ‘Letter of Acceptance’, an original and a copy. Sign and date both copies and return the copy to Council.

If City of Gold Coast has set special conditions on your funding these will be listed in your agreement. You will need to: Sign and date all copies of the agreement to show you have read, understood and accepted these special conditions of your funding

Variations

Funding cannot be used for any activities except those specified in your funding agreement, which includes your application, and letter of offer, unless a variation of the funding agreement is sought from, and approved in writing by City of Gold Coast.

You should request approval from City of Gold Coast in writing immediately if there are any changes to:
• Key personnel
• Timelines
• Budget
• Funding from other sources
• Location or venues
• Anything else that would alter the outcomes of the agreed activity.

If you anticipate any possible changes, you should contact City of Gold Coast and speak with the RADF Liaison Officer. If you fail to obtain written approval, you may be required to repay the funding and you may not be eligible for future funding. For applicants requiring an extension to the agreed activity, written approval needs to be sought prior to the original due date of the Outcome Report.

Tax

Funding paid by City of Gold Coast may be considered as part of your income in a financial year and may therefore be subject to tax. Under the tax system amendments introduced on 1 July 2000, funding paid to artists or any other entity may be subject to the goods and services tax (GST) and the pay as you go (PAYG) withholding tax.

City of Gold Coast cannot give you specialist advice about taxation or legal issues. Further information about the GST and other tax issues is available from the Australian Taxation Office's (ATO) website or by telephoning the Business tax enquiries line on 13 28 66 or the Personal tax enquiries line on 13 28 61.

Goods and services tax (GST)

Funding payments issued through the Regional Arts Development Fund does not attract GST. If you are eligible for GST you must make allowance within your budget accordingly.

Intellectual Property

Where a funded activity involves the use of copyright material, it is the applicant’s responsibility to provide all the necessary information regarding intellectual property associated with the activities and deliverables. Additional intellectual property information can be obtained from the Australian Copyright Council website.

Acknowledgements

All successful applications will need to acknowledge City of Gold Coast and Arts Queensland support in all published material associated with the activity. The funding agreement details the required acknowledgement/s. The Arts Queensland website (www.arts.qld.gov.au) details the requirements regarding the use of the Queensland Government logo and standard text of acknowledgement.

Reporting on your project/activity outcomes

One of the standard conditions of the funding agreement for all funding is that you provide City of Gold Coast with a completed report for the funded activity. Please contact the RADF Liaison Officer for an Outcome Report Template.

If your outcome report is satisfactory, you will be notified by City of Gold Coast that the funding has been acquitted. If your outcome report is unsatisfactory, you will be notified by City of Gold Coast and may be required to provide further information.
Your outcome report provides information about the returns achieved with investment. Outcome reports include:

- Data about outputs of your activity – e.g. number of attendees/participants, number of activities, regional coverage, employment, etc.
- Data about the artistic, cultural, social and economic outcomes of your activity
- Information about any challenges you experienced during the activity and what you learnt from them
- A detailed statement of income and expenditure
- Any required documentation including photographs, videos, catalogues, press clippings or programs, which should acknowledge City of Gold Coast/Arts Queensland funding where appropriate.

Data from outcome reports may be used by City of Gold Coast/Arts Queensland to:

- Monitor if you achieved Key Performance Outcomes (KPOs) as outlined in your funding agreement (if applicable)
- Develop a short case study about your activity to be published on the City of Gold Coast Digital Hub/Arts Queensland website (with your permission) – for examples of case studies, go to http://www.arts.qld.gov.au
- Publish aggregated (non-identified) data about overall returns on Arts Queensland investment.

If you need advice about preparing your outcome report or you have concerns about the due date you should contact City of Gold Coast on telephone 07 5582 9220 and ask to speak to the RADF Liaison Officer. If your outcome report is late, or of a poor standard, it may affect how your future applications are considered in terms of financial integrity and managerial competence.

Glossary of terms

- **Aboriginal or Torres Strait Islander** — this definition includes three elements: descent, identification and acceptance. An Aboriginal person or Torres Strait Islander person is defined as someone who is of Aboriginal or Torres Strait Islander descent, identifies as an Aboriginal person and/or Torres Strait Islander person and is accepted as such in the community where he or she lives or comes from.

- **Australian South Sea Islander** - Australian-born descendants of the predominantly Melanesian people from the more than 80 islands in the Western Pacific who were brought to Queensland and northern New South Wales between 1863 and 1904 to work as indentured labourers.

- **Acclaimed Artist** – an artist or group of artists who has a high-profile and is considered nationally and internationally renowned outside of their artistic genre. It is expected that the Acclaimed Artist is familiar to most Australians, has great popular appeal and is regarded as being prominent or successful in their chosen field. Australian or Queensland artists may be included.

- **Acquittal /Acquittal report**– A record, provided by the funding recipient, of the project or activity and how the funds were spent.

- **Artist** — see acclaimed artist, emerging artist, established artist and professional artist.

- **Artist Run Initiative** - Artist Run Initiatives (ARIs) are unincorporated collectives of professional practising visual artists, craft practitioners and designers and incorporated, not for profit arts organisations that identify as an ARI. ARIs are characterised by the following qualities; they are managed and operated by artists, they operate on a non-profit basis, they have a continuing program of creative activities.
• **Arts worker** — someone who works in the arts sector to support or manage artists and arts programs.

• **Assessor** — an assessor can be either an arts industry expert or peer who is responsible for assessing funding applications against a set of funding criteria.

• **Backing Indigenous Arts (BIA)** - aims to develop a sustainable and ethical Indigenous arts industry in Queensland. The initiative creates pathways for arts and cultural workers and artists to develop sustainable career options while strengthening and building awareness and appreciation of the uniqueness of Queensland Indigenous culture.

• **Collective or cooperative** — collectives or cooperatives are community groups or groups of artists that are not incorporated. One person must be nominated as the accountable representative of the group for management, reporting and financial matters, and all members of the group must sign a letter confirming their involvement and support for the nominated representative. A group should be maintained for the duration of the project.

• **Commercial approaches** — a focus on buying and selling arts activities with a view to making a profit.

• **Community** — a community can be any group of people who identify with each other through a common element that can include geographical location, shared cultural heritage, age group, profession or social or recreational interests.

• **Community benefit** — tangible and intangible benefits that can include positive cultural, social, economic and environmental outcomes.

• **Community Engagement** - the process of getting communities involved in matters that affect their lives, for example encouraging more people to enjoy and take part in arts and cultural activity.

• **Core operations / core business** — activities of an entity that incur fixed costs or discretionary costs which cannot be attributed to a specific project. Fixed costs are costs that would be incurred by the entity even if the entity’s projects did not eventuate.

• **Craft worker** — a crafts practitioner who creates objects using ceramics, textiles, metals or other materials.

• **Cultural Infrastructure** — infrastructure includes buildings and equipment for arts and cultural activities.

• **Culturally and linguistically diverse** — people who were born, or whose parents were born in a non-English speaking country.

• **Cultural worker** — a person who manages or facilitates the development of cultural activity.

• **Demand** - Demand can take the form of history of attendance/participation, confirmed interest from project or program partners, letters of support, and financial investment at a local level.

• **Diversity** - a variety of social and cultural characteristics exist.

• **Emerging artist** — an artist at an early stage in their career with no more than five years of professional experience. Emerging artists will have a demonstrated and recent track record of some professional work in their art form area, and will have created a modest body of artistic work.

• **Enterprise** – a small business or company with a focus on commercial activity e.g. selling goods or services and/or a social purpose e.g. services provision to communities.

• **Entrepreneurial** – organising and managing an enterprise or enterprises with considerable initiative and risk.
• **Established artist** - An artist who is at a mature stage in their career, who has specialized training in the art form, who has created an extensive body of independent work, who has garnered national or international recognition from their peers as having reached an advanced level of achievement.

• **Incremental Impact** – the proposed impact of your activity with funding, as opposed to its potential impact without funding.

• **Infrastructure** – see Cultural Infrastructure

• **In-kind support** — in-kind support includes volunteer labour, administrative support, rent-free accommodation or donations of materials or equipment. These contributions should be given a dollar value and should be included in your proposed budget.

• **Innovation** – creating value from new ideas involving the applying of new ideas to create new or significantly improved processes and products.

• **Investment** – the provision of value toward something for its growth, security and/or maintenance.

• **Local** – an area specific to one of Queensland’s local government area divisions. Local activities may be created by artists in a local area, build the capacity of local artists and/or are for local community, participants or audience. This may include community festivals, major events that attract visitors to the local area or activities that increase participation in local arts and cultural activities.

• **New Work** – a performance or artwork that has not had a public presentation

• **Non-government organisation** - an organisation that is not subject to the control of the Commonwealth, a State or Territory and/or a local government.

• **Not-for-profit** — a legally constituted organisation whose constitution or rules state that profits or surpluses must be used to further the organisation’s artistic objectives. Any profits or surpluses cannot be distributed to owners, members or any other individual or group of individuals. The constitution or rules should also make provision for the transfer of assets to a similar organisation should they cease operations.

• **Operational funding** — contributions made by funding bodies that support the core operations and annual programs of arts and cultural organisations.

• **Outcome report**– A record, provided by the funding recipient, of the project or activity and how the funds were spent.

• **Partnership** — a partnership is an agreement between the funding applicant and government, non-government or arts and cultural organisation or another entity. The agreement provides access to resources and opportunities that would otherwise be unavailable to the proposed activity.

• **Peers** — experienced practising arts and/or cultural workers selected to assess a funding application.

• **Performance Indicators** or outcomes— measurable outcomes you intend to use to evaluate your project.

• **Professional artist, arts worker or cultural worker** — an individual who has specialist training in their field (not necessarily in academic institutions), is recognised by other professional practitioners working in the art form area, is committed to devoting significant time to the artistic activity, and has a record of public presentation.

• **Regional galleries** -Regional Galleries are those based in communities outside Brisbane City Council boundaries. They present quality exhibitions and related educational programs, service the cultural
needs of communities as well as being the custodians of collections. They will have ‘A’ category facilities and full time professional staff.

- **Regional** — regional areas include larger urban growth centres close to Brisbane such as the Gold Coast, Logan and Ipswich, regional centres, provincial cities, rural and remote areas and isolated communities across Queensland.

- **Unique** — demonstrating rare, defining and attractive qualities in terms of artistic and cultural offering, frequency or accessibility of type of activity to a community.