ACTIVATE Program
Regional Arts Development Fund 2019-20 Guidelines

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.

The RADF 2019-20 objectives are to support local arts and cultural activities that:

- Provide public value for Queensland communities.
- Build local cultural capacity, cultural innovation and community pride.
- Deliver Queensland Government’s objectives for the community.

What does the RADF aim to achieve on the Gold Coast?
The Culture Strategy 2023 identifies four strategic outcomes that respond to our community’s aspirations for arts and culture over the next five years:

1. Our culture is distinctly Gold Coast
2. A place where culture is everyday
3. A community that values its cultural heritage
4. A city where creativity creates opportunity

In delivering on these strategic objectives, priority will be given to approaches that respond to, and focus on:

- excellent and leading edge artistic practice
- innovation and entrepreneurship
- sustainability of the cultural sector
- our stunning natural environment
- our outdoor lifestyle
- creative collaborations and partnerships
- engaging our community in high quality cultural experiences
About the ACTIVATE Program

The ACTIVATE Program provides support for Gold Coast creatives, organisations/collectives and community to deliver diverse and enterprising projects and programs that:

- align to the Culture Strategy 2023
- clearly articulate ideas, partnerships and outcomes
- display a clear connection to the Gold Coast.

Funding provides support for projects that deliver artistic excellence, community benefit, collaboration, partnerships, sustainability and innovation.

Key Dates

<table>
<thead>
<tr>
<th>ROUND ONE</th>
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<tbody>
<tr>
<td>Round Open</td>
<td>18 October 2019</td>
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<tr>
<td>Applications Close</td>
<td>18 November 2019</td>
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<tr>
<td>Interview Sessions</td>
<td>12 December 2019</td>
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<tr>
<td>Notification of Outcome</td>
<td>January 2020</td>
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<tr>
<th>ROUND TWO</th>
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<tbody>
<tr>
<td>Round Open</td>
<td>3 February 2020</td>
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<tr>
<td>Applications Close</td>
<td>2 March 2020</td>
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<tr>
<td>Interview Sessions</td>
<td>2 April 2020</td>
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<td>Notification of Outcome</td>
<td>May 2020</td>
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Dates may be subject to variation. Applicants will be notified accordingly.

Funding Period

Funding is for activities commencing after:
- Round One: 24 January 2020
- Round Two: 5 May 2020.

How Much Can I Apply For?

Applications are not capped and will be assessed on merit. Note, however, that RADF will not support 100 per cent of your project’s costs – applications must include income from sources other than RADF. Typically RADF funding represents approximately 30% of the total project budget.
Eligibility Criteria

To be eligible all applicants must:
- be permanent Gold Coast residents (individuals); based on the Gold Coast (collectives and organisations)
- be Australian citizens or permanent residents
- have an Australian Business Number (ABN)
- be over 18 years of age, or have the application co-signed by a legal guardian confirming responsibility for the financial management of the funding.

The following applicants are not eligible to apply:
- organisations funded through the Arts Organisations Triennial Funding Program, Council entities and strategic partner organisations - however, these entities can partner on projects
- applicants that have received a RADF ACTIVATE grant for the same activity in 2019 (note – a second stage development of the same work, or a tour of the same work would be eligible)
- applicants that have not satisfied the reporting requirements of all previous RADF funding.

Individual applicants who are employees of Council entities and/or strategic partner organisations must provide a letter of confirmation from the CEO or Senior Management evidencing any proposed activity seeking RADF support is not associated with their role and/or programming of the entity/organisation.

Ineligible applications are those that:
- do not meet the eligibility requirements above
- request support for a project commencing before 24 January 2020 (Round 1) or 5 May 2020 (Round 2)
- request funding to cover 100% of the project’s costs.

What Does RADF Not Support?

- Projects for which artists and arts workers are paid less than the recommended industry rates (see https://www.meaa.org/, https://www.artslaw.com.au/, https://visualarts.net.au/, https://www.asauthors.org/)
- Activities that commence before Council approval is given
- Amateur arts activities
- School arts activities, including Summer/Winter schools
- Entertainment e.g. performers for an event
- Competitions
- Eisteddfods
- Purchase of capital items e.g. equipment, buildings or vehicles, musical instruments
- Accredited study, training or university courses
- Activities considered to be part of an organisation’s/group’s core administrative functions.
Application Assessment Criteria

Projects should align to the strategic outcomes of the City of Gold Coast Culture Strategy 2023 - http://www.goldcoast.qld.gov.au/documents/bf/cultural-strategy.pdf. Priority will be given to applications that clearly demonstrate how they build local capacity and deliver sustainable outcomes.

Projects should encourage partnerships and innovative delivery models.

Applications will be assessed against the following criteria:

Quality

- High standard of artistic and cultural products, processes and/or services
- Artistic and/or cultural innovation
- Contribution to art form or artist development
- Personnel with the expertise and experience to deliver artistic or cultural objectives

Reach

- Participant or audience numbers or public outcome
- Demand or need for the project or program
- Communication and marketing to target audience
- Accessibility of program to diverse audiences, participants and communities or to a specific target group

Impact

- Cultural, social or economic outcomes
- Impact of local government investment and value for money
- Financial and in kind support from partners
- Revenue generation (e.g. from ticket sales, hospitality, merchandise or other activities)

Viability

- Good planning and achievable outcomes
- Effective use of resources and appropriate budget
- Personnel with management and administration skills
- Enterprising and innovative approaches.

How Are Applications Assessed?

Step 1

It is recommended that all applicants make contact with the City of Gold Coast RADF Liaison Officer to determine the suitability of the application prior to submission.

Step 2
Submit your application online as per the guidelines and by the published due date. Include a detailed project plan, timeline, budget, and supporting material. Applications should focus on clearly articulating the vision, impact and objectives of the project and evidencing the applicants’ capacity to deliver. The application will be checked by the City of Gold Coast Arts and Culture Unit for eligibility. If your application is deemed ineligible, we will provide feedback on eligibility requirements and guidance on how to develop a more competitive application. Applications are assessed as they have been submitted. Additional support material will not be accepted after the published closing date.

**Step 3**
Your application is assessed by the external Gold Coast Regional Arts Development Committee as per the published guidelines and against the Program assessment criteria. The full list of current Arts grants assessment panel members is published online. All applicants are invited to attend an interview with members of the RADF committee to discuss project details. The Committee will then moderate the assessment process with consideration of: available funding, balance across art forms; geographic spread, target groups and government priorities. The assessment panel may recommend part funding.

**Step 4**
Recommendations are submitted to the CEO’s delegate, Director Lifestyle and Community for approval before final noting at Council’s Lifestyle and Community Committee and Full Council Meeting. Unsuccessful applicants are eligible to re-apply in future funding rounds in accordance with the grant guidelines. The list of successful applicants will be published on the City of Gold Coast’s website.

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**Submitting Your Application**
Applications must be received by the closing date published in these guidelines (see Key Dates).

1. Read the ACTIVATE Program guidelines and check that you are eligible to apply

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 need this information in another format please let us know.*

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**Essential Information for Successful Applicants**

**Reporting**
All RADF funded activities are required to complete a Project Outcome Report. A link to the online reporting template will be provided to you by the City of Gold Coast RADF Liaison Officer.
The Project Outcome Report includes information about the success of your project, budget, support material and Key Performance Indicators – Impact, Quality, Reach and Viability – which are required to be submitted to City of Gold Coast Council within eight weeks of the completion of your project.

Acknowledgement

RADF funded activities must acknowledge the Queensland Government and the Council in ALL promotional material, publications and products by inclusion of the RADF acknowledgment text and logos - as provided to you by City of Gold Coast.

The required acknowledgement text for RADF is:

_The Regional Arts Development Fund is a partnership between the Queensland Government and City of Gold Coast to support local arts and culture in regional Queensland._


Please contact cultural@goldcoast.qld.gov.au for the City of Gold Coast logo.

Payments

Payment terms are 30 days from date of invoice, subject to the receipt of a signed funding agreement, tax invoice and a copy of a bank statement header including applicant’s name and address, the bank name and address, BSB and account details. These details must match the details provided on the invoice.

Other Funding Sources

As RADF does not support 100% of your project, please consider additional funding sources, such as:

_Arts Queensland - Queensland Arts Showcase Program_

The Queensland Arts Showcase Program (QASP) provides funding to support individuals, organisations or collectives to deliver vibrant and accessible arts and cultural experiences for Queensland. For more information contact an Arts Queensland Arts Investment Officer on 07 3034 4016 or 1800 175 531 (toll free) or email investment@arts.qld.gov.au

Homepage: [https://www.arts.qld.gov.au/](https://www.arts.qld.gov.au/)


_Australia Council for the Arts_

For information on available grants contact an Australia Council Grants Officer on 02 9215 9000 or 1800 226 912 (toll free) or email enquiries@australiacouncil.gov.au


Contact Us

Further information about the ACTIVATE Program can be obtained by:

- phoning the City of Gold Coast RADF Liaison Officer on 07 5581 6075
- emailing cultural@goldcoast.qld.gov.au

For additional information about City of Gold Coast funding opportunities please visit: http://www.goldcoast.qld.gov.au/thegoldcoast/arts-culture-opportunities-28790.html