

# ACTIVATE SMALL GRANTS 2020/21 GUIDELINES

REGIONAL ARTS DEVELOPMENT FUND  
(RADF)

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# REGIONAL ARTS DEVELOPMENT FUND



## Activate Small Grants Program

The Regional Arts Development Fund (RADF) Activate Small Grants program supports Gold Coast creative individuals, organisations, community and collectives to deliver arts and cultural activity across all art forms, and supports artists at all stages of their career.

The RADF Activate Small Grants program supports applicants seeking smaller levels of funding for arts and culture based activities. Funding of up to **\$5,000 per application** is available.

Funding supports all types of arts and cultural activities and includes:

- the creation, development and/or presentation of work
- professional opportunities e.g. an invitation to showcase at a significant national or international event/festival
- professional development opportunities that will grow your experience, skills and practice, and assist you to build a sustainable career e.g. mentorships, residencies, secondments
- opportunities to connect with and develop new audiences/markets e.g. through research or a touring opportunity
- cultural capacity building
- other eligible arts and cultural projects in any art form.

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

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## About RADF

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.

- The RADF 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 RADF Aims to Achieve on the Gold Coast

The City of Gold Coast [Culture Strategy 2023](#) identifies four strategic outcomes that respond to our community's aspirations for arts and culture:

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.

The City of Gold Coast RADF program aligns with these strategic outcomes and the *Culture Strategy's* underpinning actions to invest in our creative future.

Our RADF program aims to:

- support a richness of cultural experiences that celebrate and express our city's diversity
- increase opportunities and audiences for cultural product in the city, with more locals participating in arts and culture
- support professional and emerging local artists to develop skills, networks and profile
- support excellent contemporary practice, creative collaborations and sustainable outcomes
- grow the number of people employed in local creative industries, and grow and diversify our economy through creative enterprise
- grow the city's reputation for cultural tourism and unique visitor experiences.

Applications that address the following will align strongly with the [Culture Strategy 2023](#):

- new ways of engaging young people in arts and culture
- developing and promoting Indigenous culture and heritage
- supporting our artists and creative industries to explore new and emerging digital platforms
- providing opportunity for the city's culturally diverse population to express their culture and connect to community.

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## Application Deadlines

Activate Small Grants is open year round until annual funds are expended.

As a rolling fund, you can apply at any time however applications must be received at least **eight weeks** prior to your activity start date.

Notification of funding outcomes will occur within eight weeks from submission of your application. If your application is submitted less than eight weeks prior to your activity commencing, the City considers this retrospective funding and your application will be ineligible for support.

Subject to other eligibility requirements, you can apply to Activate Small Grants multiple times, but can only receive funding once in 2020/21.

## How Much Can I Apply For?

You can apply for funding of **up to \$5,000**.

RADF will not support 100 per cent of your project's costs. You must show income from sources other than RADF in your application budget.

## Eligibility Criteria

To be eligible all applicants must:

- be a Gold Coast resident (individuals/collectives) / based on the Gold Coast (organisations) OR the project being applied for must have significant outcomes on the Gold Coast and must benefit the Gold Coast community \*
- have an Australian Business Number (ABN)
- individual applicants/collectives must be Australian citizens or permanent residents and be practicing artists or arts professionals.

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.

The following applicants are not eligible to apply:

- applicants that received a 2019/20 RADF Germinate grant
- 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 not completed and acquitted any previous RADF funded projects.

Ineligible applications are those that:

- do not meet the eligibility requirements above
- are received less than eight weeks before the funded activity start date
- request funding to cover 100% of the project's costs.

\* If you are not a Gold Coast resident, but believe your project will benefit the Gold Coast community, you must provide evidence of local community benefit in your application and outline significant outcomes on the Gold Coast.

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## What Activate Small Grants Will Not Support

The following are ineligible activities/costs and will not be supported:

- activities that have already taken place or are in progress
- projects where artists and arts workers are paid less than industry standard (see <https://www.meaa.org/>, <https://www.artslaw.com.au/>, <https://visualarts.net.au/>, <https://www.asauthors.org/> )
- amateur arts activities
- school arts activities, summer/winter schools
- activities that are part of a certificate, degree or other study/training at university, government or private institutions
- competitions, awards, prizes, eisteddfods, fundraising activities
- projects or activities that do not have a clearly defined arts component
- urban art (murals) on Council assets and infrastructure (see the City's [Public Art Policy](#)) #
- purchase of capital items including computers, buildings, vehicles and musical instruments however, other capital items directly related to delivery of the project are eligible for support capped at no more than \$1,500
- business start-up costs
- administrative and other organisational costs not directly associated with the project
- repayment of debt or loans.

# While you may apply for funding towards urban art on private property, you must provide confirmation of consent of the property owner as required support material when you submit your application, and your project must comply with the City's [Graffiti Policy](#) and [Urban Art Policy](#) and [Guidelines](#). See [Important Information for Applicants](#) for further details on requirements.

## Assessment Criteria

You must consider and respond to the assessment criteria in your application and clearly articulate the artistic rationale, impact and objectives of the project and your capacity to deliver.

Guidance on what you should consider when responding to the criteria is provided below. Not all considerations under each criterion may be relevant to your application.

All criteria have an equal weighting. Applications will be assessed against the following assessment criteria:

### Quality

Things to consider when responding to the Quality criterion:

- How can you show strong evidence of the quality of your current and previous work – both in your application and through your support material? Have you included relevant and recent examples of your previous work? Do you have responses from peers or the public to your previous work you can include?
- What is your creative vision/rationale for the project? Have you clearly outlined your creative, engagement or development process?
- Does your project engage people with relevant expertise and experience and have you included support material to demonstrate their experience and the quality of their previous work?
- How is this a key opportunity for your artistic/cultural and professional practice at this point in your career? How will your project build on your previous work?

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- Will your project provide high quality experiences for the local community and/or build the capacity of the local arts sector or your area of practice?
  - Are any aspects of your project enterprising or innovative in their approach?

## Reach ^

Things to consider when responding to the Reach criterion include:

- Who is your project for? How will they be engaged through your project?
- How many public outcomes and participants/audience members will your project have? Are any of your outcomes based on the Gold Coast?
- Is there evidence of demand or need for your project? How do you know this?
- How will you communicate and market your project to your target audience?
- Does your project respond to diversity within the community? Will it engage diverse participants or audiences including Aboriginal people, Torres Strait Islander People, Australian South Sea Islander people, culturally and linguistically diverse people, older or younger people, people with disability?

## Impact

Things to consider when responding to the Impact criterion include:

- Does your project have cultural, social or economic value/outcomes? How will it contribute to the Gold Coast arts and cultural ecology and community?
- What outcomes do you expect from your project and how are the outcomes important to you or in the local context?
- What will local Government investment in your project achieve?
- How does your project align to the strategic outcomes of the City's [Culture Strategy 2023](#)?

## Viability

Things to consider when responding to the Viability criterion include:

- Can you show evidence of good planning and achievable outcomes for your project?
- Do you have other financial and/or in-kind support for your activity? Will your project or activity bring in any revenue (e.g. ticket sales, hospitality, merchandise)?
- Is your budget balanced and expenditure appropriate to the scale of the project?
- Have you clearly shown your capacity to achieve the activities, including through engaging key people with appropriate expertise/skills, your previous track record in delivering similar projects, engaging partners that will contribute to the delivery of the project?
- Have you included confirmation letters from your partners and collaborators outlining their role/involvement in the project?
- Where relevant, have you included evidence of appropriate consultation with participants, audiences or communities, and adherence to relevant cultural protocols?

^ The Reach criterion does not apply to professional development based applications.

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## How Are Applications Assessed?

### Step 1

Contact the City of Gold Coast RADF Liaison Officer to determine the suitability of your application.

### Step 2

Submit your application online through the City's grants portal. The application will be checked by the City of Gold Coast Arts and Culture Unit for eligibility. If your application is deemed ineligible, you will be notified and provided with feedback and guidance on eligibility requirements. Ineligible applications will not progress to the assessment stage.

Eligible applications are progressed for assessment by the external RADF Committee. Applications are assessed as they have been submitted. Additional support material will not be accepted after submission.

### Step 3

Your application is assessed by three members of the RADF Committee<sup>^</sup> as per the published guidelines and against the assessment criteria. The Committee may moderate its recommendations with consideration of: available funding; balance across art forms; geographic spread, target groups and the [Culture Strategy 2023](#) and other government priorities and may request further information from applicants as part of the moderation process. The Committee may recommend part funding or decide not to fund an application.

### Step 4

The RADF Committee recommendations are submitted to the CEO's delegate, Director Lifestyle and Community for approval.

All applicants will be notified of the result of their application by email within eight weeks of submission. The list of successful applicants will be published on the City of Gold Coast's [website](#).

Applicants that are not recommended for funding are encouraged to contact the City of Gold Coast RADF Liaison Officer to obtain the RADF Committee's feedback on their application. Unsuccessful applicants are eligible to re-apply in accordance with the grant guidelines.

<sup>^</sup> The RADF Committee is appointed through an expression of interest process on the basis of meeting eligibility criteria, including: experience and expertise in an art form and/or governance, legal and business sector experience; recognised leadership within the arts and cultural sector; understanding of the Gold Coast arts and cultural ecology and opportunities; and strong connections and networks. The full list of RADF Committee members is published on the City of Gold Coast [website](#).

Committee members are expected to act in accordance with the City of Gold Coast *Code of Conduct for Employees Policy* and to declare any conflicts of interest.

## Submitting Your Application

Applications must be received at least **eight weeks** prior to your activity start date.

1. Read the [RADF Activate Small Grants Guidelines](#) and check that you are eligible to apply
2. Read the [RADF - Important Information for Applicants and FAQs](#)
3. Read the Activate Small Grants [application form](#)
4. Apply online at <https://goldcoast.smartygrants.com.au/>

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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.*

## Essential Information for Successful Applicants

Detailed information for successful applicants is available in the [RADF - Important Information for Applicants and FAQs](#). Some key information is summarised below, however you should refer to the Important Information document for further detail on the requirements of funding.

## Funding Agreement

If your application is approved for funding, you will receive a funding agreement including a Letter of Acceptance. If the Committee has set special conditions on your funding, these will be set out in your agreement. You will need to sign and return the Letter of Acceptance to the City of Gold Coast RADF Liaison Officer, and satisfy any special conditions, prior to any payments being made.

## 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. Payments will only be made on satisfaction of any conditions of funding.

## Reporting

All RADF funded applicants are required to complete an Outcome Report within eight weeks of the completion of the project. Your Outcome Report is uploaded into Smartygrants and can be accessed in the account associated with your application. The Outcome Report includes information about the success of your project, budget and applicable support material.

## Funding Acknowledgement

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

The required RADF acknowledgement 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](mailto:cultural@goldcoast.qld.gov.au) for the City of Gold Coast logo.

The Queensland Government crest is at <https://www.arts.qld.gov.au/aq-funding/acknowledgement>



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## Other Funding Sources

As RADF will 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. 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](mailto:investment@arts.qld.gov.au)

Homepage: <https://www.arts.qld.gov.au/>

QASP Grants: <http://www.qld.gov.au/recreation/arts/funding/organisations/arts-showcase/>

### *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](mailto:enquiries@australiacouncil.gov.au)

Homepage: <http://www.australiacouncil.gov.au/>

Grants: <https://www.australiacouncil.gov.au/funding/>

## Contact Us

Further information about RADF Activate Small Grants:

- download the Important Information for Applicants and FAQs: <http://www.cityofgoldcoast.com.au/radf>
- contact the City of Gold Coast RADF Liaison Officer on 07 5581 6075
- email [cultural@goldcoast.qld.gov.au](mailto: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>

FOR MORE INFORMATION

**City of Gold Coast**  
**RADF Liaison Officer:**  
(07) 5581 6075  
[cultural@goldcoast.qld.gov.au](mailto:cultural@goldcoast.qld.gov.au)

[Regional Arts Development Fund](#)