

**Important  
Information for  
Applicants & FAQ  
2020-21**

REGIONAL ARTS DEVELOPMENT  
FUND (RADF)

## 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 the RADF Committee, 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 purposes
- 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 their 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 City of Gold Coast and Arts Queensland annual reports
- 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, City of Gold Coast Mayor and Councillors, the media, 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.

## 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: cash or in-kind support; other government funding; earned income (e.g. ticket and product sales); or income from fundraising, sponsors or philanthropic entities.

Applications with a diversity of income will be stronger against assessment criteria.

## Paying Award Rates / Industry Standard

Applicants must pay award rates or industry standard 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.

For further information, contact a service organisation for advice e.g. [Arts Law](#), [Artour](#), [National Association for the Visual Arts](#), [Theatre Network Australia](#), [Ausdance Queensland](#), [MEAA](#), [Access Arts](#), [BlakDance](#), [Museums and Galleries Queensland](#).

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## 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 for the Arts or other decision maker.

Applicants may also apply to the Supreme Court for a review of the decision made on their application. The *Judicial Review Act 1991* provides a process for a review of the decision-making process itself and not the merits of the application.

## Submitting Your Application

1. Read the relevant RADF Program guidelines and preview the application form
2. Confirm you are eligible to submit an application (check the guidelines)
3. Apply online: <https://goldcoast.smartygrants.com.au/>

If you have any questions regarding the application process, contact the RADF Liaison Officer on 5581 6075.

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

The National Relay Service (NRS) is available for people who are deaf, have a hearing impairment and/or a speech impairment and people wanting to communicate with them. For more information on how to access this service, please visit the NRS at <https://www.communications.gov.au/what-we-do/phone/services-people-disability/accesshub/national-relay-service>

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## IMPORTANT INFORMATION FOR SUCCESSFUL APPLICANTS

### Funding Agreement

If your application is successful, you will receive a funding agreement from City of Gold Coast. It is your responsibility to ensure 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 two copies of the 'Letter of Acceptance'. You must sign and date both copies and return the 'copy' to Council within 14 days.

If City of Gold Coast has set special conditions on your funding, these will be listed in your agreement.

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Payment will be made on satisfaction of any conditions of funding. Payment terms are 30 days from date of invoice, subject to receipt of the 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.

## **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 on the Business tax enquiries line ph: 13 28 66 or the Personal tax enquiries line ph: 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.

## **Unspent Funds and Repayment of Funding**

If you have not expended your entire grant at the end of your project, Council may require you to repay any unspent funding. Any RADF money not spent on the funded project must be reflected in your Outcome Report. Council may also ask you to pay back all or part of the funding provided to you if you have not used it for the purposes approved by Council (see also Variations above).

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## 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](http://www.arts.qld.gov.au)) provides requirements regarding the use of the Queensland Government logo and standard text of acknowledgement.

Information on usage of the City of Gold Coast logo will be provided with your funding agreement.



## Reporting on Your Project Outcomes

It is a standard condition of funding that you provide City of Gold Coast with a report on the completed funded activity (Outcome Report). Your Outcome Report is uploaded into Smartygrants and can be accessed in the account associated with your application. If you cannot see your Outcome Report with your application in Smartygrants, contact the RADF Liaison Officer.

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 how your funded activities went and includes:

- 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
- 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 Indicators (KPIs) as outlined in your funding agreement (if applicable)
- develop a short case study about your activity to be published on City of Gold Coast /Arts Queensland websites (with your permission)
- publish aggregated (non-identified) data about overall returns on RADF investment.

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If you need advice about preparing your Outcome Report or you have concerns about the due date you should contact the RADF Liaison Officer on 5581 6075.

If your Outcome Report is late, or you do not provide a satisfactory Outcome Report to Council, you are not eligible to apply to future RADF rounds.

## Glossary of Terms

- **Aboriginal people** — the first inhabitants of Australia. An Aboriginal person is defined as someone who is of Aboriginal descent, identifies as an Aboriginal person and is accepted as such in the community where he or she lives or comes from.
- **Australian South Sea Islander people** — descendants of South Sea Islanders brought to Australia for labour purposes from the 1860s to just after the turn of the twentieth century.
- **Acquittal /Acquittal report** — see Outcome Report.
- **Arts worker** — someone who works in the arts sector to support or manage artists and arts programs.
- **Assessor** — the RADF Committee or an arts industry expert or peer who is responsible for assessing funding applications against funding criteria.
- **Collective or cooperative** — collectives or cooperatives are 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. The collective / cooperative 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, reputational 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.
- **Cultural 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 and from communities with diverse language, ethnic background, nationality, dress, traditions, food, societal structures, art and religious characteristics.
- **Cultural worker** — a person who manages or facilitates the development of cultural activity.

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- **Demand** — demand can take the form of history of attendance/participation, confirmed interest from project or program partners, data from relevant research, letters of support, and financial investment at a local level.
  - **Disability** — a person with disability may have an impairment from birth or acquired through illness, accident or the ageing process including physical, intellectual, psychiatric, sensory, neurological, learning disabilities, physical disfigurement and the presence in the body of disease causing organisms.
  - **Disadvantage** — disadvantage due to economic, health, education, housing or family and community factors.
  - **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.
  - **Established artist** — an artist who is at a mature stage in their career, who has specialised training in their 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.
  - **In-kind income** — goods and services you receive but do not pay for including volunteer labour, administrative support, furniture, equipment, materials, venue and office space, professional services (e.g. legal, financial) and technical services. These contributions should be given a dollar value and should be included in your budget.
  - **Innovation** — creating value from new ideas involving the applying of new ideas to create new or significantly improved processes and products.
  - **Local** — the local government area division of the City of Gold Coast. 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 events that attract visitors to the local area or activities that increase participation in local arts and cultural activities. See also *What does being Gold Coast based mean and I am not Gold Coast based, how do I demonstrate a benefit to the Gold Coast community* in the Frequently Asked Questions below.
  - **New Work** — a performance or artwork that has not had a public presentation
  - **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.
    - **Outcome Report** — a report provided by the funding recipient to Council, regarding outcomes of the project or activity and how the funds were spent.
  - **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.

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- **Regional** — regional Australia is all of the towns, small cities and areas that lie beyond the major capital cities and their surrounding metropolitan areas. In Queensland this is all the areas outside the Brisbane local government area.
  - **Torres Strait Islander people** — the first inhabitants of Australia. A Torres Strait Islander person is defined as someone who is of Torres Strait Islander descent, identifies as a Torres Strait Islander person and is accepted as such in the community where he or she lives or comes from.
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## FREQUENTLY ASKED QUESTIONS

### How many applications can I submit to RADF?

Subject to eligibility criteria set out in program Guidelines, you can make one (successful) application to each of the 2020/21 RADF programs:

- Activate Small Grants
- Activate Arts
- Activate Music.

### What if I am still completing my previously funded RADF project?

You cannot make another application to a 2020/21 RADF program until you have completed that project and satisfactorily acquitted that funding. For example, if you applied and were successful for a project funded through Activate Arts and your project ends in February 2021, and is not acquitted until April 2021, you cannot make an application to Activate Small Grants until after you have submitted your acquittal in April 2021.

### What if I applied previously, but was not successful?

If your RADF application was unsuccessful, you can re-apply again to the same 2020/21 program category. It is recommended you seek feedback on your application prior to re-applying.

### The Activate Small Grants and Activate Music Guidelines state I cannot apply if I received funding last year. Am I eligible to apply if I received funding last year, but my project this year involves a different group/collective?

You cannot apply for consecutive year funding to these programs under the same ABN, regardless of whether the applicant is an organisation, individual, informal group or collective, and regardless of who is in the organisation/group/collective. Your application ABN will be cross checked with all applications to the previous years' RADF program as part of the eligibility check process.

### What does being Gold Coast based mean?

*Individuals:* You must be permanently residing within the boundaries of the City of Gold Coast.

*Organisations:* Your organisation must be located within the boundaries of the City of Gold Coast.

*Groups/Collectives:* Thirty percent of your group must be Gold Coast residents.

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## **I am not Gold Coast based, how do I demonstrate benefit to the Gold Coast community**

If you are not Gold Coast based, you will be required to provide additional information in your application that builds a case for how your proposed project will benefit the Gold Coast community. For example, describe how the project will have significant outcomes on the Gold Coast and how the Gold Coast community will directly and indirectly benefit from your activity.

## **Do I need an ABN?**

You must have an active Australian Business Number or 'ABN' to apply for RADF funding. The ABN that you provide must correspond to the name of the applicant. When you accept your funding agreement, you will be asked to provide bank account details, and the name associated with that bank account must correspond to the name in which the ABN has been registered and the name on your invoice.

## **What if I don't have an ABN?**

To be eligible to apply for RADF funding, you must have a current active ABN. Visit the [Australian Taxation Office](#) website for information on registering for an ABN.

## **Within our group/collective, we all have our own ABN – what ABN do we use?**

If the group/collective has its own ABN under the group's name – the preference would be to use the group's ABN. If not, one person in the group will need to take on responsibility for the grant under their own ABN. This means their ABN will be used in the funding agreement and they will become legally responsible for delivery under the funding agreement.

## **What does the eligibility requirement to have completed and acquitted any previous RADF funded projects mean?**

This means, you must complete all previous RADF projects (if any) and submit your Outcome Report and receive confirmation from Council that your report has been accepted, or you will not be eligible to apply.

You will not be eligible to apply for RADF funding if:

- you have not yet completed a project you have previously received RADF funding for OR
- you have completed your previously funded RADF project/s but:
  - you have not yet submitted your Outcome Report OR
  - you have submitted the Outcome Report but have been advised you need to provide additional information before your report can be accepted OR
  - you have been advised by Council that your report has not been accepted.

## **What is a Council entity or strategic partner organisation?**

Council entities and strategic partnership organisations are not eligible to apply for RADF funding. These organisations include HOTA, Placemakers Gold Coast, Study Gold Coast, Destination Gold Coast and Major Events Gold Coast. Note, however these entities can be a partner on your project.

## **Can I apply for funding towards an urban art (mural) project?**

Urban art on Council assets and infrastructure is not eligible for support (see the Council's [Public Art Policy](#) for further information).

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Urban art on private property is eligible for support, however the project must align with the City's [Graffiti Policy](#) and [Urban Art Policy](#) and [Guidelines](#). When you make your application you must provide a Consent of Property Owner Form or letter of approval for the mural from the property owner as part of your application's support material.

If your application is successful a condition of funding will be that you obtain all approvals, permits and other authorisations necessary to undertake the project, including from Council. For example, if your artwork has a reference to a private business, it may be considered a sign or advertising. This will require Council approval before works commence – see [Permits & Licensing](#).

Note that a successful RADF application is not approval from Council in relation to any Council licenses/permits you require. These must be applied for separately from the relevant area of Council. You will not be paid your funding until you can show you have all required approvals in place. It is your responsibility to understand and obtain all relevant approvals, permits and licenses whether from Council, other government entities or private entities.

### **How do I know what type of income/expenditure to include in my budget?**

Some examples of the types of income and expenditure you might include in your budget are outlined in the budget section on your RADF application form. Arts Queensland's Arts Acumen resources also provide tips on [preparing your budget](#).

### **Is there a minimum percentage of income I need to show in my budget, outside of the RADF funding request?**

RADF does not provide 100 per cent of the income you need to deliver your project – you must show income from other sources (cash and/or in-kind). While there is no minimum percentage of income you need to contribute outside of the RADF funding request, applications that evidence a good diversity of income will be stronger against the assessment criteria.

### **What does in-kind support mean?**

Non-cash goods and services. For example voluntary labour, professional advice provided free of charge, use of a performance, exhibition or other space where the rental is waived or substantially discounted, donated materials, equipment or products.

### **How do I estimate how many people will engage with my project?**

In your application, you will need to give an accurate estimate of how many people will come to your activities as audience members and participants. You might base your estimate on how many people have engaged with your previous work. If you are earning income from ticket sales and participant fees, you should have budgeted for a certain number of people to attend and you can use this figure in your estimates. If you are recommended for funding, these figures will form the basis for key performance indicators that will be included in your funding agreement.

### **What support material is required if my project engages with an Indigenous community?**

If you will be working with Indigenous artists and community you must provide evidence that the required protocols have been followed to obtain support and confirmation of involvement from relevant communities and organisations. The Australia Council protocols for working with Indigenous artists provide further information <https://www.australiacouncil.gov.au/about/protocols-for-working-with-indigenous-artists/>.

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## What other support material is required?

Refer to the end of the RADF application form for a list of all required support material.

Compulsory support material will generally include biographies for key personnel and confirmation of their participation, letters of support from partners and confirmation of their role and contribution, letters of support from peers and industry, and examples of your previous artistic work, including web links.

You might also consider providing the following support material to strengthen your application:

- evidence of demand for your project through e.g. written confirmation from venues and partners, confirmed tour itineraries, peer/audience/partner feedback on the work, evidence of potential interest from partners, information on the success of your previous work
- quotes for significant budget items.

## Is there a preferred format to provide audio visual support material in?

Smarty grants will accept most file formats - see [applicanthelp.smartygrants.com.au](http://applicanthelp.smartygrants.com.au)

## If my application is successful, how often will I need to report to Council?

You will need to provide an Outcome Report at the completion of your project, including information on how you tracked against your proposed activities and key performance indicators. As part of the assessment process, the RADF Committee may also attach conditions to your funding. This detail will be negotiated at the time of formalising the funding agreement.

## If my application is unsuccessful, can I reapply with the same project?

Yes (subject to other eligibility requirements). However we strongly advise you to seek feedback from the City of Gold Coast RADF Liaison Officer on your application before resubmitting an application for the same or similar project.

## Who will assess my application?

Your application will be assessed by the RADF Committee. The RADF Committee is a group of informed representatives who reflect the diverse arts, culture and geography of the City of Gold Coast. Members of the Committee have responsibility for an art form area/portfolio that reflects their area/s of expertise. You can download a list of the RADF Committee members from the [RADF webpage](#).

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## TIPS FOR APPLYING TO RADF

*Allow plenty of time to complete your application*

- Preparing a strong application takes time - plan your application and organise appropriate support material well in advance.
- Make sure to read the relevant RADF guidelines, the RADF – Important Information for Applicants and scan the RADF application form before you start your application so you have a good understanding of what you will need to prepare for your application, and the other funding requirements. You can find these documents on the City of Gold Coast [RADF resources](#) webpage.

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### *Use clear and concise language*

- A lengthy application is not necessarily better (the RADF Committee will be reading multiple applications). Express yourself in fewer words BUT make sure you outline everything you need to.
- Clearly and simply outline what your project is – what will you be doing, where will it take place, the key dates, who is involved and what their experience/qualifications are?
- Avoid repeating yourself – you can refer to other application sections or support material instead.

### *Make sure to clearly outline the artistic details of your project – this is the most important part!*

- Clearly set out your artistic plans.
- Outline exactly what you are doing and, where possible, what the “end result” (product, work, presentation, recording, creative development, professional development) will look like. If you are applying for a creative development, outline potential or confirmed presentation outcomes for the work.
- You should also outline the impact of the project on you and/or the artists involved, on the Gold Coast arts and cultural sector and/or the local community.
- Outline the artistic and creative outcomes you are looking to achieve and how you will measure them.

### *Provide enough relevant detail*

- Don't submit a generic application that you have used for other purposes/funders – you must address the specific RADF assessment criteria.
- Don't presume that the RADF Committee knows your work – include all relevant information about you/your organisation/group and your activity in your application.
- Answer all the questions!

### *Provide relevant and high quality support material*

- Avoid submitting unnecessary or irrelevant material just for the sake of padding – your support material should be directly related to your application and your activities.
- Ensure audio visual material that you include is of high quality, is recent and presents your work professionally.
- Ensure letters from partners and collaborators clearly set out their contribution (cash/in-kind) and their role and/or involvement in delivering your activities.
- Biographies provided should be concise (max. one page) and for the key artists and key personnel only.

### *Spend time on your budget*

- Your budget should be realistic and should cover your entire project.
- Provide as much detail as you can to give the RADF Committee a complete picture, and make use of the explanatory notes section in the budget. If you think something in your budget might be confusing - explain it!
- Make sure that your budget adds up and your income and expenditure balances.
- The value of any in-kind support should be included in your budget as both income AND expenditure and you should make budget notes to explain what your in-kind income is made up of.
- If you have confirmed income (e.g. confirmed grants from other funding bodies) – state this in the notes to the budget so the RADF Committee knows.
- Fees and salaries should be consistent with industry standards.

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### *Get help if you need it*

- Read through these FAQs, the guidelines and the RADF – Important Information for Applicants.
- Call the City of Gold Coast RADF Liaison Officer on 5581 6075 if you have questions.
- Connect with a service organisation if you need specific advice e.g. [Arts Law](#), [Artour](#), [National Association for the Visual Arts](#), [Theatre Network Australia](#), [Ausdance Queensland](#), [MEAA](#), [Access Arts](#), [BlakDance](#), [Museums and Galleries Queensland](#).
- Arts Queensland's Arts Acumen resources also provide general [tips for applying for funding](#).

### *Check your application*

- Spell check your work.
- Consider asking a friend or colleague to read the application to make sure the information is clear.
- Before you submit your application, double check you have completed all sections and uploaded all compulsory support material.

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](#)