

Important Information for Applicants & Frequently Asked Questions

REGIONAL ARTS DEVELOPMENT
FUND (RADF)

IMPORTANT INFORMATION FOR ALL APPLICANTS

Information Privacy and Right to Information

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

- processing and assessing your application – for this purpose, the information may be provided to the RADF Committee, Arts Queensland and 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 Queensland 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

RADF will not support 100 per cent of your project costs. Applicants must have income from other sources to cover the full project costs. Other 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.

For further information, contact a service organisation for advice e.g. [Arts Law](#), [National Association for the Visual Arts](#), [Australian Writers' Guild](#), [Musician's Australia](#), [Australian Society of Authors](#), [Australian Production Design Guild](#), [Theatre Network Australia](#), [Ausdance Queensland](#), [MEAA](#), [Access Arts](#), [BlakDance](#), [Museums and Galleries Queensland](#).

Feedback and Review of Decision

Applicants can request feedback on their application.

Contact the RADF Liaison Officer on 5581 6075 or radf@goldcoast.qld.gov.au 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 apply (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.

If you have difficulty speaking English, please call the National Translating and Interpreting Services (TIS) 131 450. To use this service, you will need to tell them your preferred language. This is a free service for City of Gold Coast-related business.

People who are deaf or have a hearing or speech impairment can contact the City of Gold Coast via the [National Relay Service \(NRS\)](#).

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 and a request for your payment details. You must sign and return the funding agreement within 14 days. If City of Gold Coast has set special conditions on your funding, these will be listed in your agreement.

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 the applicant's name and address, the bank name and address, BSB and account details.

Variations

Funding can only be used for the activities specified in your funding agreement, which includes your application, and letter of offer. If you have changes to your project, you must request a variation from the 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
- types of activity
- anything else that would alter the outcomes of the agreed activity.

If you anticipate any changes, you should contact the RADF Liaison Officer. If you fail to obtain written approval for changes, 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. City of Gold Coast cannot give you specialist advice about taxation or legal issues. Information about tax related matters is available from the [Australian Taxation Office's \(ATO\)](#) website.

Goods and Services Tax (GST)

Funding payments issued through the Regional Arts Development Fund do not attract GST (that is, payments will not be grossed up with a GST component). 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, City of Gold Coast may require you to repay any unspent funding. Any RADF money not spent on the funded project must be reflected in your Outcome Report. City of Gold Coast may also ask you to pay back all or part of the funding provided to you if you have not used it for the approved purposes (see also Variations above).

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. Intellectual property information can be obtained from the [Australian Copyright Council](#) website.

Indigenous Cultural and Intellectual Property (ICIP)

City of Gold Coast Council respects the cultural and spiritual significance of First Nations Peoples and acknowledges that any ICIP belongs to the Traditional Owners of the ICIP; and ownership of the ICIP will, at all times, remain with the Traditional Owners of the ICIP. If you provide ICIP with your Outcome Report, you will be required to provide information about whether the City is required to acknowledge the Traditional Owners in relation to the ICIP, and whether there are any restrictions on using and dealing with the ICIP.

Acknowledgements

All successful applicants must 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](#) provides requirements regarding the use of the Queensland Government logo.

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 RADF 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.

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

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.

Evaluation of Your Project

Projects receiving \$10,000 or more in funding **must** obtain public feedback on the quality of the project (e.g. through surveys).

Your evaluation/survey **must** include a question on whether your audience/participants/peers *rated your activities as excellent, good, average or poor*.

You should also provide the opportunity for your respondents to provide written feedback.

It is your responsibility to conduct the required evaluation of your project. Sample surveys are available on the Arts Queensland website – [Arts Acumen](#).

The results of your project evaluation are reported to the City of Gold Coast in your Outcome Report.

Surveys/evaluations are optional for projects receiving less than \$10,000 in funding.

GLOSSARY

- **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 or arts professional** — 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.
- **Auspiced / Administered grants** — an administered or auspiced grant is one where a third party takes responsibility for the financial management of a grant.
- **Australian Business Number (ABN)** — an ABN is a unique 11-digit number that identifies your business to the government and community.
- **Council entity or strategic partner** – includes HOTA Gold Coast, Study Gold Coast, Destination Gold Coast, Major Events Gold Coast and Placemakers Gold Coast.
- **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. All members of the group must confirm their involvement in the project through support material attached to the application. The collective / cooperative should be maintained for the duration of the project.
- **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** — 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 its 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.
- **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.
- **First Nations people** — Aboriginal people and Torres Strait Islander people.
- **Indigenous Cultural and Intellectual Property (ICIP)** — First Nations Peoples' interests in their culture, heritage and knowledge and includes the intangible and tangible aspects of cultural practices, cultural expressions, resources and knowledge systems that have been, and continue to be, developed, nurtured and refined by First Nations Peoples as part of expressing their cultural identity.
- **In-kind income** — goods and services you would normally pay for but you have received free of charge including volunteer labour, administrative support, 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 City of Gold Coast regarding outcomes of the project or activity and how the funds were spent.
- **Partnership** — an agreement between the applicant and another entity providing 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** — measurable outcomes you intend to use to evaluate your project.
- **Practising artist** — see professional artist.
- **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** — regional Australia is all 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.
- **SmartyGrants** — [SmartyGrants](#) is the online application portal used to receive RADF applications. Applicants register creating a username and password to access the relevant application forms and documents.
- **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.
- **Traditional Owners** — includes First Nations peoples, Aboriginal peoples, and Torres Strait Islander peoples.

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 2022-23 RADF programs:

- Activate Small Grants
- Activate Arts
- Activate Music.

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

You cannot make an application to a 2022-23 RADF program until you have completed your previous project and satisfactorily acquitted that funding. For example, if you applied and were successful for a project funded through Activate Small Grants and your project ends in December 2022, and is not acquitted until February 2023, you cannot make an application to Activate Arts until you have submitted your acquittal in February 2023 and it has been accepted by City of Gold Coast.

What if I applied previously, but was not successful?

If your RADF application was unsuccessful, you can re-apply again to the same 2022-23 program category. It is recommended, however, that you seek feedback on your application prior to re-applying.

The RADF Guidelines state I cannot apply if I received RADF 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 receive RADF funding in consecutive years 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 programs 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.

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. Note: you must be Gold Coast based to receive Activate Music funding.

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 Business Register](#) 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 – you should use the group's ABN. If not, one person in the group will need to take 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. In both cases, all members of the group/collective must sign 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 City of Gold Coast 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 partner organisations are not eligible to apply for RADF funding. These organisations are 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.

I am an employee of a Council entity or a strategic partner organisation, can I apply?

Individual applicants who are current employees of a Council entity or strategic partner organisation are ineligible unless their application includes a letter from their employer (CEO or Senior Management) stating that their proposed RADF project is not associated with the duties of their role and/or programming of the organisation.

I am an employee of Gold Coast City Council, can I apply?

No. Current Council employees are not eligible to apply.

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

Urban art on City of Gold Coast assets and infrastructure is not eligible for support (see the City of Gold Coast [Public Art Policy](#) for further information).

Urban art on private property is eligible for support, however the project must align with the City of Gold Coast [Graffiti Policy](#). When you make your application, you must provide a letter of approval/consent 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 City of Gold Coast. For example, if your artwork has a reference to a private business, it may be considered a sign or advertising. This will require City of Gold Coast approval before works commence – see [Permits & Licensing](#).

Note that a successful RADF application is not approval from City of Gold Coast 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 City of Gold Coast, other government entities or private entities.

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

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](#).

What are the caps on RADF funding?

Activate Small Grants are capped at \$5,000 each.

Activate Music grants are capped at \$10,000 each.

Activate Arts grants are capped at \$15,000 each.

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 a First Nation's 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 Using First Nations Cultural and Intellectual Property in the Arts](#) provide a pathway for collaborations and creation of new Indigenous work .

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

Can I choose to have my grant administered or auspiced by another entity?

Yes. Applications may be submitted by an auspisor or administering body on behalf of another entity. If your application is successful, you will be required to provide details of the financial and administrative arrangements you have in place with your auspisor — for example, by providing a copy of the auspicing agreement.

If my application is successful, how often will I need to report to City of Gold Coast?

You will need to provide an Outcome Report within eight weeks of 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. Committee members are appointed for a four year term and can choose to step down after two years. The RADF Committee is regularly refreshed through an open call out for nominations to ensure any gaps in expertise are addressed.

You can download a list of the RADF Committee members from the [RADF webpage](#).

What are the probity requirements for the Committee?

RADF Committee members receive the RADF Committee Handbook and an induction on joining the Committee. The Committee Handbook sets out the Committee's Terms of Reference, the assessment process, legislative requirements and code of conduct. Committee Members are expected to comply with the City of Gold Coast [Code of Conduct for Employees Policy](#), including declaring all conflicts of interest. Depending on the conflict of interest, a Committee member may be excluded altogether from participating as an assessor for a particular RADF round, or will be excluded from the assessment of any conflicted applications.

How do I contact the City of Gold Coast RADF Liaison Officer?

Phone: (07) 5581 6075

Email: radf@goldcoast.qld.gov.au

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.

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” (presentation or performance of work, 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.

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](#), [National Association for the Visual Arts](#), [Australian Writers' Guild](#), [Musician's Australia](#), [Australian Society of Authors](#), [Australian Production Design Guild](#), [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
radf@goldcoast.qld.gov.au

Regional Arts Development Fund