Regional Arts Development Fund (RADF)

GUIDELINES

Financial Year: 2025-2026

Regional Arts Development Fund (RADF) Program
2025-2026

Purpose

- 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.

Objectives

RADF objectives are to support 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.

Diamantina Shire Council Guidelines

The RADF program was established to support the arts and cultural development of regional communities across Queensland. The Diamantina Shire Council's RADF program has a robust history of supporting innovative arts and cultural activities for the community.

The program objectives for 2025-2026 are to:

1. Support local artists and arts and cultural activity to deliver value for local communities.
2. Provide opportunities for local communities to participate in arts and cultural activities.
3. Invest in locally determined priorities delivered through arts and cultural activity.
4. Contribute towards current government priorities.

All projects receiving RADF 2025- 2026 funding are required to report on their contribution towards RADF 2025-2026 Key Performance Outcomes (KPOs):

Impact

- RADF invests in a diversity of local arts and cultural projects.
- RADF engages local communities in arts and cultural activities.
- RADF supports local employment and strengthening of local arts sector.

Quality

- RADF supports quality arts and cultural initiatives based on local priorities.
- Local communities' value RADF

Reach

- RADF supports engagement with new and diverse artists, audiences, and communities.
- RADF contributes to: diversity and inclusive communities; growing strong regions; and providing training, education and employment

Viability

- RADF builds strong partnerships between arts and non-arts sectors.
- RADF leverages additional investment.
- RADF funding is used effectively and appropriately.

Feedback surveys for your project are available from Visitor Information Centre's or

Regional Arts Development Fund (RADF) Program 2025-2026

info@diamantina.qld.gov.au

Key dates

Funding Round	Applications Open	Applications Close	Outcome Advised	Project delivery timeframe
Round 1	29 September 2025	Friday 24 October at 5:00pm	28 November 2025	Project must be completed by 30 April 2026
Round 2	2 February 2026	Friday 27 February 2026	27 March 2026	Project must be completed by 30 September 2026

*Outcome advise date may change depending on Council meeting dates

Eligibility

The following individuals and organisations **can** apply for a RADF grant:
- Individual artists, emerging artists, artsworkers, cultural workers or project coordinators who:
  - are based in the Council area, or if based outside the Council area are able to demonstrate how the project will directly benefit arts and culture in the Council area
  - are permanent residents or Australian citizens
  - have an Australian Business Number (ABN) or who will be auspiced by an incorporated organisation or individual with an ABN.

- Incorporated and Unincorporated arts and cultural organisations based in the Council area, or those based outside the Council area that are able to demonstrate how the project will benefit arts and culture within the Council area.

Ineligible Applicants, Applications and Projects
The following are **not eligible** for funding through the RADF Program:
- Applicants who submit unsigned applications.
- Applicants who have failed to acquit previous RADF grants – this does not apply to applications submitted by sub-committees of the organisation.
- Activities that commence before notification of successful funding.
- Retrospective applications.

Additionally, the program will not support:
- RADF does not support 100% of any project. Applicants are required to make a significant contribution which may be in-kind.
- Framing, freight, publishing, costumes, props or printing costs — only a small proportion of these costs can be covered as part of presentation costs for significant exhibitions and/or performances.
- Catering costs, openings, launches and parties are not eligible for RADF grants.
- Competitions and Eisteddfods.
- Purchase of capital items.
- Operational expenses are ineligible under RADF including wages for permanent staff and office expenses.

Regional Arts Development Fund (RADF) Program 2025-2026

Categories of funding:

There are six categories of funding available for individuals, groups or Council. They are:

Individual Development Grants

Objective — for individual artists and artsworkers living in regional Queensland to attend professional development activities; master classes; mentorships with recognised arts and cultural peers; and placements with recognised arts and cultural organisations.
RADF grants will support intrastate and interstate activities only.

Assistance is available for up to 65 per cent of the total costs for registration, accommodation and travel to a maximum of $1,000 for activities in Queensland and $2,000 for activities in other states.

Building community capacity

Objective — for community groups to engage a professional artist or artsworker to work with them on developing their arts practice or to run skills development workshops or community arts projects.

- RADF grants will support travel, accommodation and fees associated with employing artists or artsworkers.
- Assistance is available for up to 65 per cent of the total costs of the project or workshop.

Tourism

Objective — for projects and activities that focus on locally distinct arts, culture, history and heritage for members of our communities and visitors. Projects that preserve and provide access to locally held collections that have state or local significance.

RADF grants **can** support initiatives and activities including

- Arts projects that increase tourism outcomes.
- Touring performances.
- Documentation, preservation and interpretation projects.
- Collection management training.
- Community stories documentation.

Regional partnerships

Objective — to encourage innovative and energising arts and cultural projects where artists, communities and Councils work together in their community, or in partnership with another community, to achieve enhanced outcomes from RADF grants.
RADF grants will support projects that can demonstrate a partnership between:

- Artists, local industry, community arts organisations and non-arts community organisations.
- Cross-Council collaborations.

Concept & policy development

Objective — to develop arts and cultural research ideas and project proposals.
RADF grants will support individuals and groups who wish to engage in professional research and the development of ideas and project proposals. The project should demonstrate how it will contribute to future arts and cultural development.

- o Develop arts and cultural policy, cultural mapping, visioning and planning proposals.
- o Partner on regional arts and cultural policy co-ordination activities.

Regional Arts Development Fund (RADF) Program
2025-2026

Quick Response Grants for opportunities for professional development that unexpectedly become available out of the normal local RADF rounds may be considered by the Assessment Panel.
Applications usually need to be submitted at least six weeks before the event/ activity.

Regional Arts Development Fund (RADF) Program 2025-2026

Your application

Completing the RADF application form:

1. Ask yourself these key questions when developing your activity:
   - Which activity do I want to do?
   - Why do I want to do it?
   - Which people will be involved?
   - Do they have the skills to make it happen?
   - Who in the community will benefit?
   - How much will it cost?
   - Where will I get the money from in addition to a RADF grant?

2. Provide relevant support material that strengthens your application, such as:
   - Up to 3 letters of support
   - letters of acceptance from a workshop leader, artist, project partner, gallery owner
   - quotes for expenditure as cited in your budget
   - CVs of arts and cultural workers employed in the activity.

3. Sign your application.

The RADF Assessment Panel may want more information if they are uncertain about an application; ensure you submit your application before the due date to allow for any clarification to be sought.

What is the RADF Assessment looking for?

When assessing applications the RADF Assessment Panel will consider whether the project will:
- increase the sustainability of creative communities
- benefit the community, both directly and indirectly
- align with local and/or regional plans
- Applications will be assessed on reach, viability, impact and quality.

All applications are judged **on merit** with Panel decisions based on:
- the seven strategic visions of Council's arts and cultural policy.
- the six RADF funding categories
- the eligibility criteria
- Council's corporate plan
- Council's available RADF budget for the year.
- Equitable distribution of funds.

Regional Arts Development Fund (RADF) Program 2025-2026

Completing the Budget:

You must include a comprehensive budget using the template on the application form. You must:

- Ensure your budget estimates are as accurate as possible, include quotations where possible. Inflated budget claims may affect the funding decision for your activity.
- Account for all costs of your activity – expenses and income; monetary and voluntary including in-kind contribution.
- Ensure you list other grants you have applied for, indicate where other grants are pending.
- Indicate the amount of the RADF grant that will go towards any expenditure in the column titled RADF Grant Breakdown.
- Include the total amount you are seeking from RADF as income.
- Ensure the income and expenditure columns balance.

Complete your budget GST exclusive. If you are registered for GST, Council will pay the grant, plus GST (10%).

For detailed information on how to complete your budget please contact, Community Coordinator by email at patrice.brandenburg@Diamantina.qld.gov.au.

Submitting the application:

Applicants should submit their applications before the due date by either emailing to patrice.brandenburg@Diamantina.qld.gov.au
If you are successful you will receive from Council:

- two copies of a RADF Letter of Offer specifying what the funding is being allocated for and any special conditions that may apply to your application
  - one copy to sign and return*
  - one copy to keep for your reference
- all relevant forms you have to complete and return for the release of funds*
- all relevant information you need to acknowledge the State Government and Council who are providing the grant.

Funds will not be released until you sign and return all relevant documents to your Community Coordinator .

Project alterations

Sometimes circumstances change, and you cannot carry out your activity exactly as described in your application. When this happens, you must contact the Community Coordinator and negotiate any change before beginning your activity.

This conversation must be followed up with a notification to the Community Coordinator in writing.

Please note: If you change your application without approval, Council can ask for the funds to be returned.

Completed Projects

As part of your funding agreement you are required to submit an Outcome Report to Council **no more than 8 weeks** after completing your funded activity. This acquits the local RADF monies you spent.

If you fail to acquit your grant, you will be ineligible to apply for future funding through RADF and Arts Queensland. In some circumstances, you may be asked to repay the grant.

Your outcome report needs to document evidence of the outcomes of the activity and how the RADF money was spent. Examples of supporting documentation to be provided include newspaper articles, images, web links, testimonials etc.

It is a chance to reflect on the level of success your activity achieved by:

- identifying key outcomes
- assessing the benefits and drawbacks
- checking your financial estimates against your actual expenditure
- learning from any difficulties
- recognising the potential for growth or new directions in your work

Regional Arts Development Fund (RADF) Program 2025-2026

Acknowledgment, reporting and acquittal processes for RADF 2025-2026

All RADF 2025-2026 funded activities are required to complete a Project Outcome Report which includes information about the success of your project, budget, and support material.

Project Outcome Reports are required to be submitted to Council within 8 weeks of the completion of your project.

RADF 2025-2026 funded activities must acknowledge the Queensland Government and the Council in all promotional material, publications, and products by inclusion of the RADF 2025-2026 acknowledgment text and logos.

Acknowledgement Text for RADF 2025-2026:

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Diamantina Shire Council to support local arts and culture in regional Queensland.

Queensland Government crest and Council Logo is available at http://www.arts.qld.gov.au/funding/logos.html and your Community Coordinator .

For further Information:

If you have queries regarding your application, the assessment process or the RADF program in general you are able to request a meeting Council staff member to get feedback about your application.

For more information about the RADF Program and process, please contact Director Communities by email at patrice.brandenburg@Diamantina.qld.gov.au

Regional Arts Development Fund (RADF) Program 2025-2026

Appendix 1

TIPS for Writing a Good Grant Application

The Regional Arts Development Fund is a partnership between the Queensland Government through Arts Queensland and Councils to support local arts and culture.

The program funds one-off, short term projects that offer professional arts, culture and heritage opportunities via an application process. Council's Community Coordinator, is available to assist applicants with their submissions. Contact paula.brown@diamantina.qld.gov.au.

> ### *General TIPS:*
> *Before you start:*
> - *Read the guidelines.*
> - *Ensure your project planning is complete.*
> - *If unsure about anything seek help.*
>
> *Developing your Submission:*
> - *Address the program's criteria and priorities; show how your project offers value for investment.*
> - *Demonstrate the need and community benefit of your project.*
> - *Provide realistic timeframes.*
> - *Provide evidence of community support.*
> - *Explain your project fully; don't leave room for questions.*
> - *Provide a realistic and balanced budget.*
> - *Complete all sections of application.*
> - *Provide evidence of budget costings*

> ### *Language:*
> - *Be concise, don't waffle.*
> - *Don't use 'big' words for the sake of using a big word.*
> - *Write positively – 'when' not 'if', 'will' not 'could'.*
> - *Don't write emotively, use factual statements.*

Appendix 2

Letters of Support

It is a requirement of your RADF grant application that you provide up to three letters of support with your submission. However, it is better to provide one or two good letters that speak about the wider benefits of your application than five poor letters that communicate very little.

Letters can set your application apart and require content that validates that the project is worthy of funding. Letters should strengthen your application by demonstrating the need and benefits of the proposed project.

Tips for a good letter of support:

- Be from organisations or community representatives who are external to the applicant.
- Be no longer than one page, about four paragraphs is ideal.
- Use plain straight forward language.

Begin with a brief statement about the writer, the applicant, the writer's association with the applicant and a description of the project.

> *For example:*
> *I am writing on behalf of the XYZ Arts organisation, a group of regional artists who work together to further the arts in central Australia, to support the application for funding from the Diamantina Shire Arts Group to deliver a series of visual arts workshops in the Diamantina Region.*
> *The XYZ Arts organisation has had a long association with the Diamantina Arts Group, having supported and promoted previous projects delivered by this organisation including their most recent print makers' workshop in May 2020.*

- Articulate the need for your project; why it is necessary, who wants to participate and what it will achieve.

> *For example:*
> *A series of visual arts workshops is needed to support the on-going development of the local arts community in Diamantina . There are a number of emergent artists in the region who are constantly working to improve their skills and professionalism in their chosen art form.*
> *This project has the potential to allow artists to fully develop their artistic style while learning new techniques and media from experienced tutors.*

- Emphasise the benefits of the project for the community, your organisation and individuals.

> *This project will enable the local artists to improve their skills, increase in confidence, and create new work while at the same time benefit from time spent with other artists and community members away from their every day, normal activities.*
> *This project will help position Diamantina Shire Arts Group as an arts leader within the community.*

- Contain contact details of the writer.