



RADF

FAQ'S & INFO

Contents

1. Frequently Asked Questions	3
2. Important information for all applicants	8
3. Important information for successful applicants.....	9
4. Glossary	12

1. Frequently Asked Questions

What does the RADF program year mean?

The RADF program aligns to the financial year. For example, the 2024–2025 RADF program year is from 1 July 2024 to 30 June 2025.

Am I eligible to apply for a RADF grant if I currently receive other Council funding, e.g. Creative Industries Investment Program (CIIP), Community Partnership Funding Program (CPFP), Community Grants Program (Major Grants & Minor Grants), or Major Events Sponsorship Funding Program?

Yes. However, you will need to provide evidence that either;

- the project you are applying to the RADF grant program for, is new and distinctly separate from the other grant. It will be subject to eligibility criteria set out in RADF guidelines or;
- that the 'items' you are requesting funding for in your RADF grant application are distinctly separate from the other grant. It will be subject to eligibility criteria set out in RADF guidelines.

What is an individual artist/professional development opportunity?

Professional development opportunities grow your skills, practice, and career. An eligible professional development opportunity will be developed and delivered by a recognised industry peak body organisation, or arts and cultural experts with recognised professional standing. Examples include structured mentorships, residencies, secondments, conferences, workshops, and training. See *Glossary* for definition of professional development.

I have created a schedule for a self-led professional development project. Can I apply to Artist Development?

No. This activity is not eligible for Artist Development grant. Self-devised projects including, for example and among other things, a non-structured mentorship program, meetings, interviews, attending performances or exhibitions are considered a project. These types of applications should be submitted to the Arts Projects – Small Grants.

I have been pre-selected/accepted to participate in a prestigious competition/award/prize, can I apply to the Artist Development – Professional Development?

Yes. While the guidelines state that competitions are not eligible activities, this refers to the delivery of competitions. You can apply to Artist Development – Professional Development to participate in a competition/award/prize. For example, costs may include framing, documentation, freight, insurance, or travel. You will be required to provide evidence of pre-selection (e.g. letter of acceptance).

What if I am still completing my previous Council funded project?

You cannot make an application to the RADF grant program until you have completed your previous Council funded project and satisfactorily acquitted that funding. For example, if you applied and were successful for a project funded through RADF grants program and your project ends in December 2024, and is not acquitted until February 2025, you cannot make an application to the RADF grants

program until you have submitted your acquittal in February 2025, and it has been accepted by the Sunshine Coast Council. Note: This excludes multi-year funding, including the Creative Industries Investment Program.

Note: If you successfully received funding in a round for Arts Projects — Major Projects or Artist Development — Mentorship you are ineligible for the next round, even if it has been acquitted.

What does the requirements to have completed and acquitted any previous RADF funded projects mean?

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

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

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

The Guidelines state I cannot apply if I received RADF grants program funding in the prior round. Am I eligible to apply if I received funding last round, but my new project for the next round involves a different group/collective?

You cannot receive RADF grant funding if you have received a RADF grant in the previous 6 months 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 RADF grant program round as part of the eligibility check process.

Note: This excludes multi-year funding including the Creative Industries Investment Program.

What does the term Sunshine Coast based mean?

Individuals and Collectives: You must be permanently residing within the boundaries of the Sunshine Coast local government area. Organisations: Your organisation must operate within the Sunshine Coast Local Government Area or can demonstrate the project or program will benefit the Sunshine Coast Local Government Area.

I am not Sunshine Coast based. How do I demonstrate benefit to the Sunshine Coast community?

Organisations operating outside the Sunshine Coast Local Government Area will be required to provide additional information in their application to demonstrate how the proposed project will benefit the Sunshine Coast region. For example, describe how the project will have significant

outcomes for the Sunshine Coast and how the Sunshine Coast community will benefit from your activity.

Individuals and collectives must reside/be based within the Sunshine Coast Local Government Area to be eligible for Artist Development funding.

Do I need an ABN?

Yes. You must have an active ABN (Australian Business Number) to apply for the RADF grant program funding. The ABN provided must be the same name as the funding applicant. Also, the name of your 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?

You must have a current active ABN to be eligible to apply for Regional Arts Development Fund funding. Visit the [Australian Business Register](#) for information on registering for an ABN.

We are doing a group / collective application, what ABN do we use?

If you have an ABN for the group's name, use that. If this is not the case 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 the funds under the funding agreement. In either case, all members of the group/collective must provide confirmation of their commitment to the project in the application. Also note that funding paid by Sunshine Coast Regional Council is considered as part of your income in a financial year and may therefore be subject to tax. Sunshine Coast Regional Council cannot give you advice regarding legal or taxation matters.

Can my grant be administered or auspiced by another entity?

Yes, it is possible for applications to be submitted by an administrative body or auspicer on behalf of another entity. You will need to provide a copy of an auspicings agreement or similar that details the financial and administrative details that you have with the auspicer if the application is successful.

I am an employee or part of an organisation in receipt of multi-year funding. Can I apply?

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

I have been contracted by Sunshine Coast Regional Council or an organisation in receipt of a multi-year funding to deliver a program or activity, can I apply for a RADF grant?

Yes. A service contract (e.g. workshop/presentation, a commissioned artwork, or artist in residency) is not considered employment. You are not required to provide a signed letter from the contracting organisation.

Can current employees of Sunshine Coast Council apply for funding?

No, current employees are not eligible to apply.

What type of income/expenditure do I include in my funding application budget?

In the budget section on your RADF grant program application form there are examples of the types of income and expenditure you might include. Please make sure you include the amount you are applying for in the income section.

Applications with a diversity of income will be stronger against assessment criteria. Applicants can show income from other sources. Other sources may include cash or in-kind support; other government funding or grants; earned income (e.g. ticket and product sales); or income from fundraising, sponsors, or philanthropic entities.

Also, you can check [Arts Queensland's Arts Acumen](#) resources on budget preparation, or the Council's website for RADF grant program [Example Budget](#).

What is "in-kind support"?

In-kind support refers to non-cash resources or goods contributed and budgeted as part of your project. Examples of this may include free or discounted equipment or venue hire or professional services, donations of materials and volunteer labour. 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.

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](#).

How do I estimate the number of people who will engage with my project?

In your application you will need to provide an estimation of the number of people who will engage with your project, this could be artists, audience members, or participants. If you have delivered a similar project prior to your application, you could base your estimations upon this as well as the venue capacity, type of activity and marketing. If you are earning any income from ticket sales, you may have budgeted in your application for a certain number of people to attend and could use this number in your estimations. The estimations you provide may be used to quantify key performance indicators in your funding agreement.

My project engages with the First Nations community, what support materials are required?

If you will be working with the First Nations community, you must provide evidence that you have followed the required protocols in order to obtain support and confirmation of involvement from relevant organizations/or communities. A useful guide/pathway for collaborations is provided by Creative Australia [Protocols for Using First Nations Cultural and Intellectual Property in the Arts](#).

What other support material is required?

The funding application form contains a list of required support materials to meet the relevant selection criteria. The applicant is responsible for ensuring that appropriate support material is provided to support the scope and scale of the project. Support material may include quotes for requested expenses, confirmation and biographies of key arts/arts workers, project plan, marketing plans, distribution plan for recording projects, letters of support, and examples of prior works.

You may also include evidence of demand for your project through written confirmation from venues/ touring partners information on success of prior projects, audience and peer recognition and potential interest from partners.

What is the preferred format to submit audio-visual support materials?

The Smarty grants system will accept most formats (note file size limits) – see [Smarty Grants applicant help](#).

If my application is successful, how often do I need report or check-in with Sunshine Coast Council regarding the progress of my project? What do I need to do if the details of my project change for example the venue, artists, or dates of the project?

Generally, you will be required to submit an outcome report within 8 weeks of completion of your project. This report will include information about the project outcomes and how the project tracked in relation to key performance indicators as specified in your funding agreement. In addition to this, through the application assessment process, the RADF Assessment Panel may also attach additional reporting conditions on your funding agreement.

If you need to make changes to your agreed funded project, you must request variation permission from Sunshine Coast Council Creative Arts Team in writing before formally changing the project – please refer to *Variations* under 2. *Important Information for Successful Applicants*.

If my application is successful, how else can I get support promoting my work?

Sunshine Coast Council currently manages [ArtsCoast](#) – a media platform for all things art on the Sunshine Coast. If you have an upcoming exhibition, would like to be profiled as an artist, or have any marketing-related questions please contact the team at artscoast@sunshinecoast.qld.gov.au. The team are always on the hunt for Sunshine Coast based creatives, so your connection is welcomed warmly.

What are the probity requirements for the RADF Assessment Panel members?

Members receive the Terms of Reference handbook and an induction on joining the Panel. The Sunshine Coast RADF Assessment Panel Terms of Reference sets out the assessment process, and membership expectations. Members are expected to comply with the Sunshine Coast Council Code of Conduct for Employees Policy, including declaring all conflicts of interest. When a conflict of interest is identified, the panel member will be excluded from participating as an assessor for that RADF grant program application or round.

RADF Assessment Panel members will not be invited to assess a round if they have applied for RADF grant funding in that round.

How do I contact the Sunshine Coast Council's Creative Arts team?

Email: artsfunding@sunshinecoast.qld.gov.au with RADF grants as the subject, applicant name and grant number (if you have one).

2. Important information for all applicants

Information Privacy and Right to Information

The information you provide in your application may be used by the Sunshine Coast Council for the following purposes:

- Processing and assessing your application – for this purpose, the information may be provided to the RADF Assessment Panel, and industry experts/peers engaged by the Sunshine Coast Council.
- 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 Sunshine Coast Council's 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 Sunshine Coast Council, including publication on our websites and socials and/or other for the purposes listed above and for the following purposes:

- Processing, paying, and administering your funding.
- Reporting, including the Sunshine Coast Council's annual report.
- Promoting funding outcomes for the Sunshine Coast's arts and culture sector – for this purpose, the information (including your contact details) may be provided to Sunshine Coast Council's Mayor and Councillors, and/or the media, who may contact you directly.

Sunshine Coast Council 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 the Sunshine Coast Council.

Submitting your application

1. Read the RADF grant Guidelines and preview the application form.
2. Confirm you are eligible to apply (check the Guidelines).
3. We encourage you to participate in an online information session – February and September or contact Sunshine Coast Council's Creative Arts team to discuss your project, particularly if you are new to grant writing.
4. Apply online when the round opens or via the application form for rolling grants.

If you have any questions regarding the application process, contact Sunshine Coast Council's Creative Arts team at artsfunding@sunshinecoast.qld.gov.au.

If you have any technical questions using SmartyGrants, please refer to the FAQ [SmartyGrants applicant help](#).

Accessibility

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.

People who are deaf or have a hearing or speech impairment can contact the Sunshine Coast Council via the National Relay Service (NRS) or email. Please see the Council's [website](#) for more information regarding these services.

Can I request feedback if my application is not successful? Can I still reapply with the same project?

Applicants can request feedback on their application via email. Yes, you can reapply with the same project (pending other eligibility requirements). However, we advise that you consider feedback provided in your notification letter and seek additional feedback from a member of Sunshine Coast Council's Creative Arts team at artsfunding@sunshinecoast.qld.gov.au before re-submitting your application for the same or similar project.

3. Important information for successful applicants

Payment

Successful applicants will be notified via email and will be directed to fill in an online Funding Agreement before payment can be made. It is your responsibility to ensure you understand your obligations under the funding agreement. If Sunshine Coast Council has set special conditions on your funding, these will be listed in your agreement. In some instances, there may be specific funding conditions that need to be met before payment can be made.

Payment will be made on satisfaction of any conditions of funding. RADF grant funds must be claimed within eight weeks of notification, except where an extension has been granted. Council will endeavor to process payment within two weeks of satisfactorily receiving your completed Funding agreement. subject to receipt of the signed funding agreement, and a copy of a bank statement header including the applicant's name and address, the bank name and address, BSB and account details. If the applicant is being auspiced, payment will be made to the auspicing organisation. Funds must be claimed before 30 June in the financial year that the grant is awarded, exceptions apply for grants that are successful in June.

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 Sunshine Coast Council.

You should request approval from Sunshine Coast Council in writing immediately if there are any changes to your project, including:

- 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 Sunshine Coast Council's Creative Arts team. 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 Sunshine Coast Council is considered as part of your income in a financial year and may therefore be subject to tax. Sunshine Coast Council 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)

If the applicant is registered for GST, include GST exclusive amounts in your application budget. If successful, GST will be added to the amount awarded.

If the applicant is not registered for GST, include GST in your application budget.

Unspent funds and repayment of funding

If you have not expended your entire grant at the end of your project, Sunshine Coast Council will require you to repay any unspent funding. RADF grant money not spent on the funded project must be reflected in your Outcome Report. Sunshine Coast 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 approved purposes (see also Variations above).

Insurance and health and safety

Applicants are expected to have appropriate permits and approvals relating to their project/activity and comply with Industry Standards for Operational Health and Safety. Applicants are also expected to hold appropriate insurance for their project/activity.

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)

Sunshine 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 Council 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 Sunshine Coast Council support in all published material associated with the activity. Information on usage of the Sunshine Coast Council logo will be provided.

Reporting on your project outcomes

It is a standard condition of funding that you provide Sunshine Coast Council 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 Sunshine Coast Council's Creative Arts team.

If your Outcome Report is satisfactory, you will be notified by Sunshine Coast Council that the funding has been acquitted. If your Outcome Report is unsatisfactory, you will be notified by Sunshine Coast Council 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 artists employed, number of activities, etc.
- Overall reflections: outcomes; learnings and reflections; future opportunities.

- Participant satisfaction (for grants over \$10,000)
- A detailed statement of income and expenditure including evidence of expenditure for RADF grant program funded expenses.
- Documentation including photographs, videos, catalogues, press clippings or programs, which should acknowledge RADF grant program funding where appropriate

Data from Outcome Reports may be used by Sunshine Coast Council 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 Sunshine Coast Council websites/ socials.
- Publish aggregated (non-identified) data about overall returns on RADF grant investment.

If you need advice about preparing your Outcome Report or have concerns about the due date you should contact the Sunshine Coast Council's Creative Arts team.

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 grant program, rounds.

Evaluation of your project

You are encouraged to obtain public feedback on the quality of the project (e.g. through surveys).

Additional Resources

- Read through the RADF Guidelines.
- Review the tips for grant writing success on the Sunshine Coast Councils [website](#).
- Email artsfunding@sunshinecoast.qld.gov.au if you have any 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 Art Acument resources also provides [tips for applying for funding](#).

4. Glossary

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.
Artist contract / contract for service	A contract to deliver a service. For example, an art commission, artist in residency, facilitate a workshop, or speaker/panel presentation.
Assessor	The RADF Assessment Panel members 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.

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.
Disadvantage	Disadvantage due to economic, health, education, housing or family and community factors.
Diversity	a variety of social and cultural characteristics exist.
Employment contract/or	Any type of engagement. For example, inclusive of temporary, employment contract, casual, part-time, full-time. Volunteers are also considered employed in this definition.
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.
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 Sunshine Coast Council. 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.
New Work	A performance or artwork that has not had a public presentation.
New Project	An initiative, performance or artwork that has not received previous funding from the Sunshine Coast Council, or a Council entity. Can include an activity or phase of an existing program or not had a public presentation. For example, an independent/ distinct activity in the delivery of a project or initiative.
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 Sunshine Coast Council 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 practicing arts and/or cultural workers selected to assess a funding application.
Performance indicators	Measurable outcomes you intend to use to evaluate your project
Practicing 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.
Professional development	Professional development opportunities grow your skills and practice and build your career. For example, structured mentorships, residencies, secondments, conferences, workshops, training, and selection in prestigious awards. Opportunities to participate in professional development activity may come from recognised peak body organisations or arts and cultural experts with recognised professional standing. Professional development activity does not refer to projects including the creation, development, and presentation of work, touring and new market development, exploration of new and emerging art forms etc.
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 grant program applications. Applicants register creating a username and password to access the relevant application forms and documents.

Traditional Owners	First Nations people who have an ancestral connection, attachment, and relationship to an area of land.
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The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government through Arts Queensland and Sunshine Coast Council to support local arts and culture in regional Queensland.

Image: Ben Tupas captured by Alison Mooney.



Queensland
Government