



RADF

GRANTS GUIDELINES

Regional Arts Development Fund Guidelines

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.

The RADF Grants Program is funded by RADF and is a competitive, peer-assessed, grants program that supports artists (at any stage in their career), organisations, and collectives.

Purpose

RADF Grants support arts and culture-based projects and activities that align with the Sunshine Coast Creative Arts Plan 2023 – 2038, its vision, values, and goals.

The Program supports the Sunshine Coast creative community to develop and deliver quality contemporary arts projects, develop skills and capacity, and grow audiences and engagement, contributing to the region's cultural vitality.

Vision

'The Sunshine Coast is alive with arts, culture and creativity.'

Values

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| Bold We are brave risk takers, who experiment and innovate. | Authentic We keep it real, do what we say we will, and ensure it is relevant and realistic. | Sustainable We care about people, planet, place, and prosperity. |
| Inclusive We welcome, respect, and celebrate diverse perspectives and experiences. | | Connected We build dynamic partnerships and collaborations across sectors, communities, and cultures. |

Goals

Empower First Nations – First Nations creativity and contemporary cultural expression is celebrated, emboldened, and self-determined.

Build capacity – the region's creatives, artists and sector are professional, skilled, and connected.

Strengthen engagement – arts audiences grow through genuine participation and a diverse range of meaningful and tailored experiences.

Boost infrastructure – dynamic places and innovative approaches enable artists and audiences to connect, create, and share.

Cultivate identity – our reputation as a creative region attracts attention, talent, and investment.

Applications for the RADF Grants Program will be assessed considering the program purpose, funding categories and assessment criteria contained within these Program Guidelines.

Applicants are advised to consult with the relevant Sunshine Coast Council representatives, including a Creative Arts Program Officer, before submission.

Essential information for applicants

- These guidelines should be read in conjunction with the Sunshine Coast Creative Arts Plan 2023–38 available on council's website at www.sunshinecoast.qld.gov.au.
- Further information for applicants is available in the Regional Arts Development Fund grants program supporting documents – important Information and FAQ's are available on council's website at www.sunshinecoast.qld.gov.au.

Funding Categories

RADF grants are available in 2 (two) categories – **Arts Projects** and **Artist Development**

| Category | Grant Type | Schedule |
|---------------------------|--|---|
| Arts Projects | Major Projects (Up to \$15,000) | Two (2) rounds per year: applications close March & October |
| | Small Grants (Up to \$3,000) | Rolling grant fund: open for applications throughout the year or until funds are fully expended. |
| Artist Development | Mentorship (Up to \$5,000) | Two (2) rounds per year: applications close March & October |
| | Professional Development (Up to \$1,500) | Rolling grant fund: open for applications throughout the year or until funds are fully expended. |

Arts Projects

Council provides grant funding to artists, organisations, and collectives to financially support their arts and culture-based projects that deliver measurable outcomes aligned to the Sunshine Coast Creative Arts Plan and have a clear connection and benefit to the Sunshine Coast.

Arts Projects include two (2) grant types:

Arts Projects – Major Projects

- Two (2) rounds per year – Applications close March and October.
- Peer-assessed by an external RADF Assessment Panel.
- Funding up to \$15,000.
- Funding is available for one-off or multiple stages of a project – concept development,

project development and presentation – and must include specific start and end dates.

Arts Projects – Small Grants

- A rolling grant fund that is open for applications throughout the year or until funds are fully expended.
- Assessed by (one) representative of external RADF Assessment Panel and Sunshine Coast Council Officers and approved by Council nominated delegate.
- Funding up to \$3,000.
- Funding is available for smaller projects and activities requiring support outside of Arts Projects – Major Project rounds.

Artist Development

Council provides grant funding to artists to financially support the development of artistic practice and professional pathways. Applicants must be based on the Sunshine Coast and applications must include clear developmental outcomes for our region's creative ecology aligned to the Sunshine Coast Creative Arts Plan.

Arts Development includes two (2) grant types:

Artist Development – Mentorship

- Two (2) rounds per year – Applications close March and October.
- Peer-assessed by an external RADF Assessment Panel.
- Funding up to \$5,000.
- Funding is available for artists to engage in significant and structured developmental activities with suitable mentor – that is an individual with extensive knowledge, experience, and networks in a particular field. Evidence that the mentor is committed and available is required.
- A First Nations Elder or Knowledge Keeper can be considered a mentor.

Artist Development – Professional Development Activities

- A rolling grant fund that is open for applications throughout the year or until funds are fully expended.
- Assessed by (one) representative of external RADF Assessment Panel and Sunshine Coast Council officers and approved by Council nominated delegate.
- Funding up to \$1,500.
- Funding is available for up to 50% of the cost to attend or present at significant industry conferences, workshops and events including travel, accommodation, and tickets.

Eligibility

Applicants

Who can apply?

- Individuals who are Sunshine Coast residents.
- Organisations / Groups / Collectives that operate within the Sunshine Coast Local Government Area or that demonstrate the project or program will benefit the Sunshine Coast Local Government Area.
- Applicants must have an Australian Business Number (ABN) in the name of the applicant or their business.
- Individual applicants/collectives must be Australian citizens or permanent residents.
- Applicants must be, or engage, practicing artists or arts professionals.
- *Arts Projects – Major Projects and Artist Development – Mentorship* applicants can submit only one application per round.

Who can't apply?

- Applicants that have received a RADF grant in the previous six (6) months.
- Applicants that have not completed and acquitted any previous Council funded projects.
- Current employees of Sunshine Coast Council.
- Government and semi-government entities, including private and public educational institutions.
- Political participants and advocates.

Eligible Activities

Funded activities must not:

- Have already taken place or commenced before notification of grant outcome.
- Pay artists and arts workers less than industry rates (see meaa.org, artslaw.com.au, visualarts.net.au, asauthors.org).
- Be amateur arts activities.
- Be school arts activities, summer/winter schools.
- Be activities that are part of a certificate, degree or other study/training at university, government, or private institutions.
- Be competitions, awards, prizes, eisteddfods, fundraising activities, donations or for catering.
- Be activities that do not have a clearly defined arts component.
- Be activities solely for entertainment, printing, recording, and publishing without a developmental outcome for artists.

- Include offensive materials or themes that may damage the region's reputation.
- Include public art or murals on Council assets and infrastructure or private property.
- Purchase of capital items including computers, buildings, vehicles etc. Hire of equipment directly related to delivery of the project is eligible.
- Purchase of art-making equipment and musical instruments. Art-making consumables directly related to delivery of the project are eligible.
- Include business start-up costs.
- Be for staff or ongoing operational expenses.
- Include administrative and other ongoing organisational costs not directly associated with the project.
- Include repayment of debt or loans.

Application & Assessment

Application

Applications are submitted via online Sunshine Coast Councils SmartyGrants platform by 12am (midnight) on the closing date. Application forms, program guidelines, and additional information can be found on Council's website.

If you would like to speak with a First Nations Officer, please let us know and we will connect you.

For support or questions about your RADF grant application please contact Creative Arts at artsfunding@sunshinecoast.qld.gov.au.

For technical support (e.g. assistance with logging in or submitting applications) please contact Council's grants team at grants@sunshinecoast.qld.gov.au.

Please note: office hours are 8.30am – 4.30pm Monday to Friday (excluding public holidays).

Assessment process

- Council officers will review all applications for eligibility. If your application is deemed ineligible, you will be notified and provided with feedback and guidance on eligibility requirements. Ineligible applications will not progress to the assessment stage. Additional supporting material will not be accepted after submission.
- Each eligible application will be evaluated, and peer-assessed by the RADF Assessment Panel of external sector experts except for Professional Development grant applications.
- Sunshine Coast Council may also nominate a council representative (Councillor) to Panel recommendations will be approved by the authorised Council delegate.

Panel

- The panel is appointed through an expression of interest process for their experience and expertise in an art form and/or governance, legal, business, and regional sector knowledge. The full list of peer assessors is published on the Sunshine Coast Council website.
- There will always be First Nations Representatives on the panel.
- Panel members are expected to act in accordance with the Sunshine Coast Council Code of Conduct for Employees Policy and to declare any conflicts of interest. Both panel members and applicants will be required to declare conflicts of interest.
- Council officers from the Creative Arts team will attend panel meetings to facilitate the meetings, provide advice on the guidelines and arts sector issues, and respond to questions. Council employees involved in the assessment and approval process must comply with Councils Code of Conduct, Conflict of Interest for Employees Policy and Benefits and Gifts Policy including declaring any conflict of interest.

Assessment criteria

Applicants must:

- Consider and respond to the assessment criteria.
- Clearly articulate the artistic rationale, objectives, and outcomes.
- Provide appropriate evidence and relevant support material to support their application.

Please refer to the [Additional Information and FAQ for applicants](#) for more information.

All eligible applications will be assessed considering alignment to the Sunshine Coast Creative Arts Plan and the following assessment criteria:

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| MERIT demonstrate the need, quality, and artistic merit of your proposed activity. |
| Articulate the vision, ideas and conceptual rationale including level of experimentation, creative process, and contribution to a diverse, contemporary, creative community. Provide examples and evidence of previous quality work, up to date CV, and links to website and social media. |
| VIABILITY demonstrate your capacity to achieve the proposed activity. |
| Include the skills and ability of artists/arts professionals involved and confirmation of their availability. Provide evidence of consultation and adherence with relevant cultural protocols and a realistic and achievable project plan and budget. |
| REACH demonstrate the expected reach of your program of activity. |
| Provide data where possible and include a clear engagement approach or marketing plan where relevant. |
| BENEFIT demonstrate the impact of your program of activity to the applicant, the sector, and the community. |

Notifications

Applicants will be notified by email of the outcome of their application within eight (8) weeks.

Payment

Funds must be claimed before 30 June in the financial year that the grant was awarded.

In some instances, there may be specific funding conditions that need to be met before payment can be made.

Reporting / Acquittal

All RADF funds must be acquitted within eight (8) weeks of the stated project completion date by completing and submitting a project outcome report online.

Acknowledgement

As a condition of funding, successful applicants are required to actively and publicly acknowledge Sunshine Coast Council and Arts Queensland's support in all published material associated with the funded activity. The funding agreement details the required acknowledgements. Funding recipients must ensure that the Queensland Government and Council's positive reputation is maintained at all times.

The Regional Arts Development Fund program is subject to Council's annual budget allocations.



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.



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