



RADF

REGIONAL ARTS DEVELOPMENT FUND
SUPPORTING LOCAL ARTS AND CULTURE

2024/2025

Glossary of Terms



The Regional Arts Development Fund is a partnership between the Queensland Government and Townsville City Council to support local arts and culture in regional Queensland.

Regional Arts Development Fund (RADF) Grant Program

2024/2025

Glossary of Terms

These are key terms used in the General Funding Guidelines and in specific Fund Guidelines.

This glossary contains a number of terms and phrases that applicants should be familiar with when planning and writing their application and completing their acquittal.

Aboriginal person - Someone who:

- Is of Aboriginal descent
- Identifies as an Aboriginal person
- Is accepted as an Aboriginal person by the community in which he or she lives or has lived.

Acquittal report - Due within 28 days from the completion date of your project. The acquittal report explains the outcomes of the project and how the funds were spent. It demonstrates that the funding has been used for the purpose for which it was provided, including a financial report and receipts to validate your expenditure.

Art forms:

- Performing arts: including music (of all forms including opera, orchestral music and musical theatre), theatre, dance (of all forms including ballet, jazz and culturally specific styles), circus and physical theatre, performance art, puppetry, comedy etc.
- Literary arts: including creative writing, such as novels, short stories, poetry, screenwriting, playwriting etc.
- Visual arts: including ceramic arts, design, drawing, glass craft, jewellery making, metal craft, painting, photography, printmaking, sculpture, textile arts such as clothing and wearables, video and filmmaking, cartoons, art installations, carvings, furniture, other crafts, heritage artefacts, design etc.

Artist - A creative person who has specialist training in their field (not necessarily in academic institutions), committed to devoting significant time to their artistic activity or practice and who creates art or cultural value as identified with their profession.

Arts worker - A person who works in the arts sector to support or manage artists or arts programs.

Artist Run Initiatives (ARIs) - Unincorporated collectives of professional practising visual artists, craft practitioners and designers and incorporated not-for-profit arts organisations that identify as an ARI. ARIs are characterised by the following qualities: they are managed and operated by artists, they operate on a not-for-profit basis, they have a continuing program of creative activities.

Attendees - audiences for a live performance or event, or those viewing an artwork/exhibition in person, or those watching or listening to a one-off or live streamed online performance.

Audience Development - the ongoing process of understanding the needs of, building a relationship with, and growing audiences over time.

Auspicings / Auspice Body - an incorporated entity or an individual with an Australian Business Number that manages a grant on behalf of an individual or an unincorporated group or entity. Auspicing is where someone other than the applicant takes responsibility for all legal and financial obligations, including how the grant funding is spent and ensuring the funded activity is completed and acquitted in time. They are not responsible for the artistic direction or quality of the project. For more information on Auspicing see [Justice Connect](#).

Australian Business Number (ABN) - a unique identification number issued by the Registrar of the Australian Business Register to business entities.

Australian South Sea Islander people - descendants of South Sea Islanders brought to Australia for labour purposes from the 1860's just after the turn of the twentieth century.

Children - people aged 0-11 years.

Community - any group of people who identify with each other through a common element that can include geographical location; shared cultural heritage, history, or other characteristics; age group; profession; or social or recreational interests.

Community arts - Uses all art forms to explore and express issues of community identity, place, a sense of belonging as well as asserting community needs and differences.

Community benefit - Tangible and intangible benefits and opportunities to members of the public accessing or participating in the funded project including cultural, social, economic, 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 activities.

Concept development - The process of shaping and refining an idea for a new product into a complete description. No specific art form product is required.

Core operations / core business - An organisation's activities that would happen and incur costs, regardless of whether the proposed project would go ahead.

Core staff - Staff roles employed in an ongoing way by the applicant, regardless of whether the proposed project would go ahead.

Craft worker - A craft practitioner who creates objects using ceramics, textiles, metals, or other materials.

Cultural infrastructure - Buildings and equipment for arts and cultural activity.

Cultural worker - A person who manages or facilitates the development of cultural activity.

Creative developments - When developing your funding application or reporting your outcomes, creative developments refers to the number of discrete creative processes to be developed or which have been developed (e.g. concept development for public artwork, script writing) which may include presentation of work in progress but does not involve public presentation or performance of completed work.

Creative producer - Someone who enables the making of a creative product including management of finances, marketing, associated legal and royalty issues. A creative producer may or may not have a technical role in the development of a creative product e.g. a music producer may not necessarily produce the music.

Demand - The level of community expectation, desire or need for a particular product, service or experience. Evidence of demand can take the form of history of attendance/participation, confirmed interest from project or program partners, letters of support, and financial investment at a local level.

Demonstration - A non-participatory activity where an arts worker demonstrates a particular art/craft technique to a passive audience (see also: Workshop).

Development opportunities - Cultural activities that have a development intention, for emerging or established artists of any age and skill level.

DGR status - An entity or fund that can receive tax deductible donations.

Eligible - The applicant or project satisfies the conditions for funding.

Emerging artist - An artist at an early stage in their career with no more than five (5) 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 of their career, has specialised training in the art form, created an extensive body of independent work, and garnered national or international recognition from their peers as having reached an advanced level of achievement.

Equipment (non-consumables) - Items purchased to be used during the project but can continue to be used after the completion of the project.

Excellence - in the context of the Townsville City Council RADF Grants Program, excellence means powerful artistic outcomes that have an inspirational and transformative impact.

Evidence of demand - Proof that what is claimed or stated is true or valid. For example, evidence of community demand for a particular arts or cultural program or product may include survey results, letters of support, number of Facebook likes, or attendance figures for a previous or similar event in the community (see also: Demand).

Exhibitions - When developing your funding application or reporting on your outcomes, exhibitions refers to the number of exhibitions that are to be developed and/or have been developed and presented, regardless of how many individual works are included within the exhibition.

Good and Services Tax (GST) - The value added tax of 10% on most goods and services in Australia. If an applicant or auspicing organisation is GST registered, 10% GST will be added to the grant as an itemised GST gross-up. If an applicant or auspicing organisation is not GST registered, the 10% GST will be added to the grant, but not itemised as GST. For advice on GST, please contact a tax advisor or the Australian Taxation Office on 13 24 78 or via its [website](#).

Home location - The town or city of residence of the artist/s or touring party, including outer suburbs and satellite towns of regional centres.

In-kind contribution or in-kind support - The dollar value of non-cash contributions to a project e.g. office space, staff time or voluntary labour that would otherwise have needed to be paid for. It includes volunteer labour, administrative support, rent-free accommodation or donations of materials or equipment. These contributions should be given a dollar value and must be included in the proposed budget. In-kind contributions should be valued at normal purchase rates (or fair market value) and, if requested, you should be able to provide justification for the values you place on these items.

Infrastructure - Basic organisational or physical structures required to run a business.

Innovation - The creation of something new or different.

Investment - The provision of value toward something for its growth, development, sustainability, and/or maintenance.

LGBTQIA+ - An acronym for an individual who identifies as being lesbian, gay, bisexual, trans, queer/questioning, intersex, or asexual.

Metropolitan - For the purposes of Arts Queensland funding, metropolitan Queensland is defined as all the areas inside the Brisbane City Council local government area.

Material - includes new material, existing material, third party material, and additional licensed material (if any).

Materials (consumables) - Items purchased to be used during the project that are used up by the completion of the project.

New work - A performance or artwork that has not had a public presentation.

Non-government organisation - An organisation that is not subject to the control of the Commonwealth, a State or Territory, and/or a local government.

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.

Number of attendees - The number of people who attend activities as audience members e.g. to see an exhibition, watch a performance, listen to a talk etc.

Number of participants - The number of people who actively participate in activities e.g. attend a class to make something, sing in a choir, participate in a training workshop.

Number of artists/cultural workers employed - The total number of people employed as artists or arts and cultural workers over the duration of a project.

Number of people employed in other paid positions - The total number of people employed over the duration of a project, who are engaged in a role other than an artistic or cultural one.

Number of volunteers - The total number of people engaged as volunteers to support the delivery of a project.

Volunteer work is:

- Unpaid (reimbursement of out-of-pocket expenses is not considered payment)
- Provided in the form of time, service or skills (donations of money or goods is not included)
- Formally agreed.

Older people - People over 55 years of age.

Operational funding - Contributions made by funding bodies that support the core operations and annual programs of arts and cultural organisations.

Outcome report - A record, provided by the funding recipient, of the project or activity and how the funds were spent.

Outcome vs. output - An outcome is the end result or consequence of an output. An output is 'what we did' while an outcome is 'the difference it made'. For an arts and culture program, an output might be a festival, while outcomes might include an increase in cultural employment, high community satisfaction with the festival program, and/or increased use of a public space.

Participants - People who actively participate in your activities e.g. attend a class to make something, sing in a choir, engage in a training workshop.

Partnership - A partnership in relation to Arts Queensland is an agreement between the funding applicant and government, non-government or arts and cultural organisation or another entity. The agreement provides access to resources and opportunities that would otherwise be unavailable to the proposed activity.

Peers - Individuals who have engaged with your work and could comment on its artistic/cultural merit.

Peer Assessor - An arts industry expert or peer who is responsible for assessing funding applications against a set of funding criteria.

People from Culturally and Linguistically Diverse Backgrounds (CALD) - People from diverse communities with diverse language, ethnic background, nationality, dress, traditions, food, societal structures, art, and religion characteristics.

Productions - When developing your funding application or reporting your outcomes, productions refers to the number of live productions/seasons, recordings or broadcasts to be presented or have been presented within a single continuous timeframe, regardless of the number of individual performances and locations or number of shorter works contained within.

Performances - When developing your funding application or reporting your outcomes, performances is the number of live performances to be presented or have been presented, produced or co-produced.

Performance indicators - Measures of outcomes or outputs to evaluate activities.

Professional artist or arts and cultural worker - A person who has specialist training in his/her field (not necessarily in academic institutions); is recognised by his/her peers (professional practitioners working in the artform area); is committed to devoting significant time to the artistic activity; and has a history of public presentation.

Professional development - An activity that increases an applicant's skills, provides networking opportunities, introduces the applicant's work into new markets and/or enhances the applicant's ability to earn a living through their arts or cultural work.

Public art - A concept or work created by an artist/s in any medium, permanent, temporary or ephemeral, which enables stimulation of one or more of the senses and is situated in a place of public access. For Townsville City Council, public art may take the form of:

- Permanent public art is artworks which will be or have been placed on Council's public art register. The life expectancy of permanent public art work is five years. However, permanent public artworks may exceed this
- Temporary public art is artwork that is not designed to last. A temporary or short-lived public artwork may remain anywhere from a few hours up to approximately 24 months
- Site specific art is where an artwork has been designed for a set location and draws on elements which influence the site (be they constructed or natural) to create the final effect.

Public value - The measure of value of a project's contribution to the Queensland community. For a RADF program, public value would be determined as artistic, social, cultural and/or economic returns on public investment. RADF applicants must be able to demonstrate the proposed program's public value, as defined above, within the assessment criteria.

Public outcomes - People other than the artists and arts workers involved in the project (the public) can view the work, or attend or participate in an activity. For example, a workshop for a school would be a public outcome, even though the wider general public would not be able to attend.

Publications - When developing your funding application or reporting your outcomes, publications refers to the number of books, journals, arts magazines, literary publications, one-off publications such as major catalogues or curatorial essays, industry/sector development newsletters, CDs, and scores that are to be published or have been published in print or digital media.

RADF Committee - A group of peers and industry experts who assess applications for funding with advice from art form peers and other industry experts as required. RADF Committee members are selected for their experience and knowledge.

Return on investment - An outcome relating to an artistic, social, cultural, or economic purpose. For example, an artistic outcome might be innovation in an arts festival's ongoing programming; a cultural outcome might be increased local awareness of community history; a social outcome might be increased community engagement with a local cultural facility; and an economic outcome might be a diversified income base for the next local festival.

Regional - For the purposes of Arts Queensland funding, regional Queensland is defined as all the areas outside the Brisbane City Council local government area.

Rural and remote - For the purposes of Arts Queensland funding, rural and remote communities are defined as MMM4 - MMM7 using the [Modified Monash Model \(MMM\) classification of remoteness](#).

Significant budget item - Budget items that make up a significant percentage of total expenditure or are of critical importance to the project.

Social impact project - For the purpose of Arts Queensland funding, an arts-led social impact project is defined as a project where the main objective is to deliver enduring individual and community outcomes in response to social and community priorities such as health and well-being, education, and youth. The project is likely to engage the public in the creative process or active participation in arts and cultural activities. Communities could refer to a geographical community (i.e. a town or school) or a population community (i.e. homelessness).

Stakeholder - A person, group, or business unit that has a share or an interest in a particular activity or set of activities. Sustainability is the continuation of the project outcomes beyond the period of funding. The purpose of assessing project sustainability is to ensure that projects funded will not need further funding to enable the outcomes to be completed or sustained.

Target group - The group of people for whom the work or project is specifically created.

Torres Strait Islander person - Someone who:

- Is of Torres Strait Islander descent
- Identifies as a Torres Strait Islander person
- Is accepted as a Torres Strait person by the community in which he or she lives or have lived.

Tour/Touring - The same performance, exhibition or activity happening, in sequence, over a cohesive period of time in more than two external communities (i.e. it needs to be happening in at least three (3) communities other than the touring party's home location).

Unique - Work that demonstrates rare, defining and attractive qualities in terms of artistic and cultural offering to a community.

Workshop - A structured activity at which attendees gain practical experience in an artform and learn new arts skills (see also: Demonstration).

Youth/young people - People aged between 12-25 years.

Contact us



13 48 10



communitygrants@townsville.qld.gov.au



townsville.qld.gov.au

