



Regional Arts Development Fund Guidelines

2024–2025

CONTACT THE RADF LIAISON OFFICER – ARTS & CULTURE TEAM
AT COUNCIL 1300 242 686

2024 – 2025
Regional Arts Development Fund Guidelines

Acknowledgement of Country

Central Highlands Regional Council respectfully acknowledges the Traditional Custodians of the lands across the Central Highlands.

We value cultural diversity in our region, and view Aboriginal and Torres Strait Islander cultures and heritage as integral in a shared national identity. We have a strong commitment to building inclusive and vibrant communities.

Council is committed to provide services and opportunities that are respectful and accessible to all members of the community.

Regional Arts Development Fund Guidelines 2024-2025
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CONTENTS

Introduction	4
Local priorities 2024-2025	5
Who can apply?	6-7
Project eligibility requirements	8-9
Application process	10-11
Assessment criteria	12-13
2024-2025 program time line	14
Acknowledgement, reporting and acquittal	15
Frequently Asked Questions (FAQs)	16
Glossary	18

DOES YOUR ARTS, CULTURAL OR HERITAGE PROJECT NEED FUNDING?

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Introduction

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.

Purpose

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. Strategy objective.

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 well-being
- deliver Queensland Government's objectives for the community

Central Highlands Regional Council (council) is strategically aligning arts, cultural and heritage objectives from the Creative Cultural Futures Strategy

2016-2026, the Heritage Management Framework and the Creative Cultural Future and Heritage Action Plan 2024-2026 with other programs to provide maximum economic and partnership benefits for the region.

Council has a number of local priorities including cultural tourism, heritage and social history, innovation, skills development, place making and partnerships.

Council is partnering with new and existing peak bodies to enhance growth across Central Queensland and beyond to better integrate innovative technologies supporting state, national and global programming and projects. Projects and programs will include First Nations, creative recovery, well-being, and business development.

Council Initiated Projects (CIP) will be developed based on community feedback and strategic arts and cultural planning resources.

AVAILABLE FUNDING

A total pool of \$70,000 is available for the 2024-2025 program.

A pool of \$40,000 is available for funding in Round 1, with \$20,000 reserved as a minimum for Round 2 and \$10,000 as a minimum for Round 3.

Any unallocated funds from Round 1 is also made available in Round 2 and Round 3.

Local Priorities 2024-2025

1

Support skills development and capacity building for individuals and groups in the arts, cultural and heritage sectors.

2

Support opportunities within the arts and heritage for social connection to build community resilience and improve well-being.

3

Deliver priorities meeting Central Highlands strategic documents:

- Corporate Plan 2022-2027
- Creative Cultural Futures Strategy 2016-2026
- Creative Cultural Futures and Heritage Action Plan 2024-2026
- Heritage Management Framework
- Reconciliation Action Plan
- Youth Strategic Action Plan 2023-2028
- Library Strategic Action Plan 2021-2026

4

Provide access to new and diverse opportunities and art forms that enhance the region's cultural reputation, cultural and heritage tourism offerings and local economy.

5

Encourage partnerships and collaboration across the arts, cultural and heritage sector between individuals, groups, and professional organisations.

Who can apply?

THE FOLLOWING INDIVIDUALS AND ORGANISATIONS ARE ELIGIBLE FOR RADF FUNDING

INDIVIDUAL

Professional artists, emerging professional artists, arts workers, cultural and heritage workers or project coordinators who:

- are based in the council area, or if based outside the council area, can demonstrate how the project will directly benefit arts and culture in the council area
- are permanent residents or Australian citizens
- are aged 18 years of age or above or have a legal guardian co-sign the application confirming financial responsibility of the funding.
- have an Australian Business Number (ABN), or who will be auspice by an incorporated organisation or individual with an ABN.

GROUP

Any of the following groups may be eligible to apply

- arts, culture and heritage organisations based in the council area
- arts, culture and heritage organisations based outside the council area that can demonstrate how the project will directly benefit arts and culture in the council area
- organisations and/or agencies delivering arts and cultural objectives for the region aligning with arts, cultural and heritage strategic vision.

Applicants are required to be incorporated organisations with public liability insurance, or be auspice by an incorporated organisation or individual with an ABN.

Organisations with branches in different geographic locations

- branches are able to make separate applications for different projects
- if the same activity is being executed in multiple locations, this should be submitted in one combined application

APPLICANTS MUST:

- meet the criteria outlined on page 6
- have successfully acquitted any previous RADF grants they have received
- discuss their application with council's RADF Liaison Officer (RLO) prior to the application being submitted
- include artist information for each professional or emerging artist receiving financial benefit,

GST STATUS

Whether or not the applicant (or auspice) is registered for GST will impact how the budget is submitted and grant amount paid.

- If the applicant (or auspice) is **not registered** for GST Budget information and the amount requested should reflect the total value of each item (GST inclusive). Successful grants will be paid as per the amounts in the budget.
- If the applicant (or auspice) is **registered** for GST Budget information and the amount requested should reflect the value of each item excluding GST. Successful grant payments will include the grant plus 10% for GST (provided the costs will attract GST).

AUSPICES EXPLAINED

It is not mandatory for RADF applicants to possess an ABN (individual) or be an incorporated organisation (group). However, if those criteria are not met. The application must be auspice by an incorporated organisation or an individual with an ABN (known as the auspice body).

The auspice body manages the grant on behalf of the applicant, and their insurance documentation is required to support project/program delivery.

The auspice body is responsible for providing a financial report on completion of the project. It is not responsible for the artistic direction or quality of the project.



Project eligibility requirements

GROUP APPLICATIONS

Groups are eligible to apply for projects under the following categories:

- **Skills development workshops**
Developing skills with an established or emerging artist/s or arts practitioner/s delivering skills to build local capacity of participants. *e.g. visual arts, pottery or dance workshop.*
- **Community arts and cultural development**
Developing arts and cultural skills and capacity for community groups, projects and/or programs in the region. *e.g. community arts project or programs, artist development program.*
- **Cultural tourism**
Cultural Tourism refers to domestic arts (including eco-arts) tourism projects and programs which encourage regional visitation. *e.g. heritage trail design, eco-arts retreat.*
- **Concept development**
Concept development is a process of defining a specific idea or set of ideas towards an end goal, whether or not they result in a finished work. *e.g. feasibility or scoping project for arts or cultural development.*
- **Events and festivals**
Events and Festivals include singular or multiple arts and cultural activities. *e.g. Arts around August, Metal in March.*
- **Placemaking**
Developing or enhancing a community space *e.g. public artwork, place activation event.*
- **Conferences and training**
Attending on behalf of a group for the purpose of expanding or enhancing the groups objectives. *e.g. Museums & Galleries Conference, Arts Ablaze Conference.*

Funding can be requested for the following costs:

- **Artist/consultant costs**
Including artist/tutor fees, their travel, and accommodation.
- **Consumable materials**
For workshops or other activities where supplies are required for participants to produce works.
- **Capital expenditure**
Equipment must be directly essential to the project, and remain available to the local community at the conclusion of the project.
Note - the future process or handling of equipment must be identified in the initial RADF application.

Note: RADF will not fund 100% of any project. Proportions of funding for each application are at the discretion of the committee.

INDIVIDUAL APPLICATIONS

For individuals to apply for Australian based professional development opportunities including:

- master classes
- workshops/retreats
- mentorships and placements with recognised arts and cultural organisations
- conferences

Note: All individual applications must include a cost-neutral (i.e. no profit) activity such as a workshop, performance or information session delivered for the local community.

Up to 65% of costs can be requested for

- registration or course fees
- travel and accommodation

Note: travel and accommodation quotes should cover the cost of applicant only.

ARTIST INFORMATION

Each professional or emerging artist receiving financial benefit from a RADF grant must complete the Eligibility Checklist for Professional and Emerging Professional Artists and/or demonstrate their professional status (CV).

This checklist has been developed to determine the professional or emerging professional status of all artists receiving RADF grant money. Possession of an ABN is only one of the criteria on the checklist. Artists being paid RADF grant money must meet at least three of the criteria on the checklist.

CONTACTING THE RLO

It is essential that you discuss your application with the RADF Liaison Officer (RLO) prior to submission.

The RLO is available to give guidance, advice and feedback on your application to ensure that it meets the eligibility criteria and other requirements as best as possible.

Council strongly recommends that you contact the RLO early in your application process and share a draft for review before finalising your submission.

Incorporating this feedback into your final submission will ensure that your submission is competitive and has the best chance of success.

WHAT PROJECTS ARE INELIGIBLE?

- Projects that have already commenced
- Projects requesting 100% funding
- Projects which will generate profit for the applicant
- Organisations' operational expenses
- School arts activities EXCEPT where those activities form part of broader community cultural development processes
- Prize money for competitions or eisteddfods
- Framing or freight
- Catering costs, including for openings, launches and parties, even if they are part of an exhibition or community project. (These activities can be included in your RADF project, however alternative funding must cover these costs)
- Publishing costs for promotional materials
- Accredited study, training or university courses
- Organisations offering professional development for staff.
- Recurrent funding

If the project is related to a previous RADF funded activity, it must build on the previous project or be a new element of the art form. Examples of this might include:

- a follow-up workshop offering additional levels of skills development
- incorporation of new elements and/or collaboration and innovation
- establishment of new partnerships bringing the project or activity to a new location



Application process

STEPS IN THE APPLICATION PROCESS ARE AS FOLLOWS:

- 1** Applicants contact the RADF Liaison Officer
Applicants must contact and/or meet with the council's RLO prior to the application being submitted.
- 2** Applications are submitted via SmartyGrants
[SmartyGrants](#) is the online application portal used to receive RADF applications. Applicants register by creating a user name and password to access the relevant application forms and documents. Once you've started your application you can save your progress and return to it at a later time. You can request feedback from the RLO.
- 3** CHACAC reviews submissions
Your application will be assessed by the Central Highlands Arts and Cultural Advisory Committee (CHACAC) at a RADF Assessment meeting.
- 4** CHACAC provides a recommendation to council
The RADF round funding recommendations, as assessed by the CHACAC, are submitted to council at the next available council meeting.
- 5** Council considers the recommendation for endorsement
Council determines the final approval stage of the RADF grant recommendations and endorses the RADF round outcome.
- 6** Council approves the allocation of funding to approved projects
Applicants will be advised in writing regarding the outcome of their application. Successful applicants will receive information on next steps including the process for approved funding to be paid.

APPLICATION REQUIREMENTS

- Have you met all eligibility requirements?
- Have you successfully acquitted all previous projects?
- Have you discussed your application with the RLO?
- Has an artist eligibility checklist and/or CV been completed for each artist involved in the project?
- Do you have confirmation of availability for all artists involved in the project?
- Do you have quotes that match your budget?
- Have you completed all sections of the application form?



Assessment is conducted by the Central Highlands Arts and Cultural Advisory Committee (CHACAC). This committee functions as the RADF Assessment Panel. CHACAC is a council committee established to encourage the participation and optimum service delivery for Central Highlands communities in arts, cultural and heritage programs, projects and activities. The committee comprises of councillors, community members and council staff. Find out more about the committee at chrc.info/chacac



Assessment criteria

APPLICATIONS ARE REQUIRED TO ARTICULATE PROJECT DELIVERY AGAINST RADF OBJECTIVES AND ASSESSMENT CRITERIA. THIS IS THE STANDARD CRITERIA FOR ASSESSMENT FOR ALL ARTS QUEENSLAND INVESTMENT PROGRAMS.

All applications are assessed by council's RADF Assessment Panel against the below four equally weighted criteria and local program priorities:

QUALITY

CRITERIA	THINGS TO CONSIDER
Produces or contributes to high quality arts and cultural initiatives for local communities.	<ul style="list-style-type: none"> Who will deliver particular projects or activities? Provide evidence of the quality of their work. The types of outcomes expected from the projects and activities and how these are important in the local context. How the projects or activities will provide high quality experiences for the local community and/or build the capacity of the local arts sector. Any innovative aspects of proposed project or activities. How it is innovative for the particular council or community?
Proven capacity to effectively support and deliver arts and cultural services.	<ul style="list-style-type: none"> Evidenced track record of delivering high quality arts and cultural initiatives. How the proposed program of activities will build on past performance.

IMPACT

CRITERIA	THINGS TO CONSIDER
Demonstrates cultural, artistic, social or economic returns on investment.	<ul style="list-style-type: none"> What cultural, artistic, social or economic value/outcomes does the applicant expect the proposed project or activity will contribute to the community? How will council communicate the public value of RADF activities in the community?
Supports one or more of the Queensland Government objectives	<ul style="list-style-type: none"> Which Queensland Government objective(s) does the proposed program of activities make the strongest contribution to and how? (visit http://arts.qld.gov.au/creative-together)

REACH

CRITERIA	THINGS TO CONSIDER
Provides access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences.	<ul style="list-style-type: none"> Who in the community will be engaged through the proposed program of activities? How does the proposed program of activities respond to diversity within the community?
Evidence of local demand for proposed program/s.	<ul style="list-style-type: none"> How does the proposed program of activities respond to local arts and cultural priorities and any other broader council or community priorities? How does the applicant know there is demand for the proposed program of activities? How does the applicant know the proposed program of activities responds to local needs and interests?
Demonstrates community and stakeholder involvement in RADF priority setting, decision-making and evaluation.	<p>[Council initiated projects only]</p> <ul style="list-style-type: none"> How did council arrive at the proposed program of activities (including how engagement with community stakeholders and results of evaluation and data collection inform the application)?

VIABILITY

CRITERIA	THINGS TO CONSIDER
Evidence of good planning for strong governance and management of RADF at a local level.	<ul style="list-style-type: none"> How RADF is managed locally. What processes are in place to ensure transparent and effective management including monitoring of outcomes? How council governance of RADF builds on previous successful models of management or has been reviewed in light of learnings or challenges.
Evidence of partnership capacity with partners including business and government.	<ul style="list-style-type: none"> Information about any local partnerships that will contribute to delivery of the proposed program of activities. How will the proposed activities leverage off other local projects, programs and events?

2024-25 program time line

Acknowledgement, reporting and acquittal

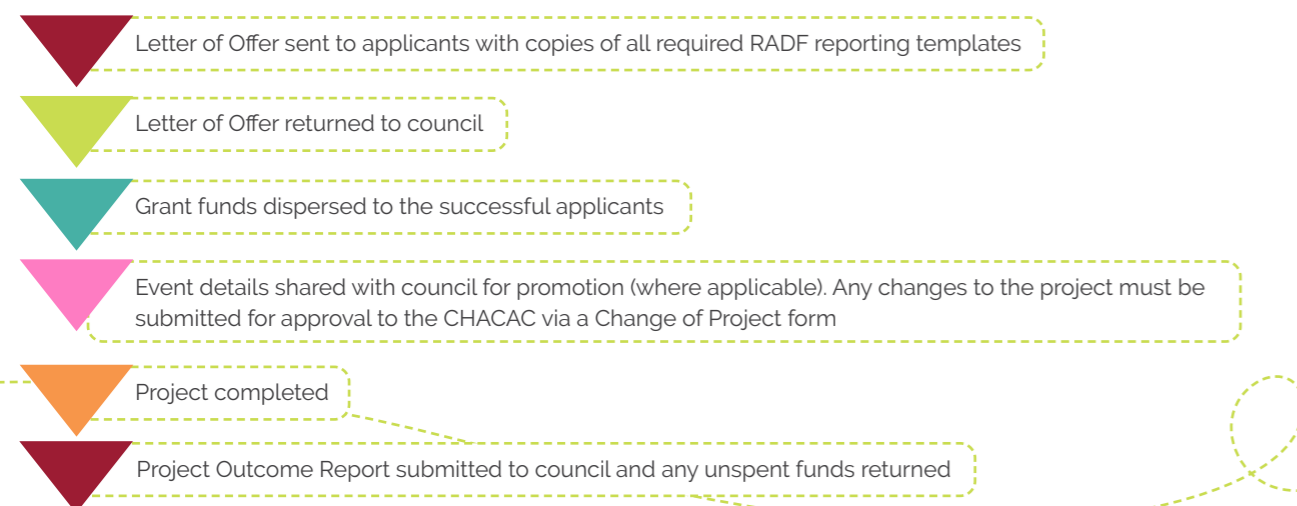
ROUND	APPLICATION CLOSURE DATE	ASSESSMENT MEETING DATE	GENERAL COUNCIL MEETING DATE
Round 1	Sunday 27 October 2024	Friday 8 November 2024	Friday 27 November 2024
Round 2	Sunday 23 February 2025	Friday 7 March 2025	TBC*
Round 3	Sunday 25 May 2025	Friday 6 June 2025	TBC*

* General Council Meeting date subject to approval by council before being confirmed

NOTIFICATION OF OUTCOMES

All successful and non-successful RADF applicants will be notified by letter and/or email regarding the outcome of their application. All successful applicants will be advised of the requirements, terms and conditions in the Letter of Offer.

PROCESS FOR SUCCESSFUL APPLICATIONS



LOGO AND ACKNOWLEDGEMENT

RADF funded activities must acknowledge the Queensland Government and council in all promotional material and publications using the below acknowledgment text and logos. Copies will also be provided to you by council.

Acknowledgement Text for RADF 2023-2024:

Funded by the Regional Arts Development Fund (RADF), a partnership between the Queensland Government and Central Highlands Regional Council to support local arts and culture in regional Queensland.



CHANGE OF PROJECT

If for any reason the project is not able to proceed as approved, you must contact the RADF Liaison Officer immediately. This includes changes to delivery dates, tutors/performers, or location.

Cancelled projects are required to return funds to the grant pool.

If an amendment is being proposed, this must be submitted via a Change of Project form for approval by CHACAC. Note: proposed changes to end dates must fall within 12 months of the initial approved end date.

CASE STUDY OPPORTUNITY

Arts Queensland and council select case studies each year to highlight successful grant recipients. Individuals or groups wishing to be involved in a case study may contact council to assist this element prior to project delivery.

PROJECT OUTCOME REPORT

Arts Queensland requires that Project Outcome Reports be submitted by all RADF grant recipients once funded activities are completed. Applicant outcome reports will inform RADF program reporting from council to Arts Queensland.

A Project Outcome Report will be provided to you by the RADF Liaison Officer if your application is successful.

The Project Outcome Report includes information about the success of your project, budget and support material, including receipts for all expenditure indicated in the application's budget.

Outcome reports are required to be submitted to council within eight weeks of the completion of your project.

Any unspent funding will need to be returned. It is recommended that the Outcome Report is read along with funding approval to help identify what information is necessary for outcome reporting.

Statistical information and photographic or video evidence of the event is also a requirement. Outcome reports require high resolution images and/or video with image consent for all persons included. These may be utilised by council and/or Arts Queensland on their websites or through other media channels.

Frequently asked questions (FAQ)

How many applications can I submit to RADF?	One project application is eligible per funding round.
What if I am still completing my previously funded RADF project?	You cannot make an application to the RADF program if any previous project is pending. Previous projects must be complete and satisfactorily acquitted.
What if I applied previously, but was not successful?	If your previous RADF application was unsuccessful, you may re-apply in subsequent rounds. It is essential that you discuss your application with the RADF Liaison Officer prior to submission. The RLO can assist you to improve your previous application, so it is more competitive when assessed.
What does based in the council area mean?	Based in the Central Highlands Regional Council geographical area.
My organization is not based in the council area where I am applying for funding. How do I demonstrate benefit to the Central Highlands community as part of my application?	If you are not Central Highlands Regional Council based, you will be required to provide additional information in your application that builds a case for how your proposed project will benefit and provide significant outcomes to the Central Highlands community. For example, Facebook poll, meeting minutes, letters of support or other evidence of need and/or interest from the Central Highlands community.
Do I need an ABN?	You must have an active Australian Business Number or 'ABN' to apply for RADF funding. If you don't have an ABN you may auspice (as per guidelines).
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 Council that your report has been accepted, or you will not be eligible to apply.
If I'm the auspice body for an applicant without an ABN, can I submit my own project in the same round?	Yes, providing only one application is yours.
How do I know what type of income/expenditure to include in my budget?	Some 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.
Can I apply for other funding even if I have RADF? Can I apply for RADF even if I have other funding?	Projects may have multiple funding streams. RADF does not fund 100% of any project. Other funding can be used to support your project and/or other funding can be sourced if you have an approved RADF project. Council encourages other funding to be sourced. Income other than RADF must be outlined in the budget.
Is there a cap on the total amount of RADF funding requested?	RADF funding rounds have nominated budget levels for each Round however applications have no cap amount.
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% of the income you need to deliver your project – you must show income from other sources (cash and/or in-kind) in your budget. 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 more competitive when assessed.

What does in-kind support mean?	Real project costs provided free of charge or at a discounted rate, such as volunteer labour, services, administrative support, rent-free accommodation or donations of materials or equipment. These contributions should be given a dollar value and should be included in the proposed budget.
How do I estimate how many people will engage with my project?	In your application, you will need to provide an accurate estimate of how many people will attend 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 recommended for funding, these figures will form the basis for key performance indicators that will be included in your funding agreement.
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 project partners and confirmation of their role and contribution, letters of support from peers and industry, artist CV, and examples of your previous artistic work, including web links. You might also consider providing the following support material to strengthen your application: <ul style="list-style-type: none"> • evidence of demand for your project 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?	SmartyGrants will accept most file formats – see https://applicanthelp.smartygrants.com.au/
If my application is successful, how often will I need to report to Council?	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. Assessment is conducted by the Central Highlands Arts and Cultural Advisory Committee (CHACAC). This committee functions as the RADF Assessment Panel, who may also attach conditions to your funding. This detail will be negotiated at the time of formalising the funding agreement.
How can I submit the best application for my project?	It is essential that you discuss your application with the RADF Liaison Officer prior to submission. The RLO can assist you to improve your application, so it is more competitive when assessed.
Who will assess my application?	Assessment is conducted by the Central Highlands Arts and Cultural Advisory Committee (CHACAC). This committee functions as the RADF Assessment panel. The committee comprises of councillors, community members and council staff.
How do I submit my application?	The SmartyGrants platform is the online application portal utilised to receive RADF applications. Applicants register by creating a username and password to access the relevant application forms and documents.
Can I apply for funding towards a public art project?	Yes, providing all relevant permissions from asset owner/s and required permits are provided in writing, and a plan for ongoing maintenance is included. Ongoing maintenance is not council's responsibility. Note- that a successful RADF application is not approval from Council in relation to any Council licenses/permits you require. These must be applied for separately from the relevant area of Council. It is your responsibility to understand and obtain all relevant approvals, permits and licenses whether from Council, other government entities or private entities.
What other grants does council offer?	Other funding opportunities can be found on council's website - https://www.chrc.qld.gov.au/community-support/grants-and-funding/
How do I contact the Council RADF Liaison Officer?	Contact information is available on page 2 of the guidelines document, or on the council website https://chrc.inf/radf

Glossary of terms

Activity	Refer to project
Artist	an individual that creates artworks as a profession or hobby.
Arts Practitioner	a practicing professional in the industry who is recognised by their peers, is committed to devoting significant time to artistic activity and/or has a career in the arts e.g. cultural worker, project coordinator, producer, curator, etc.
Audience	a group of spectators at a public event; listeners or viewers collectively, as in attendance at a performance, concert, screening and audio and/or visual presentation.
Auspecting/Auspice Body	auspecting 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.
Community benefit	tangible and intangible benefits that can include positive cultural, social, economic, reputational, and environmental outcomes.
Cultural tourism	domestic arts tourism projects which encourage regional visitation and stimulate the local cultural economy.
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.
Emerging artist	an artist who is at the beginning of their career, who is developing a body of work and building recognition.
Established artist	an artist who is at a mature stage of their career, who has specialised training in their artform/s, has created a significant body of independent work and has reached an advanced level of achievement.
In-Kind	real project costs provided free of charge or at a discounted rate, such as volunteer labour, services, administrative support, rent-free accommodation or donations of materials or equipment. These contributions should be given a dollar value and should be included in the proposed budget.
Outcome Report	is a required record for the acquittal of the RADF activity or project that needs to be submitted at the conclusion of your project. It includes statistical information such as the actual costs, audience numbers, etc. regarding the delivery of your RADF project.
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.
Professional Development	an activity that increases an applicant's skills, provides networking opportunities, introduces the applicant's work into a new market and/or enhances an applicant's ability to earn a living through their art and/or cultural work.
Project(s)	refers to the activity, program, initiative or event that will be delivered if the application is successful.
RADF Liaison Officer (RLO)	Council appointed officer to assist applicants with their RADF application inquiries such as eligibility, budget and project/program planning advice.





Central Highlands
Regional Council

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