



GREENMOUNT HOMESTEAD A CASE STUDY - RADF GRANT FUNDING

Vicky Bowden – Friends of Greenmount Historical Homestead Inc

WHAT IS RADF?

- ✘ RADF – Regional Arts Development Fund
- ✘ “Partnership between Queensland Government and Mackay Regional Council to support local arts and culture in regional Queensland”
- ✘ Three funding rounds per year – closing date for applications is September, February and May
- ✘ Applications on-line through Smarty Grants program from 1 July 2016
- ✘ Funding amounts vary – in 2015/16 a total of \$170,000 was distributed to community pool initiatives over 4 rounds

WHAT WAS GREENMOUNT'S PROJECT?

- ✘ The project was to transfer Greenmount's paper collection records onto a standard electronic platform – Mosaic
- ✘ Identified need as part of Standards Review – to complete the digital cataloguing of our collection
- ✘ Grant funding was sought for training
- ✘ MOSAIC software licenses already available and platform already in common use



**Software to manage
your MOSAIC
of Heritage**

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WHAT WERE OUR PROJECT OUTCOMES?

- ✘ Preserving the collection catalogue for the future
- ✘ Skill Development of Volunteers
- ✘ Wider access to Greenmount's collection for volunteers, local community groups, museums, schools and educational groups, historians, visitors

collections
MOSAIC

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WHERE TO START??

It's a bit scary...but you can do it

- ✘ Ask, ask, ask – grant applications are an art!
- ✘ We are fortunate – Mackay Regional Council provides assistance through their RADF liaison officers
- ✘ Wealth of knowledge in RADF grant applications
- ✘ Will review and advise on your application and guide you on how to complete the forms – even if you have applied for grants before, every one is different
- ✘ The officers can be called on as part of the assessment process – if they know of and understand your application, they can provide more information and background to the funding committee, if needed

RADF (AND ANY OTHER) GRANT FUNDING 101

Before you start your application...

- ✘ Consider the *who, what, where and why* for your project, as these questions are all posed by the application itself
- ✘ Have a clear idea of your project **intent** and expected **outcomes**
- ✘ Be clear and concise in your application – more is not necessarily better and will not mean you have a greater chance of success, and often forms are space limited
- ✘ Outcomes need to be measurable – you will need to acquit your funding after your project has completed both financially and in terms of how expected outcomes were met
- ✘ Remember to check your application carefully – has everything been completed – and attach all requested supporting documentation



RADF GRANT FUNDING 101

Don't be scared but...

- ✘ You need to provide a **budget** for your project and show a breakdown of **expenditure and income**
- ✘ Income can be in-kind as well as financial – remember that your volunteer's time has a value, and can form part of your income and your costs
- ✘ Income and expenditure must be the same

Expenditure		TOTAL	RADF	Income	
Expenditure is the total cost of the project		(What's the total cost of each expenditure item?)	How much RADF funding are you seeking to cover each expenditure item?	Income is the money (or you are generating) to cover the total cost of the project. This includes your own cash and in-kind contribution, in-kind contributions from others and the total RADF grants you are seeking	
A. Salaries, fees and allowances					
Travel (Vickay-Rockhampton-Vickay)	142.50	142.50		F. Earned Income (for example: ticket or artwork/product sales, workshop fees)	
Accommodation and meals in Rockhampton – 2 nights	504.00	504.00			
Nick McDougall: Time – 20 hours @ \$20/hour	900.00	0.00			
Subtotal A	1547.50	647.50		Subtotal F	
B. Production/program costs					
Mosaic training – 2 days	248.50	248.50		G. Other Grant Income (indicate if confirmed or pending)	
Subtotal B	248.50	248.50		Subtotal G	
C. Promotion, documentation & marketing costs					
				H. Your own contribution (cash & in-kind)	
				Nick McDougall: Time – 20 hours @ \$20/hour	900.00
Subtotal C				Subtotal H	
D. Total RADF grant requested			994.00	I. Sponsorships, fundraising donations & in-kind support	
Subtotal D (Transfer this figure to Subtotal J)					
E. Administration costs					
Subtotal E				Subtotal I	
F. TOTAL EXPENSES				J. RADF grant (Subtotal D)	
(A+B+C+E) \$2842.00				Subtotal J	
(Material Total Income)		1994.00		994.00	
F. TOTAL INCOME				(F+G+H+I)	
(Material total expenditure)		1994.00			

A WORD ON ON-LINE APPLICATIONS

Love them or hate them, they are becoming more and more common

- ✘ Often fields are word/character limited so you must consider your wording carefully
- ✘ I usually create a separate Word document with the questions on it and then draft my answers to copy-and-paste to the application, allows you to edit and word count more easily
- ✘ You can save the application and return to it, but make sure you save regularly anyway to ensure you don't lose all of your hard work



SO HOW DID WE DO?

- ✘ We applied for individual funding for two volunteers – and were successful in receiving a grant for one
- ✘ The planned training in Rockhampton actually took place in Mackay – allowing more volunteers to attend; we will cascade this knowledge through our group over the coming months
- ✘ Our project is ongoing, and will take time to complete, however this training puts us in a strong position to commence the job of digitising our collection – so we are on target to meet our original project outcomes

ALL DONE

- ✘ Questions?
- ✘ Thankyou for your kind attention!