

## Regional Arts Development Fund Project Outcome Report

### Public projects and activities

All Regional Arts Development Fund recipients are required to complete and submit this outcome report to Council within 8 weeks of their activity completing.

This outcome report template is for those undertaking activities that have, or will lead to, a public outcome – for example, exhibitions, events, engagement projects, creative developments performances, place making projects, publications, and public workshops.

#### Activity information

Activity / project name

Applicant name

Contact phone number

Financial year of funding approval

RADF funding contribution

\$

Activity start date

Activity completion date

Postcodes or location names where the activity occurred

Brief description of activity (max 100 words)

Links to websites, images, video clips, critical reviews, awards / recognition or other information that demonstrates project outcomes. If you plan to send images as separate attachments, please send no more than three)

**PRIVACY NOTICE:** Winton Shire Council is collecting the personal information you supply on this form for the purpose of processing the application. Your personal details will not be disclosed to any other person or Agency external to Council without your consent unless required or authorised by law.

## Key statistics and outcomes

Please see the Data Dictionary in Appendix 1 for further details, including counting rules.

Data required	Definition	Response
Number of attendees	People who attend activities and events as audience members, for example, to see an exhibition, watch a performance, listen to a talk	
Number of participants	People who actively participate in activities, for example, attend a class to make something, sing in a choir, participate in a training workshop	
Number of artists / cultural workers employed	People employed (on contract or permanent basis) as artists or arts and cultural workers over the duration of the project	
Number of volunteers	People engaged as volunteers to support delivery of your activities	
Percentage of attendees and participants who rated your activity as good or excellent	Percentage of survey respondents answering 'good' or 'excellent' to the question: "Overall, how would you rate this activity?" Response options are; excellent, good, average, poor, very poor.	
Other funding	Value of any other funding supporting the project, excluding in-kind.	
Number of survey respondents	The total number of survey responses received	

Types of sectors partnered with (if relevant).

If partnerships, financial or non-financial, were developed to deliver your activities, the types of sectors partnered with – for example, arts, health, education, business, tourism, etc.

Brief description of how you gathered survey data

Include any direct quotes from your surveys that you wish to share

## Reflections

What do you see as the top three outcomes from the activity? *(maximum of 150 words)*

What were your key learnings or reflections from the activity that will inform your work in the future? This might include things that worked well, challenges and other observations. *(maximum of 200 words)*

# RADF Acquittal Form

## Income and Expenditure

Income		Expenditure		RADF component
Includes total RADF grant and other financial contributions (do not include in-kind support)				
Detail	Amount	Detail	Amount	Amount
Earned income, for example from ticket sales		Salaries, fees and allowances		
Contributions from artists and others		Project or activity costs		
Other grants		Promotions, documentation, and marketing		
Sponsorship, fundraising, and donations		Administration		
RADF Grant		RADF Grant		
<b>Total income (A)</b>		<b>Total expenditure (B)</b>		

**Total profit / (loss) (A) – (B) \$**

Do you have any unspent RADF funds?  Yes  No

If yes, have you returned the unspent RADF funds?

Yes I have attached with this Outcome Report all documents relating to the return of unspent RADF money and copies of the documents outlining this transaction.

No Please contact your Council RADF Liaison Officer and inform them of the unspent RADF money. Remember that failure to do so may affect future applications to the program.



## Declaration

Declaration by funding recipient:

I,

(full name)

- Certify that the funding I received was used for the approved purposes and on the terms and conditions set out in the grant/funding agreement,
- Certify that to the best of my knowledge, information detailed in this report is true and correct,
- Understand I may be asked to provide the Council with additional information on the funded activity, and
- Understand that the Council and Regional Arts Development Fund Committee may share this outcome report with Arts Queensland as an example of good practice.

Signature:

Date:

*If you are under the age of 18 your legal guardian must also sign this application*

Position in group or organisation  
(if applicable)

## Appendix 1 – Data Dictionary

Measure	Definition	Counting rules
Number of attendees	People who attend activities and events as audience members; for example, to see an exhibition, watch a performance, listen to a talk	<ul style="list-style-type: none"> <li>For ticketed activities, count each ticket holder as 1 attendee.</li> <li>For non-ticketed activities, count each person as 1 attendee.</li> <li>If people attend your activity primarily as audience members but they also have the opportunity to actively participate in an activity as part of their overall experience (for example, at a festival), count them as attendees (not participants)</li> </ul> <p><b>DO NOT COUNT:</b></p> <ul style="list-style-type: none"> <li>Television or radio audiences</li> <li>Publication readership</li> <li>People who are in the general vicinity of your activity but do not purposely attend (e.g. people who walk past a performance at a community market but do not stop for a substantial time to watch). If your activity is part of a broader event or festival you are not delivering yourself, you will need to conduct a head count of people who attend your specific activity.</li> <li>Participants as per definition below.</li> </ul> <p>Resource:</p> <ul style="list-style-type: none"> <li>Counting Attendees Fact Sheet - <a href="http://www.arts.qld.gov.au/arts-acumen/resources/evaluation-and-reporting">http://www.arts.qld.gov.au/arts-acumen/resources/evaluation-and-reporting</a></li> </ul>
Number of participants	People who actively participate in activities for example, attend a class to make something, sing in a choir, participate in a training workshop	<ul style="list-style-type: none"> <li>Count each person participating in activities as 1 participant.</li> <li>For single activities delivered over more than one day with the same group of people, only count each person as 1 participant (for example, people participating in art classes delivered over a two-day weekend would be counted only once; people participating in weekly choir rehearsals would be counted only once)</li> <li>For different activities delivered as part of a series with the same group of people, count each person for each different activity that makes up the series (for example, people participating in a series of three distinctly different workshops delivered as part of a series would be counted as 3 participants – once per workshop)</li> </ul> <p><b>DO NOT COUNT:</b></p> <ul style="list-style-type: none"> <li>Staff</li> <li>Volunteers</li> </ul>
Number of artists/ cultural workers employed	People employed (on contract or permanent basis) as artists or arts and cultural workers over duration of project	<p>Count the number of individual staff receiving payment in an artistic or cultural role (irrespective of length of engagement) as part of the project delivery, including yourself as funding recipient if you were paid as an artist/arts and cultural worker.</p> <p><b>DO NOT COUNT:</b></p> <ul style="list-style-type: none"> <li>People who self-identify as artists/arts and cultural workers but were paid to undertake a non-arts role such as administration – they would be counted in as ‘other paid workers’ in the next question.</li> </ul>

## RADF Acquittal Form

Measure	Definition	Counting rules
Number of people employed in other paid positions	People employed over the direction of project (on contract or permanent basis) who were engaged in a role other than an artistic/ cultural one	Count the number of individual staff receiving payment in a non-artistic or non-cultural role (irrespective of length of engagement) as part of project delivery <b>DO NOT COUNT:</b> <ul style="list-style-type: none"> <li>• People paid in an artistic or cultural role as reported in previous question.</li> <li>• External business providers who are not your staff members (for example, caterers, equipment suppliers)</li> </ul>
Number of volunteers	People engaged as volunteers to support delivery of your activities	<ul style="list-style-type: none"> <li>• Count the number of individuals who volunteered to support delivery of your activities (irrespective of the amount of time they contributed). Note: volunteer work is unpaid (apart from reimbursement of out-of-pocket expenses); provided in the form of time, service or skills (donation of money or goods is not included); formal (carried out for or through an organisation or group)</li> <li>• Count each individual once, irrespective of the number of different times they volunteer.</li> </ul> <b>DO NOT COUNT:</b> <ul style="list-style-type: none"> <li>• Staff who contribute unpaid overtime.</li> </ul>
Types of sectors partnered with (if relevant)	If partnerships (financial or nonfinancial) developed to deliver your activities, types of sectors partnered with	Note down the type of sector(s) you partnered with – for example, arts, health, education, business, tourism etc. <b>DO NOT COUNT:</b> <ul style="list-style-type: none"> <li>• Council's RADF contribution as a partnership</li> <li>• Other individuals or organisations funded by RADF for the same activity (that is, your co-funding partner)</li> </ul>
Percentage of attendees and participants who rated your activity as good or excellent	Percentage of survey respondents answering 'good' or 'excellent' to the question: <i>Overall, how would you rate this activity?</i> (Response options: excellent, good, average, poor, very poor)	Count the number of respondents to your survey who answer 'good' or 'excellent' to the overall rating question, and calculate it as a % of total survey respondents who answered this question. (EXAMPLE: At the end of your workshop, you ask your 25 participants to complete a feedback survey. 20 people complete the survey and answer your overall rating question. Of those 20 people, 15 rate the workshop as 'good' or 'excellent'. This would be calculated as 75% rating the activity as good or excellent). <b>Resources:</b> <ul style="list-style-type: none"> <li>• Developing and Implementing Surveys Fact Sheet - <a href="http://www.arts.qld.gov.au/artsacumen/resources/evaluation-and-reporting">http://www.arts.qld.gov.au/artsacumen/resources/evaluation-and-reporting</a></li> <li>• Sample surveys for different types of activities (these have been developed to support Arts Queensland funding recipients with completing their outcome reports, but can also be adapted for use by RADF funding recipients) - <a href="http://www.arts.qld.gov.au/arts-acumen/resources/evaluation-and-reporting/550-artsqueensland/5136-evaluation-tools">http://www.arts.qld.gov.au/arts-acumen/resources/evaluation-and-reporting/550-artsqueensland/5136-evaluation-tools</a></li> </ul>
Number of survey respondents	The total number of survey responses received	<ul style="list-style-type: none"> <li>• Count all respondents to your survey from the calculation above (NB: in the example provided above, the total number of survey respondents would be 20)</li> </ul>