**Regional Arts Development Fund 2014-15 – Funded Project/Activity Outcome Report**

All activities that receive RADF investment (including individual career development/ arts and cultural projects and activities/ or council strategic initiatives) are required to complete this outcome report template.

**PROJECT INFORMATION**

|  |  |
| --- | --- |
| Project Details  | Your response |
| Project Name:  |  |
| Applicant Name:  |  |
| Council Name:  |  |
| Year funding was received:  |  |
| RADF investment provided: | **$** |

|  |  |
| --- | --- |
| Contact Person  | Your response |
| Contact Name: |  |
| Phone Number: |  |
| Email:  |  |
| Postal Address:  |  |

|  |  |
| --- | --- |
| Information requested | Your response |
| Brief description of funded activity (e.g. key purpose, aims and objectives)  |  |
| Postcodes of the locations where you undertook activities  |  |

**KEY PERFORMANCE OUTCOME - REACH**

1. **Range and number of activities by type**

|  |  |
| --- | --- |
| Type of activity | Number |
| Individual artist participating in professional or career development activity |  |
| Creative development of new work  |  |
| Performances |  |
| Exhibitions & Collections  |  |
| Publications  |  |
| Skills development workshops  |  |
| Events and Festivals  |  |
| Placemaking  |  |
| Cultural tourism  |  |
| Arts policy research and development  |  |
| Conferences and training sessions delivered by you for artists and cultural workers  |  |
| Other (please specify): |  |

1. **Number of participants and audiences engaged**

|  |  |  |
| --- | --- | --- |
| Information requested | Participant Numbers  | Audience Numbers  |
| From your local council area |  |  |
| Outside your local council area |  |  |
| **TOTAL actual numbers** |  |  |

1. **Diversity of artists and audiences/participants**

Indicate if you personally identify as and/or if your activities **specifically targeted** any groups listed in table.

Do not include activities that were generally available to all members of the community but not specifically targeted towards a group. If target communities were engaged describe how you achieved this.

|  |  |  |  |
| --- | --- | --- | --- |
| Group | I personally identify as(tick box) | Numbers engaged in project | Describe how you engaged this target group as participants or audiences.  |
| Women |  |  |  |
| Men |  |  |  |
| Emerging Artists / Cultural workers |  |  |  |
| Established Artists / Cultural workers  |  |  |  |
| Aboriginal peoples  |  |  |  |
| Torres Strait Islander peoples |  |  |  |
| Australian South Sea Islander peoples |  |  |  |
| People from culturally and linguistically diverse backgrounds |  |  |  |
| Young people aged 12-25 years |  |  |  |
| Children aged 0-11 years |  |  |  |
| Seniors aged 55 years or over  |  |  |  |
| People with a disability  |  |  |  |
| Regional Queenslanders  |  |  |  |
| Other (please specify) |  |  |  |

**KEY PERFORMANCE OUTCOME - QUALITY**

1. **Audience/participant/partner feedback**
* Question 4 is not required to be completed by individual artists funded for career development projects
* Please refer to sample evaluation resources available on Arts Queensland’s website <http://www.arts.qld.gov.au/funding/outcome_reports.html>

|  |  |
| --- | --- |
| Information requested | Your response |
| How have you/your organisation captured audience/participant / partner feedback? (eg: survey, interviews, comment box, stakeholder debrief) |  |

|  |  |
| --- | --- |
| Information requested | Your response |
| Total number of respondents |  |
| Respondents as a % of your total audience/participants/partners | %:  |
| % and number of respondents who rated your project as good or excellent | %:  | Number: |
| % and number of respondents who agreed the activity made a positive contribution to community  | %:  | Number: |
| % and number of respondents who agreed the activity contributed towards the livability, social cohesion or pride of the local area | %:  | Number: |
| Information requested |
| Direct quotes from audience/participants/partners :  |

**KEY PERFORMANCE OUTCOME – VALUE**

1. **Impact on career or practice**
* Question 5 is only required for individual artists funded for career development projects but can be completed by other artists undertaking projects if relevant.

|  |  |  |
| --- | --- | --- |
| As a result of my career development project I have….  | Yes / No  | How |
| Developed new skills and knowledge |  |  |
| Explored new directions in my arts or cultural practice  |  |  |
| Taken my career to the next level of professionalism  |  |  |
| Developed new professional industry networks  |  |  |
| Developed new audiences or markets  |  |  |
| Contributed to my local community through sharing what I have learnt with others  |  |  |

1. **Contribution to employment and local economy**

|  |  |  |
| --- | --- | --- |
| Contributor  | Number involved | $ financial value of contracts |
| Queensland based artists and cultural workers  |  |  |
| Artists and cultural workers from outside Queensland |  |  |
| Local Businesses  |  |  |

1. **Local partnerships**

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Partnership | List of partners  | Number partnerships | $ value of support |
| Financial partnerships |  |  |  |
| In-kind partnerships  |  |  |  |

1. **Volunteers**

|  |  |  |  |
| --- | --- | --- | --- |
| Number of Volunteers  |  | Hours worked (per volunteer)  |  |

**OVERALL REFLECTIONS**

1. **Top three outcomes**

|  |  |
| --- | --- |
| Information requested | Your response |
| What were the top three outcomes from your funded activity?  |  |

1. **Learnings and reflections**

|  |  |
| --- | --- |
| Information requested | Your response |
| What were your main learnings and reflections? e.g. What worked well? What would you do differently next time? Did you experience any particular challenges? How did you overcome these? Did you make any significant changes from what you originally proposed to do? Tips you would give other people doing similar work?  |  |

1. **Future opportunities and partnerships**

|  |  |
| --- | --- |
| Information requested | Your response |
| Are there any future opportunities or partnerships underway as a result of your activities?  |  |

**SUPPORT MATERIALS**

1. **List all the support material you are including with this Outcome Report** that demonstrates the success of the project. EG: weblinks, press clippings, event program, photographs, advertisements and written responses to your project (where possible please supply a CD or USB of electronic versions of your support materials)

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| --- |
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**FINANCIAL INFORMATION**

1. **Statement of Income and Expenses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **EXPENDITURE** | **TOTAL COST** of each expenditure item. | **RADF** | **INCOME** includes in-kind contributions and the total RADF grant  | **TOTAL** of each income item |
| Salaries, Fees and Allowances |  |  | Earned Income (eg: ticket sales)  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Project or Activity Costs |  |  | Contribution from Artists and Others (Please note if this is in kind IK or $)  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Promotion, Documentation and Marketing |  |  | Other Grants |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Administration |  |  | Sponsorship, fundraising and donations (Please note where this is in kind -IK) |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| RADF GRANT (total from column 3) |  |  | RADF GRANT (total from column 3) |  |
| TOTAL EXPENDITURE |  |  | TOTAL INCOME |  |

1. **Do you have any unspent RADF money?** 🞏 No

 🞏 Yes

1. **Have you returned the unspent RADF money?**

 🞏 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 your future applications to the program.

**DECLARATION**

**Declaration by Recipient**

* I certify that to the best of my knowledge, information detailed in this report (and relevant attachments) is true and correct.
* I understand I may be asked to provide the Council with additional information on the funded project.
* I understand that the Council and RADF Committee may nominate my project to Arts Queensland as an example of best practice.

|  |  |  |
| --- | --- | --- |
| Signature:Note: If you are under the age of 18, your legal guardian must also sign this application |  | Date: / /   |
| Name in full: |  |
| Position in group or organisation: (if applicable) |  |