Regional Arts Development Fund

Outcome Report

PUBLIC PROJECTS AND ACTIVITIES

All RADF funding recipients are required to complete and submit an outcome report to Council within eight weeks of their activity completion.

Email this document and all required attachments to radf@cairns.qld.gov.au.

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

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| **Section 1: ACTIVITY INFORMATION** |
| Activity/project name: |  |
| Applicant name: |  |
| Contact phone number: |  |
| Contact email: |  |
| How do you describe your gender? | [ ] Male [ ] Female [ ] In another way |
| What age group are you in | [ ] 18 – 25 [ ] 26 – 35 [ ] 36 – 45 [ ] 46 – 55 [ ] 56 – 65 [ ] 66 +  |
| Do you identify as: | Aboriginal and/or Torres Strait Islander [ ]  Non-English Speaking [ ]  A person living with a disability [ ]  |
| Financial year funding approved:  |  |
| RADF funding contribution: | $ |
| Activity start date: | Click or tap to enter a date. |
| Activity completion date: | Click or tap to enter a date. |
| Postcodes or names of locations where you undertook activity: |  |
| Which suburb do you live in?  |  |
| Brief description of activity: (max. 100 words)  |  |
| Links to websites, images, video clips, reviews, awards/recognition or other information that demonstrates project outcomes. Send images (if applicable) as attachments. |  |

| **Section 2: Key Statistics and Outcomes** |
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| **Data required** | **Definition***(see Data Dictionary in appendix for further detail, including counting rules)* | **Your response** |
| Number of attendees | People who attend activities and events as audience members e.g. to see an exhibition, watch a performance, listen to a talk  |  |
| Number of participants | 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 | People employed (on contract or permanent basis) as artists or arts and cultural workers over duration of project  |  |
| Number of people employed in other paid positions | People employed over the duration of project (on contract or permanent basis) who were engaged in a role other than an artistic/cultural one  |  |
| Number of volunteers | People engaged as volunteers to support delivery of your activities  |  |
| Types of sectors partnered with (if relevant)  | If partnerships (financial or non-financial) developed to deliver your activities, types of sectors partnered with - e.g. arts, health, education, business, tourism etc.  |  |
| **The following measures are REQUIRED for all projects with a public outcome.**  |
| 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: excellent, good, average, poor, very poor)* |  |
| Number of survey respondents | *The total number of survey responses received:* |  |
| Brief description of how you gathered survey data  |  |  |
| Include any direct quotes from your surveys that you wish to share  |  |  |

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| **Please indicate which of the State priorities are being addressed through the RADF funded activity.** |
| Elevate First Nations arts |[ ]  Strengthen Queensland communities |[ ]
| Activate Queensland’s local places and global digital spaces |[ ]  Share our stories and celebrate our storytellers |[ ]
| Drive social change across the state |[ ]  N/A |[ ]

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| **Section 3: Reflections** |
| **What do you see as the top three outcomes from the activity?** (max. 150 words) |
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| **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 or other observations.** (max. 200 words) |
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| **Do you have any tips for others that are planning to apply for a RADF grant?** |
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| **Section 4: FiNancial Statement** |
| **Attach copies ALL receipts for items that were paid for with the RADF grant.** |
| **INCOME** includes total RADF grant and other financial contributions **(only list in-kind in the last section of the table)** | **TOTAL** of each income item | **EXPENDITURE** | **TOTAL COST** of each expenditure item. | **RADF components** (must equal grant amount) |
| Earned income (eg ticket sales)  |  | Salaries, fees and allowances |  |  |
|  | $ |  | $ | $ |
|  | $ |  | $ | $ |
|  | $ |  | $ | $ |
| Cash Contribution from artists and others  |  | Project or activity costs |  |  |
|  | $ |  | $ | $ |
|  | $ |  | $ | $ |
|  | $ |  | $ | $ |
| Other grants |  | Promotion, documentation and marketing |  |  |
|  | $ |  | $ | $ |
|  | $ |  | $ | $ |
|  | $ |  | $ | $ |
| Sponsorship, fundraising and donations  |  | Administration |  |  |
|  | $ |  | $ | $ |
|  | $ |  | $ | $ |
| In-kind contribution  |  | In-kind Contribution  |  |  |
|  | $ |  | $ |  |
| **RADF GRANT**  | $ | **RADF Component Total**(must equal grant amount) |  | $ |
| **TOTAL INCOME** | $ | **TOTAL EXPENDITURE** | $ |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you have any unspent RADF money?** | No | [ ]  | Yes | [ ]  |
| **IF YES - 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. |

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| **Section 5: Outcome Report Checklist** |
|[ ]  Have you completed all required sections of this Outcome Report? |
|[ ]  Have you provided receipts for all expenditure paid for by this RADF grant? |
|[ ]  Have you provided promotional material demonstrating the use of the Queensland Government and Cairns Regional Council logos? |
|[ ]  Have you completed and attached your Project Highlights form? |
|[ ]  Have you completed the Survey that was sent to you via email prior to your acquittal due date? |

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| **Section 6: Declaration** |
| **Declaration by funding recipient:*** I 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.
* I certify that to the best of my knowledge, information detailed in this report is true and correct.
* I understand I may be asked to provide the Council with additional information on the funded activity.
* I understand that the Council and RADF Committee may share this outcome report with Arts Queensland as an example of good practice.
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| **Signature:** (place a copy of signature in the field or provide a signed copy of this page) |  | **Date:** |  Click or tap to enter a date.  |
| **Name in full:** |  |
| **Position in group or organisation** (if relevant):  |  |
| **Parent/Guardian:** (if applicant is under 18) |  |

End of form Appendix below

APPENDIX: DATA DICTIONARY

| **Measure** | **Definition**  | **Counting rules**  |
| --- | --- | --- |
| Number of attendees | People who attend activities and events as audience members e.g. to see an exhibition, watch a performance, listen to a talk  | * For ticketed activities, count each ticket holder as 1 attendee
* For non-ticketed activities, count each person as 1 attendee
* 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 (e.g. at a festival), count them as attendees (not participants)

DO NOT COUNT:* Television or radio audiences
* Publication readership
* 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.
* Participants as per definition below.

Resource:* Counting Attendees Fact Sheet - <http://www.arts.qld.gov.au/arts-acumen/resources/evaluation-and-reporting>
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| Number of participants | People who actively participate in activities e.g. attend a class to make something, sing in a choir, participate in a training workshop  | * Count each person participating in activities as 1 participant
* For single activities delivered over more than one day with the same group of people, only count each person as 1 participant (e.g. 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)
* 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 (e.g. 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)

DO NOT COUNT:* Staff
* Volunteers
 |
| Number of artists/cultural workers employed | People employed (on contract or permanent basis) as artists or arts and cultural workers over duration of project  | * 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

DO NOT COUNT:* 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
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| 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

DO NOT COUNT:* People paid in an artistic or cultural role as reported in previous question
* External business providers who are not your staff members (e.g. caterers, equipment suppliers)
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| Number of volunteers | People engaged as volunteers to support delivery of your activities  | * 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)
* Count each individual once, irrespective of the number of different times they volunteer

DO NOT COUNT:* Staff who contribute unpaid overtime
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| Types of sectors partnered with (if relevant)  | If partnerships (financial or non-financial) developed to deliver your activities, types of sectors partnered with  | * Note down the type of sector(s) you partnered with – e.g. arts, health, education, business, tourism etc.

DO NOT COUNT:* Council’s RADF contribution as a partnership
* Other individuals or organisations funded by RADF for the same activity (i.e. your co-funding partner)
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| 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: 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 actually 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). Resources:* Developing and Implementing Surveys Fact Sheet - <http://www.arts.qld.gov.au/arts-acumen/resources/evaluation-and-reporting>
* 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) - <http://www.arts.qld.gov.au/arts-acumen/resources/evaluation-and-reporting/550-arts-queensland/5136-evaluation-tools>
 |
| Number of survey respondents | The total number of survey responses received | * 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)
 |