

Frequently asked questions - Outcome Reports

What are the outcome reporting requirements?

For the **Individuals Fund** an outcome report is due within 20 business days of completing the activity.

For the **Queensland Arts Showcase Program**, an outcome report is due within 30 business days of completing the activity.

For the **Organisations Fund 2014 - 2016**, an outcome report is due annually (April each year), including:

- Report on outputs/outcomes – the PDF/Word template
- Financial spreadsheet – the Excel template
- Audited financial statement

Outcome reports for the Individuals Fund and Queensland Arts Showcase Program can be completed using Arts Queensland's Online Form System. Alternatively, completed outcome reports can be submitted by email (investment@arts.qld.gov.au) or by post (USB stick in padded envelope or hard copy). Attachments can be submitted but note the email size is maximum 10MB. We encourage you to submit photos (or links to photos for the case study, but please attach no more than three images).

Where are the templates?

The templates are on the Arts Queensland website: <http://www.arts.qld.gov.au/aq-funding/outcome-reports>

Please ensure you review the templates and introductory pages at the outset of your project so you are clear about what needs to be collected and reported. Some data will need to be gathered from the outset of your activities.

You are responsible for downloading the templates from the Arts Queensland website (unless there are extenuating circumstances, in which case they can be emailed or sent in hard copy). We encourage you to use the PDF versions of the templates for easiest functionality, if you plan to submit by email or USB stick. If you plan to submit in hard copy, please use the Word version.

What resources are available to assist with outcome reports?

Resources are available to support you for the **Queensland Arts Showcase Program** and the **Organisations Fund 2014 – 2016** outcome reports. These include:

- Comprehensive data dictionary outlining definitions and counting/calculation methods
- An Excel spreadsheet to help you track data over time
- Sample surveys which contain the questions needed to complete some measures – e.g. attendee, participant, client surveys
- Fact sheets specific to outcome report questions – e.g. counting attendees, tracking online data, developing and implementing surveys, evaluating social outcomes
- General fact sheets and tools about evaluation more broadly – e.g. getting started with evaluation, contracting external evaluators, evaluation plan template, program logic template

How were the outcome reports developed?

The outcome reports are based on each funding program's objectives and assessment criteria and:

- are directive in asking for very specific data and information, with a direct line of sight back to the assessment criteria and objectives
- only collect data Arts Queensland will actually use for client management and for reporting
- aim for a process of reflecting on outcomes and learnings (including successes and challenges)
- result in a published case study for each investment to share outcomes and learnings more broadly

The **Individuals Fund** template has a focus on the Quality criterion. Templates for the **Queensland Arts Showcase Program** and **Organisations Fund 2014 - 2016** are structured to reflect the criteria of Reach, Quality and Economic and social outcomes (referred to as 'Impact' in the assessment criteria). The **Organisations Fund 2014 - 2016** template has an additional section about Viability (governance) which was an important criterion at the assessment stage.

Arts Queensland reviews the outcome reports and updates them as required. You can provide feedback about the outcome reports in the 'your feedback for AQ' section at the end of the outcome reports.

What does it mean in terms of workload?

We have endeavoured to develop outcome report templates that are clear, specific about what is being asked and useful and relevant for funding recipients.

Most of the questions only require numbers, percentages or brief descriptions, with a few open-ended reflective questions at the end.

For the **Queensland Arts Showcase Program** and **Organisations Fund 2014 - 2016** there is an expectation for funding recipients to survey attendees, participants or clients to collect basic feedback (except where this is not at all relevant – e.g. some creative development projects).

This is an important part of outcomes-based reporting and useful for informing future planning and demonstrating the value created by what you do. Many funding recipients already do this kind of surveying so it will just be a matter of ensuring you ask the right questions to complete the outcome report measures.

Do I have to fill everything in?

All questions in the **Individuals Fund** outcome report are mandatory. In the **Queensland Arts Showcase Program** and **Organisations Fund 2014 - 2016** templates:

- Several questions are mandatory.
- Some questions are marked as optional or only to be completed if relevant to the particular organisation or project (e.g. television/radio and publication reach, diversity of attendees/participants, broader social/community outcomes, tourism contribution).
- Other questions only report on indicators that are relevant to your work (e.g. examples of innovation and examples of contribution to art form development). In these instances it is not expected that all indicators will be relevant for you. We would prefer you left these sections blank if they are not significant to your work, as this will ensure the data we collect is meaningful and useful.

The data dictionary indicates which questions are not relevant for creative development projects, recognising these do not have an immediate public outcome. If you are unsure about how any of the measures relate to your work, please speak with your Arts Queensland client manager.

Will you actually use this data?

Yes. The templates collect data Arts Queensland will use for client management or for reporting. The information provided will enable Arts Queensland to:

- Report to the Minister, the sector and the general public about the outcomes of public investment in the arts – including the artistic, cultural, social and economic returns on investment
- Build an evidence base that Arts Queensland and the sector can use to advocate the value of arts and culture and support the case for continued funding
- Inform future planning and improvements to funding programs
- Publish case studies that promote the diversity of arts and cultural practice across Queensland and share outcomes and learnings across the sector. Arts Queensland will edit information from outcome reports for a case study. Case studies will not be published without client approval and can be updated if new learnings or outcomes come to light.

How do the outcome reports relate to the Key Performance Outcomes (KPOs) in the contracts?

The KPOs for the the **Queensland Arts Showcase Program** and the **Organisations Fund 2014 – 2016** are directly related to the data and information collected in the outcome reports.

This means you do not need to provide any separate information to report on KPOs. If you complete the outcome report, then you have provided the information needed to enable Arts Queensland to see how you are tracking with the KPOs.

There are no KPOs for the **Individuals Fund**.

What if I don't understand a measure or how to complete it?

If you are unclear about something in the outcome reports:

- Check the data dictionary to see if that answers your question
- Contact your Arts Queensland client manager who will be happy to work it through with you