

# Regional Arts Fund (RAF)

## Community Project Grant Outcome Report

---

### Introduction and instructions

---

It is recommended you read through the outcome report **before** you commence your activities so you are aware what data you will need to collect and report on. Some data will need to be collected as you deliver your activities rather than at the end, for example, gathering feedback from attendees or clients.

### Submission

---

Outcome reports are to be submitted to Arts Queensland within **20 business days** of completing your project or program. You will need to satisfactorily acquit funding to be eligible for future RAF funding. If you are experiencing difficulty meeting the timeframes, please discuss this with the Queensland RAF Manager as soon as possible.

Outcome reports are to be submitted via the Arts Queensland SmartyGrants application portal.

### Purpose and use

---

The purpose of the outcome report is for you to provide Arts Queensland, Regional Arts Australia and the federal Ministry for the Arts with a summary of key outcomes and learnings from your activities, as well as an acquittal of funds.

Information from outcome reports is used in a number of important ways, including to:

- Demonstrate funding was used for the purposes provided, ensuring accountability of public expenditure.
- Showcase and promote the diversity of arts and cultural practice occurring in regional Queensland.
- Report to the federal Minister, the arts and cultural sector and the general public about the outcomes of public investment in arts and culture in regional Australia.
- Inform future planning and improvements to funding programs.

---

## Focus

---

Questions asked in the outcome reports relate to the assessment criteria from the application stage. If you would like to revisit those assessment criteria, please refer to the RAF Guidelines at <http://www.arts.qld.gov.au/aq-funding/funding/201-workflow/6170-regional-arts-fund>

While outcome reports are a vehicle for highlighting the positive outcomes of your activities, they are not only about success. This is also an opportunity to reflect on challenges you encountered. Risk-taking is an important part of the artistic process and it is understood this will not always result in the outcome you were seeking. With this in mind, you are encouraged to be as honest as you can. It is **not** to your detriment if you comment on concerns, problems or less than successful outcomes. Rather, this capacity for self-reflection and evaluation is seen as an indicator of high-quality practice.

Some of the questions ask you to identify if particular outcomes or indicators were relevant to your activities and, if so, to provide further examples or evidence. Please **only** select those outcomes or indicators that were genuinely significant to your activities. It is not to your detriment to leave these sections blank if they are not relevant for you. Rather, you will be helping to ensure the data we collect and report on is meaningful and useful.

---

## Accompanying tools

---

A number of tools have been developed to support your completion of the outcome report, including:

- A data dictionary that outlines definitions of measures and calculation methods
- Sample surveys which include questions to enable you to collect outcomes data – e.g. attendee, participant and client surveys
- Tip sheets for evaluating outcomes relevant to your activities

These tools are available on the Arts Queensland website at [www.arts.qld.gov.au/funding/outcome\\_reports.html](http://www.arts.qld.gov.au/funding/outcome_reports.html).

---

## Privacy

---

Arts Queensland treats all personal information in accordance with the *Information Privacy Act 2009*. For full details of the ways in which Arts Queensland will use the information provided by you, please refer to the Information Privacy and Right to Information section of the relevant Arts Queensland grant applicant information document which can be found at [www.arts.qld.gov.au](http://www.arts.qld.gov.au).

---

## Australian Government and Regional Arts Australia Information Privacy

---

In addition to the Arts Queensland acknowledgement of Information Privacy and Right to Information, the following applies:

Personal information collected through the Regional Arts Fund is protected by the Privacy Act 1988 (Cth). Regional Arts Australia is also required to ensure that necessary permissions are obtained to allow funding to be announced publicly by the Australian Government (including the Minister and the Department), Members of Parliament, Regional Arts Australia and Regional Program Administrators, including by way of publication on the internet by any of those persons. This will include, but may not be limited to, the applicant's name/organisation name, funded project description, funded amount, state/territory, location and electorate. This information may also be used for reporting and promotional purposes. By signing a Regional Arts Fund grant application you are also providing permission for this personal information to be used in this manner



**Contact details**

Please provide the following applicant information.

Applicant name

Application number

Year of funding

Please nominate a contact person Arts Queensland can follow up with about this outcome report as required.

Name

Phone number

Email

**General information**

Name of project or program

Project/Program Start Date

Project /Program Finish Date

Brief description of project or program (e.g. key purpose, aims and objectives). Max. 100 words.

Links to website, images, video clips, critical reviews, awards/recognition or other information (If you plan to send images as separate attachments to your outcome report, please include no more than three).

Your website (if relevant)

Other links (if relevant)

## Information about your outcomes and reflections

Please refer to the data dictionary for definitions of measures and calculation methods.

### Reach

#### 1. Number of activities by type

Activity	Number
Productions	<input type="text"/>
Performances	<input type="text"/>
New works	<input type="text"/>
Creative developments	<input type="text"/>
Exhibitions	<input type="text"/>
Exhibition venues	<input type="text"/>
Publications	<input type="text"/>
Tours	<input type="text"/>
Tour venues	<input type="text"/>
Festivals delivered by you	<input type="text"/>
Conferences, workshops, training or group information sessions delivered by you	<input type="text"/>
Individual advice or consultation sessions provided by you to artists or arts and cultural workers	<input type="text"/>
Other (please specify)	<input type="text"/>

#### 2. 3 Locations where you undertook the activities

Names of communities (e.g. Cairns, Longreach, Brisbane)

#### 1. Number of activities, attendees and participants in each location

Location	Number of activities	Number of attendees	Number of participants
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Location			
----------	--	--	--

#### 4. 5. Digital engagement

If you used more than three platforms, report on those that were most significant to your work.

Web link to your online platform	Purpose (select as many as relevant)
<input type="text"/>	<input type="checkbox"/> Marketing, promotion, information, ticket sales
Number of unique users (if available)	<input type="checkbox"/> Distribution/delivery of product or services
Other online statistics (if available)	<input type="checkbox"/> Active engagement/interaction with public or clients
<input type="text"/>	
<input type="text"/>	

SAMPLE

### 67. Diversity of attendees/participants

Indicate if your activities **specifically targeted** any groups listed in the table, and if so, how? Provide any data about numbers of people engaged from this group, if available. Only select groups you deliberately targeted. Do not complete if your activities were generally available to all members of the community but not specifically targeted.

This information is collected to help demonstrate how arts and cultural investment contributes to some other Queensland Government policies where relevant.

Group (select relevant, if any)	Describe how you engaged this group. Max. 100 words per entry.	Number engaged (if available)
<input type="checkbox"/> Aboriginal and Torres Strait Islander people	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Australian South Sea Islanders	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> People from culturally and linguistically diverse backgrounds	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Young people aged 12-25 years	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Children aged 0–11 years	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Seniors aged 55 years or over	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> People with disabilities	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Other (please specify) <input type="text"/>	<input type="text"/>	<input type="text"/>

Quality

### 8. Attendee/participant/client feedback

This data will need to be captured as part of your attendee/participant/client surveys.

Respondents who rated your work as good or excellent	
Percentage	Number
<input type="text"/> %	<input type="text"/>
Other data gathered through your surveys you would like to share	
<input type="text"/>	
Direct quotes from attendees/participants/clients. Max. 100 words in total.	

Total number of survey respondents

Response rate

%

Survey respondents as a percentage of your total attendees/participants/clients

%

Brief description of how you gathered feedback. Max. 50 words.

### 9. Peer/partner feedback (optional)

This data will need to be captured as part of your peer/partner surveys (optional).

Respondents who rated your work as good or excellent

Percentage	Number
<span style="margin-right: 5px;">%</span>	

Other data gathered through your surveys you would like to share

Direct quotes from attendees/participants/clients. Max. 100 words in total.

Total number of survey respondents

Response rate

%

Brief description of how you gathered feedback. Max. 50 words.

### 10. Examples of innovation

Identify which of the indicators below were relevant to your project or program and provide evidence and examples. Note it is not expected that all indicators will be relevant for you – please only select those that were significant.

Indicators of innovation (select relevant)	Evidence and examples. Max. 100 words per entry.
<b>New or significantly improved goods or services</b>	
<input type="checkbox"/> Development of product/work	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>

Development of services

**New or significantly improved operational processes**

Artistic/cultural experimentation or risk-taking

Modes of production

Digital approaches

Environmentally sustainable practice

**New or significantly improved organisational or managerial processes**

Business models or ways of delivering

Revenue streams

**New or significantly improved marketing methods**

Modes of distribution

Marketing channels

**Other innovation (please specify)**

SAM



### 11. Examples of contribution to development of art form/artists/arts and cultural workers

Identify which of the indicators below were relevant to your project or program and provide evidence and examples. Note it is not expected that all indicators will be relevant for you – please only select those that were significant.

Indicators of contribution to art form/artist/arts and cultural worker development (select relevant)	Evidence and examples. Max. 100 words per entry.
<input type="checkbox"/> Skills and knowledge development (for yourself and others)	<input style="width: 100%; height: 25px;" type="text"/>
<input type="checkbox"/> New networks and collaborations	<input style="width: 100%; height: 25px;" type="text"/>
<input type="checkbox"/> Market development	<input style="width: 100%; height: 25px;" type="text"/>
<input type="checkbox"/> Raising profile of regional Queensland artists/arts and culture	<input style="width: 100%; height: 25px;" type="text"/>
<input type="checkbox"/> Career or business development support for artists	<input style="width: 100%; height: 25px;" type="text"/>
<input type="checkbox"/> Other (please specify)	<input style="width: 100%; height: 25px;" type="text"/>
<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>

### Economic and social outcomes

### 12. Employment and volunteering generated

Number of Queensland artists involved in the project/program	<input style="width: 80px; height: 25px;" type="text"/>
Number of full-time equivalent (FTE) positions	<input style="width: 80px; height: 25px;" type="text"/>
Number of paid artists/arts and cultural workers	<input style="width: 80px; height: 25px;" type="text"/>
Number of other paid workers (not artists/arts and cultural workers)	<input style="width: 80px; height: 25px;" type="text"/>
Number of volunteers	<input style="width: 80px; height: 25px;" type="text"/>

### 13. Financial and in-kind partnerships (excluding RAF contribution)

	Number of partnerships	Dollar value of support	List of partners
Financial partnerships	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text" value="\$"/>	<input style="width: 100%; height: 25px;" type="text"/>
In-kind partnerships	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text" value="\$"/>	<input style="width: 100%; height: 25px;" type="text"/>

#### 14. Broader social and community outcomes (if relevant to your project or program)

Identify which outcome areas were relevant to your project or program and provide evidence and examples. Note it is not expected all outcome areas (if any) will be relevant – only select those that were significant. You may wish to refer to Arts Queensland’s tip sheet on how to evaluate social outcomes.

Outcome areas (select relevant, if any)	Evidence and examples. Max. 100 words per entry.
<input type="checkbox"/> Community building	
<input type="checkbox"/> Educational outcomes	
<input type="checkbox"/> Health and wellbeing outcomes	
<input type="checkbox"/> Promotion of cultural diversity	
<input type="checkbox"/> Other (please specify) <input type="text"/>	

#### 16. Overall reflections

#### 17. Top three outcomes

What were the top three outcomes for your project or program? (you can refer to data you have already reported as evidence of these outcomes). Provide in dot points. Max. 300 words.

#### 18. Benefits and relevance of the project to the community

What were the final benefits to the community and the relevance to the community in which the project occurred?

Max. 200 words.

### Learnings and reflections

What were your main learnings and reflections? e.g. What worked well? What would you do differently next time? Tips you would give other people doing similar work? Max. 400 words.

### 19. Challenges and changes

Did you experience any particular challenges? Did you make any significant changes from what you originally proposed to do? Max. 200 words.

### 20. Future opportunities and partnerships

Are there any future opportunities or partnerships underway as a result of your activities? Max. 200 words.

### 21. Other significant outcomes not reported so far (optional)

Are there any other outcomes from your activities you have not yet reported that were significant? Max. 100 words.

### Your feedback for Arts Queensland

Overall, how satisfied are you with the RAF Community Project Grants in Queensland?

Please select

Would you like to make any comments?



SAMPLE

## Financial information

You will need to copy over projected income and expenditure from your application

### Income

Projected income	Actual income
<b>A. Earned income (please itemise)</b>	
<input type="text"/>	<input type="text"/>
\$	\$
<input type="text"/>	<input type="text"/>
\$	\$
<input type="text"/>	<input type="text"/>
\$	\$
<input type="text"/>	<input type="text"/>
\$	\$
Subtotal A	Subtotal A
\$	\$
<b>B. Other income (please itemise)</b>	
<input type="text"/>	<input type="text"/>
\$	\$
<input type="text"/>	<input type="text"/>
\$	\$
<input type="text"/>	<input type="text"/>
\$	\$
<input type="text"/>	<input type="text"/>
\$	\$
<input type="text"/>	<input type="text"/>
\$	\$
Subtotal B	Subtotal B
\$	\$
<b>C. Your own contribution (please itemise)</b>	
<input type="text"/>	<input type="text"/>
\$	\$
<input type="text"/>	<input type="text"/>
\$	\$
<input type="text"/>	<input type="text"/>
\$	\$
In-kind	<input type="text"/>
\$	\$
<input type="text"/>	<input type="text"/>
\$	\$
Subtotal C	Subtotal C
\$	\$
<b>D. Sponsorships, fundraising &amp; donations (please itemise)</b>	
<input type="text"/>	<input type="text"/>
\$	\$
<input type="text"/>	<input type="text"/>
\$	\$
<input type="text"/>	<input type="text"/>
\$	\$
In-kind	<input type="text"/>
\$	\$
<input type="text"/>	<input type="text"/>
\$	\$
Subtotal D	Subtotal D
\$	\$
<b>E. AQ grant (final approved)</b>	
Subtotal E	Subtotal E
\$	\$
Total income (A+B+C+D+E)	Total income (A+B+C+D+E)
Must equal total expenses	\$

### Explanation of variances

**Expenditure**

<b>Projected expenditure</b>	
<b>F. Salaries, fees and allowances</b> (please itemise)	
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
Subtotal F	\$ <input type="text"/>
<b>G. Production/program and direct costs</b> (please itemise)	
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
Subtotal G	\$ <input type="text"/>
<b>H. Promotion, documentation and marketing costs</b> (please itemise)	
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
Subtotal H	\$ <input type="text"/>
<b>I. Administration costs</b> (please itemise)	
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
Subtotal I	\$ <input type="text"/>
<b>Total expenses (F+G+H+I)</b> Must equal total income	\$ <input type="text"/>

<b>Actual expenditure</b>		
<b>F. Salaries, fees and allowances</b> (please itemise)	<b>\$ Actual</b>	<b>\$ AQ Grant Breakdown</b>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Subtotal F	\$ <input type="text"/>	\$ <input type="text"/>
<b>G. Production/program and direct costs</b> (please itemise)		
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Subtotal G	\$ <input type="text"/>	\$ <input type="text"/>
<b>H. Promotion, documentation and marketing costs</b> (please itemise)		
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Subtotal H	\$ <input type="text"/>	\$ <input type="text"/>
<b>I. Administration costs</b> (please itemise)		
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Subtotal I	\$ <input type="text"/>	\$ <input type="text"/>
<b>Total expenses (F+G+H+I)</b>	\$ <input type="text"/>	\$ <input type="text"/>

**Explanation of variances**

SAMPLE