

Regional Arts Fund (RAF)

Quick Response 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 activity. You will need to satisfactorily acquit funding to be eligible for future 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 activity, 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 for the Arts, 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

While outcome reports are a vehicle for highlighting the positive outcomes of your activity, 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 honest self-reflection and evaluation is seen as an indicator of high quality practice.

Financial information

No financial information is requested for this outcome report, however you are required to sign a statement that funding has been used for the purposes originally given. Please include a scanned signed copy of this statement (i.e. the last page of the report) when you submit your outcome report.

Arts Queensland will conduct a simple financial audit on one in ten outcome reports for the Individuals Fund. For audit purposes, please keep receipts which demonstrate you have undertaken the activity for which you were funded. These receipts should be kept for 3 years from the submission of your outcome report.

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 may 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 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



Australian Government
Regional Arts Fund

Contact details

Please provide the following applicant information

Applicant name

Application number

Year of funding

Dates of activity

General Information

Title of project

Brief description of your activity. Max. 100 words.

Links to images, video clips or other information (if relevant)

Information about your outcomes and reflections

Number of activities, attendees and participants in each location

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

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

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.

(Only for projects focussed on individual arts practice or professional development)

Impact on your career or practice

In the left-hand column below, select a response from 1 to 5 to indicate the degree to which the activity you undertook had an impact on your career or practice in the ways listed. If a statement is not relevant to the activity you undertook, select N/A. It is not expected that all impacts listed will necessarily be relevant or significant for you.

If you answer 1, 2 or 3 please provide examples in the right-hand column of *how* the activity has had an impact on your career or practice in this way.

As a result of my participation in this activity...

I have developed new skills and knowledge

Please select

Examples (if you answered 1, 2 or 3)

I have explored new directions in my arts or cultural practice and/or experimented in new ways

Please select

Examples (if you answered 1, 2 or 3)

I have taken my career to the next level of professionalism

Please select

Examples (if you answered 1, 2 or 3)

I have developed new professional/industry networks

Please select

Examples (if you answered 1, 2 or 3)

I have developed new audiences and/or markets

Please select

Examples (if you answered 1, 2 or 3)



Overall reflections

Top two or three outcomes

What were top two or three outcomes for you from this activity?
(You can refer to information you have already reported above as examples of outcomes).
Provide in dot points. Max. 300 words.

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 the main learnings and reflections from the activity that you would like to share with others?
e.g. What did you learn that was new or surprising? What would you do differently in your practice in the future as a result of what you have experienced? What did you learn that is relevant for others in your industry or area of practice?
Max. 400 words.

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.

Next steps and future opportunities

What are the next steps following the completion of the project? Are there any future opportunities or partnerships underway as a result this activity?
Max. 200 words.

Your feedback for Arts Queensland

Overall, how satisfied are you with RAF Quick Response Grants in Queensland? Would you like to make any comments?

Financial statement

I certify that the funding I received was used for the approved purposes and on the terms and conditions set out in the Grant Agreement.

Signature (send scanned signed copy of this page with your outcome report)

Date

--	--

[You are reminded that you must retain receipts for 3 years from submission of your outcome report for Arts Queensland audit purposes. Arts Queensland will conduct a simple financial audit on one in ten outcome reports for the Individuals Fund.]

SAMPLE