

Introduction and instructions

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

AQ QRG Acquittal Form Preview

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

Contact Details

* indicates a required field

Applicant name *

Individual Organisation
Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Start Date

This question is read only.

End Date

This question is read only.

General information

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

Project Title

This question is read only.

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Form Preview

Short project description

This question is read only.

Provide a short description (100 words recommended) of your project - what are you out to do?

Link 1

Must be a URL.

Link 2

Must be a URL.

Link 3

Must be a URL.

Information about your outcomes and reflections

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"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Totals

Total number of activities	Total number of attendees	Total number of participants
<input type="text"/>	<input type="text"/>	<input type="text"/>

This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

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 (%)

Must be a number.

Number

Must be a number.

Other data gathered through your surveys you would like to share

Word count:

Direct quotes from attendees/participants/clients.

Word count:

Must be no more than 100 words.

Total number of survey respondents

Must be a number.

Response rate (%)

Must be a number.

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

This number/amount is calculated.

Brief description of how you gathered feedback

Word count:

Must be no more than 50 words.

Impact on your career or practice

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Form Preview

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

In the left column below, select a response (by double-clicking) 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 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...

1. I have developed new skills and knowledge

1. Examples (if you answered 1, 2 or 3)

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

2. Examples (if you answered 1, 2 or 3)

3. I have taken my career to the next level of professionalism

3. Examples (if you answered 1, 2 or 3)

4. I have developed new professional/industry networks

4. Examples (if you answered 1, 2 or 3)

5. I have developed new audiences and/or markets

5. Examples (if you answered 1, 2 or 3)

Overall reflections

* indicates a required field

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 on previous page as examples of outcomes. Provide in dot points.) *

Word count:

Must be no more than 300 words.

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

Word count:
Must be no more than 200 words.

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? *

Word count:
Must be no more than 400 words.

Overall Reflections Continued & Support material

* indicates a required field

Did you experience any particular challenges? Did you make any significant changes from what you originally proposed to do? *

Word count:
Must be no more than 200 words.

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

Word count:
Must be no more than 200 words.

Support material (optional)

Support material

Attach a file:

A maximum of 5 files may be attached.

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Link to Support material

Must be a URL.

Link to Support material

Must be a URL.

Financial information

* indicates a required field

**Applicant's Cash
Contribution ***

Must be a dollar amount.
Excluding GST

**Applicant's In Kind
Contribution ***

Must be a dollar amount.
Excluding GST

Total Cash Income *

Must be a dollar amount.
Excluding GST

Total In Kind Income *

Must be a dollar amount.
Excluding GST

Total Project Cost *

Must be a dollar amount.
Excluding GST

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.

(You are reminded that you must retain receipts for three 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).

Name in full *

Date *

Must be a date.

Your feedback for Arts Queensland

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