

CASSOWARY COAST REGIONAL COUNCIL

Regional Arts Development Fund

PROJECT OUTCOME REPORT

1 - PUBLIC PROJECT AND ACTIVITIES



All RADF funding recipients are required to complete and submit this outcome report to council within (6) weeks of their activity completion.

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

1. ACTIVITY INFORMATION

Activity/project name	
FUNDING ROUND Month and Year	
Applicant name & Address	
Contact Person & phone number	
Contact email	
Financial year funding approved	
RADF funding contribution	
Activity start date	
Activity completion date	
Postcodes or names of locations where you undertook activity	
Brief description of activity (max. 100 words)	
<ul style="list-style-type: none"> • ESSENTIAL - Attach a minimum of six (3) electronic images from your project • Links to websites, images, video clips, critical reviews, awards/recognition or other information that demonstrates project outcomes. 	

2. KEY STATS AND OUTCOMES

Data required	Definition (see Data Dictionary in <u>appendix</u> 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	

CASSOWARY COAST REGIONAL COUNCIL

Regional Arts Development Fund

PROJECT OUTCOME REPORT

1 - PUBLIC PROJECT AND ACTIVITIES



Data required	Definition (see Data Dictionary in <u>appendix</u> for further detail, including counting rules)	Your response
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	
Number of Volunteer hours	Times that people were 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.	
<p>FEEDBACK FROM YOUR PROJECT - (see sample surveys on Arts Queensland website for your adaption – link provided in Data Dictionary in appendix) and on Council's RADF website. http://www.cassowarycoast.qld.gov.au/regional-arts-development-fund-radf</p>		
Percentage of attendees and participants who rated your activity as good or excellent	Percentage of survey respondents answering 'good' or 'excellent' to the question: <i>Overall, how would you rate this activity? (response options: excellent, good, average, poor, very poor)</i>	
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	---	

3. REFLECTIONS

What do you see as the top three outcomes/benefits coming from the activity? (max. 150 words)

CASSOWARY COAST REGIONAL COUNCIL

Regional Arts Development Fund

PROJECT OUTCOME REPORT

1 - PUBLIC PROJECT AND ACTIVITIES



Did you set out to achieve what you wanted to achieve; 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)

4. FINANCIAL STATEMENT

List all receipts that relate to the spending of your RADF grant.

Receipt	Amount	
		<input type="checkbox"/> Attached
		<input type="checkbox"/> Attached
		<input type="checkbox"/> Attached
		<input type="checkbox"/> Attached
		<input type="checkbox"/> Attached
		<input type="checkbox"/> Attached
		<input type="checkbox"/> Attached
		<input type="checkbox"/> Attached

CASSOWARY COAST REGIONAL COUNCIL

Regional Arts Development Fund

PROJECT OUTCOME REPORT

1 - PUBLIC PROJECT AND ACTIVITIES



Please note: If you are not GST registered, amounts should include GST as this is part of the cost of the project. Amounts should be exclusive of GST if you are registered for GST.

Value of non RADF funds contributed to activity (excludes in-kind)				
INCOME includes total RADF grant and other financial contributions (do not include in-kind support)	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		
Contribution from artists and others		Project or activity costs		
Other grants		Promotion, documentation and marketing		
Sponsorship, fundraising and donations		Administration		
RADF GRANT		RADF GRANT		
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.

CASSOWARY COAST REGIONAL COUNCIL

Regional Arts Development Fund

PROJECT OUTCOME REPORT

1 - PUBLIC PROJECT AND ACTIVITIES



5. DECLARATION

Information Privacy and Right to Information
<p>(Funded Applicants)</p> <p>The information you provide in your outcome report will be used by the Council to process and assess your RADF project acquittal. The council may contact other funding agency or individual to verify grants requested from other funding agencies in support of your project.</p> <p>If your application is successful, the Council may disclose the following information to Arts Queensland:</p> <ul style="list-style-type: none"> • The information you provide in your grants application • The amount of funding you receive • The information you provide in your outcome report and text and images relating to your funded activity <p>The information may be used by the Council or Arts Queensland for reporting purposes, training, systems testing and process improvement. The information may be anonymised and used for statistical purposes.</p> <p>The information may be used by the council or Arts Queensland for the promotion of RADF or the promotion of funding outcomes for arts and cultural development in Queensland. For this purpose, the information and your contact details may be provide to Queensland Government Members of a Parliament, the media and other agencies who may contact you directly. The Council and Arts Queensland may also publish the information in their Annual Reports or on their websites.</p> <p>The Council and Arts Queensland treat all personal information in accordance with the <i>Information Privacy Act 2009</i>. The provisions of the <i>Right to Information Act 2009</i> apply to documents in the possession of the Council or Arts Queensland.</p>

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.

Applicant

Signature If you are under 18 years, your legal guardian must also sign this outcome report		Date:
Name in full		
Position in group or organisation (if relevant)		

Declaration by Auspice Body (as identified in RADF Application)

- I certify that to the best of my knowledge, the financial information detailed in this report (and relevant attachments) is true and correct.
- I understand I may be asked to provide the Council with additional information on the funded project.

Signature:		Date: / /
Name of Auspice Body:		
Contact person's name in full:		
Position in group or organisation: (if applicable)		



Survey

RADF Program Management

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and local councils. Information from your report is provided to Arts Queensland as evidence about the type of activities, communities engaged and outcomes achieved through RADF in your local area.

Your local council also has a number of specific Key Performance Outcomes they need to gather evidence about throughout the year to report back to Arts Queensland including that:

- Local people are engaged as decision makers about RADF; and
- Local communities and partners are satisfied with councils management of RADF

Please complete the following survey about RADF Program Management in your local area. If you have any questions or concerns about completing this survey you can contact: cdo@ccrc.qld.gov.au.

1. How would you rate your satisfaction with council's approach to engaging local communities in RADF decision making? (eg: setting local priorities, determining the model for RADF delivery or making funding decisions)

Not Satisfied / Satisfied / Very Satisfied

2. How would you rate your satisfaction with your council's management of the RADF program?

Not Satisfied / Satisfied / Very Satisfied

3. Please provide any feedback for council on how they can strengthen their community engagement and program management or delivery of RADF in your local area including identifying local priorities