

Acquittal Form: Quick Response Grants 2024

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Regional Arts Fund - Acquittal Form

Why we ask for grant acquittals

Grant acquittals help us to tell the story of the Regional Arts Fund. We use the stories and data you provide to write case studies, track trends in regional arts, and to understand how the funds provided through the RAF are channelled into communities. This data helps us to advocate for the needs of regional arts communities to government and industry.

Through this grant acquittal, we are interested in hearing about the real life experience of delivering your project. While we are required to collect attendance and financial data, we are less interested in the raw numbers, and more interested in the stories behind those numbers. For example, a project which only had 5 attendees may have had an even greater impact than a project with 5,000 attendees. We want to know the story behind those 5 attendees, and how the project impacted them. Perhaps your project had no audience at all, but provided you with the support to undertake a rare opportunity. We want to hear about the impact that your project had on you as the recipient, and the community around you.

What we ask for

In this acquittal, we will ask for data and stories around the following areas:

- **Project Plan:** Changes to the plan, and reflections on successes.
- **Regional Arts Fund outcomes:** Impact, Support & Partnerships, Reach, and Opportunity.
- **People Data:** Employment, professional development, audiences, participants.
- **Budget:** Actual income and expenditure, leveraged income, and in-kind support.
- **Images:** At least two high quality images of the project.

Project Details

* indicates a required field

Funding Details

Application Number

This field is read only.
The identification number or code for this submission.

Grant Program Name

This field is read only.
The program this submission is in.

Grant Round Name

This field is read only.

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The round this submission is in.

Total Amount Allocated

\$

This field is read only.

The total amount of funding allocated for this submission.

Project Details

This information is carried over from your original application. If any of the details have changed, or are incorrect, please contact your grant administrator.

Project Title

This question is read only.

Project Summary

This question is read only.

Start Date

This question is read only.

End Date

This question is read only.

Project Plan

We understand that projects change as they are delivered. Please refer back to your the project plan in your original application, and tell us about any changes to the project.

Did any of the original project activities change in the course of your project? If so, please provide an outline of any changes here. *

Outcomes

Tell us about some of the successes of your project, or what didn't work as expected. What was your favourite part of the project? What would you do differently next time? Did you learn anything unexpected? Will this project have a lasting impact on your practice or career?

To guide your response, consider the outcomes of the Regional Arts Fund:

- 1.Impact:** Encourage and support sustainable economic, social and cultural outcomes in regional communities.
- 2.Support & Partnerships:** Develop partnerships and networks which leverage financial and/or in-kind support for regional arts activities and encourage ongoing collaboration.
- 3.Reach:** Develop audiences and broaden community engagement with the arts.

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4.Opportunity: Increase employment and professional development opportunities for, and raise the profile of, regional and remote artists.

Project Outcomes: *

Testimonials & Feedback

Testimonials are a great way to illustrate the impact of a project. Did you receive any useful feedback from anyone during the course of your project? If not, please enter N/A and move to the next question.

Testimonials and Feedback: *

Cross-Industry Connections

We are often asked to speak to the impact of creatives in other industries. If your project utilised cross-industry collaborations, we may be able to use your project case study as an advocacy tool.

Please note, **cross-industry connections are not a requirement or a measure of success.** If this was not a focus of your project just answer 'none of the above' and proceed to the next question.

Did your project align with any of the following fields? *

- | | | |
|------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Health | <input type="checkbox"/> Tourism | <input type="checkbox"/> None of the above |
| <input type="checkbox"/> Education | <input type="checkbox"/> Agriculture | <input type="checkbox"/> Other: <input type="text"/> |

Tell us about how your project engaged with the industries identified above:

People

** indicates a required field*

Project Personnel & Partners

Were there any other people or organisations involved in this project? *

- Yes
 No

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Please review and update the list of people or organisations involved in this project, provided in your application.

For any personnel or partners whose involvement changed, or who were unable to participate, please outline these changes in the 'Update' field.

Name	Type	Relationship Type	Update
	eg. artist, mentor, project partner, financial contributor		Did this person or organisation participate in the project as planned?

Total new partnerships/ collaborations: *

Must be a number.
Enter 0 if none.

Total existing partnerships/ collaborations: *

Must be a number.
Enter 0 if none.

Employment

Did your project employ people? *

- Yes
 No

Please review and update the employment statistics for your project, provided in your application.

A full-time equivalent (FTE) is a **unit of measurement used to figure out the number of full-time hours worked by an employee**. An FTE of 1.0 is equivalent to a full-time worker (usually 38 hours per week), while an FTE of 0.5 signals half of a full work load.

If a position did not go ahead as planned, enter 0 in the 'Actual number of employees' and FTE fields.

Job Title/Role	Employment status	Projected number of employees	Actual number of employees	FTE
		This question is read only.	Must be a number.	Must be a number.

Total number of employment opportunities:

This number/amount is calculated.

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Total FTE:

This number/amount is calculated.

Professional Development

Professional development opportunities are chances to expand or refine professional knowledge or skills, learn something new or deepen existing knowledge. It could be an opportunity to learn a new skill, or acquire knowledge that is related to your profession.

In this section, we want to hear about how many professional development opportunities were created by your project. For example, if you ran a workshop for 30 people, this would be 1 professional development opportunity, with 30 individuals accessing the opportunity.

High numbers are not necessarily a measure of success. If professional development was not a focus of your project, please enter 0 and move to the next question.

How many professional development opportunities were provided? *

Must be a number.
If none, please enter '0'

How many individuals accessed these opportunities? *

Must be a number.

How were these numbers calculated? *

Audience

Did your project have an audience? *

- Yes
 No

Please provide information about your audience below.

High numbers are not necessarily a measure of success. Particularly when reporting on digital engagement, please take care to provide realistic numbers based on actual page views or post engagements. Inflated numbers are not useful to us when advocating for the reach and impact of the fund.

Estimated audience numbers (in-person)

This question is read only.

Actual audience numbers (in-person) *

Enter 0 if none.

Estimated audience numbers (digital)

This question is read only.

Actual audience numbers (digital) *

Enter 0 if none.

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How did you calculate these numbers? *

If there was a large variance between estimated and actual numbers, tell us why you think that is the case:

Who was the audience for your activity? Did you learn anything new about them? *

Participants

Did your project have participants? *

- Yes
 No

Please provide information about participants below.

High numbers are not necessarily a measure of success. Particularly when reporting on digital engagement, please take care to provide realistic numbers based on actual page views or post engagements. Inflated numbers are not useful to us when advocating for the reach and impact of the fund.

Estimated participant numbers (in-person)

This question is read only.

Actual participant numbers (in-person) *

Must be a number.
Enter 0 if none.

Estimated participant numbers (digital)

This question is read only.

Actual participant numbers (digital) *

Must be a number.
Enter 0 if none.

How did you calculate these numbers? *

If there was a large variance between estimated and actual numbers, tell us why you think that is the case:

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Tell us about the participants. Did you learn anything new about them? *

Budget Report

* indicates a required field

Please review the budget lines provided in your original application and enter the actuals. If a budget line was removed, enter 0 in the actuals field.

Please provide a brief explanation for any variances.

Cash Income

Income Category	Description	Budgeted Income	Actual Income	Variance Explanation
		Must be a dollar amount.	Must be a dollar amount.	
		\$	\$	
		\$	\$	
		\$	\$	

Cash Expenditure

Expenditure Category	Description	Income Source	Budgeted Expenditure	Actual Expenditure	Variance Explanation
			Must be a dollar amount.	Must be a dollar amount.	
			\$	\$	
			\$	\$	
			\$	\$	

Cash Totals

Total Cash Income
\$
This number/amount is calculated.

Total Cash Expenditure
\$
This number/amount is calculated.

Cash Balance *
\$
This number/amount is calculated.
Must equal 0.

Of the total cash income above, how much did you contribute from your own funds? *
\$

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Must be a dollar amount and at least 0.

Total Leveraged Cash:

This number/amount is calculated.
Total project cost, minus RAF grant awarded, minus applicant cash contribution.

In-Kind Support

Item	Source	Budgeted Contribution	Actual Contribution
		Must be a dollar amount.	What was the actual amount of in-kind support contributed? Must be a dollar amount.
		\$	\$
		\$	\$

In-Kind Support Totals

Total In-Kind Support:

This number/amount is calculated.

Of the total in-kind support above, how much did you contribute? *

Must be a dollar amount and at least 0.

Leveraged In-Kind Support:

This number/amount is calculated.

Total Project Cost & Leveraged Income

Total Project Cost:

This number/amount is calculated.
Total in-kind support + total cash income

Total RAF Funding:

This field is read only.
The total amount of funding allocated for this submission.

Total Applicant Contribution:

This number/amount is calculated.

Leveraged Support:

This number/amount is calculated.

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Total project cost - Total RAF funding - Total applicant contribution

Images, Acknowledgement and Declaration

* indicates a required field

Documents

Please upload any reports or documents that may have been produced for this project.

These might include:

- Evaluation reports
- Audience surveys
- Financial reports
- Marketing materials
- Exhibition collateral

Please upload documents here:

Attach a file:

Web Links

Please provide any links to your project. This may include the project website, social media, online video documentation.

Images

Please upload at least **two** high resolution images of your project.

Providing good quality documentation will help us to celebrate your project with the community, and promote the Regional Arts Fund.

Images of minors: Please note that images of minors (people under 18 years of age) may not be shared without signed photo release forms from a parent or guardian.

Indigenous Cultural and Intellectual Property (ICIP): ICIP refers to the rights that Indigenous people have, and want to have, to protect their traditional arts and culture. You must have permission to share any images that include ICIP. For more information about identifying ICIP, see the [Arts Law Centre of Australia Information Sheet](#).

Please provide a detailed caption for each image, so that we can make sure to accurately acknowledge artists, participants and photographers. Include any information in the caption that you would want to be used if the image was shared publicly.

Some example caption formats are included below for your reference.

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Images of artworks: [Artist Name], [Artwork Name], [Year]. Exhibited at [Gallery Name] as part of [Exhibition Name].

Images of people/events: [Person Name], [Person Name] and [Person Name] at [Event Name], [Event Date], held at [Event Location].

File Upload	File Name	Caption	Photographer Credit	Are any minors visible in this photo?	Does this image contain ICIP?
				Minors means any person under 18 years of age.	

Photo Release Forms (Minors)

Please upload the photo release forms for any minors photographed: *

Attach a file:

Indigenous Cultural and Intellectual Property (ICIP)

Please provide further information about the images that contain ICIP.

Do you have permission to share these images? *

- Yes
 No

Please provide evidence of this permission: *

Attach a file:

Please provide the full and proper attribution or naming of the community connected with the ICIP: *

Image Consent - Regional Arts Australia

Regional Arts Australia uses images to promote the Regional Arts Fund. This may include but is not limited to publishing the image on our website, in annual reports, in promotional material, reports and case studies.

- I consent to the image/s being included in Regional Arts Australia's publicity and promotional material.
- Images that may include my likeness may be used in Regional Arts Australia's publications, websites, digital image databases and presentations including all Regional Arts Australia marketing collateral.

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3.Regional Arts Australia is not obliged to include images of me, or my work, in their material.

4.I release and indemnify Regional Arts Australia its servants and agents from any claim by me or on my behalf arising out of any loss, damage, accident or injury to me as a result of the recording or reproducing of photographic material including my image.

I/We consent to the attached images being made available to Regional Arts Australia to use for the purposes stated above: *

Yes

No

Other:

Image Consent - Australian Government, Office for the Arts

From time to time the **Australian Government's Office for the Arts** uses images to promote a funded project. This may include but is not limited to publishing the image on our website, in annual reports, in promotional material, reports and case studies.

Department of Infrastructure, Transport, Regional Development and Communication - Copyright Licence Agreement

1.I/we, affirm that I/we own the image described above and unconditionally give the Department of Communication and the Arts and its successors and assign, permission to digitise, host, print and publish online, the following images in perpetuity.

2.I/we unconditionally license copyright to the Department of Communications and the Arts to reproduce, (in print and electronic media), to copy, or crop the images listed above, without prior permission or remuneration on the condition that the images are correctly cited and attributed.

3.I /we confirm that, in accordance with the Privacy Act 1988, we have the written consent of individuals appearing in the photographs and where children have been photographed, and they are not in a public place, and their identity can be established, parental consent has been acquired.

4.I/we release the Department of Communication and the Arts from any claims or demands arising out of or in connection to the use of these images.

I/We consent to the attached images being made available to the Office for the Arts to use for the purposes stated above: *

Yes

No

Other:

Image Consent - Flying Arts Alliance

Flying Arts Alliance occasionally uses images to promote the Regional Arts Fund. This may include but is not limited to publishing the image on our website, in annual reports, in promotional material, reports and case studies.

1.I give **Flying Arts Alliance** permission to reproduce images and videos for documentation and/or for purposes associated with the promotion of the Regional Arts Fund and I allow **Flying Arts Alliance** to reproduce these materials in any form, in whole or in part, and distribute them by any medium including the print and digital or other multi-media uses.

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- Images that may include my likeness may be used in **Flying Arts Alliances** publications, websites, digital image databases and presentations including all Flying Arts Alliance marketing collateral.
- Flying Arts Alliance** is not obliged to include images of me, or my work, in their material.
- Certify that, in accordance with the Privacy Act 1988, we have the written consent of individuals appearing in the photographs and where children have been photographed, and they are not in a public place, and their identity can be established, parental consent has been acquired.

I/We consent to the attached images being made available to Flying Arts Alliance to use for the purposes stated above: *

Yes

No

Other:

Name of person providing consent *

First Name

Last Name

Date of consent *

Must be a date.

Acknowledgement of Funding

In what ways did you acknowledge the Regional Arts Fund throughout your project? *

Word count:

Must be at least 50 words.

Please upload evidence of acknowledgement *

Attach a file:

Declaration

I certify that:

- All details supplied in this acquittal and in any attached documents are true and correct to the best of my knowledge.
- That the acquittal has been submitted with the full knowledge and agreement of the organisation/group who applied (if applicable).
- I agree that I will contact Regional Arts Australia immediately if any information provided in this acquittal changes or is incorrect.

Name of person signing declaration *

First Name

Last Name

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Date of declaration *

Must be a date.