

Introduction and instructions

Purpose and use

The purpose of the outcome report is for you to provide Flying Arts Alliance, 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

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 <https://flyingarts.org.au/raf/>

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.

Privacy

Flying Arts Alliance treats all personal information in accordance with the *Information Privacy Act 2009*. For full details of the ways in which Flying Arts Alliance may use the information provided by you, please refer to the Information Privacy and Right to Information section of the relevant Flying Arts grant applicant information document which can be found at flyingarts.org.au/privacy-policy.

Australian Government and Regional Arts Australia Information Privacy

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In addition to the Flying Arts Alliance 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 completing 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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Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.

For Organisations

Contact person for this outcome report: (if different from above) *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position in the organisation *

Office Contact Number: (if different from above)

Secondary Contact Email: (if different from above)

General information

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Project Title

This question is read only.

Start Date

This question is read only.

End Date

This question is read only.

Short project description

This question is read only.

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

Did you deliver the project as described above? If not, please note any significant changes. *

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

Your website (if relevant)

Must be a URL.

Other link 1 (if relevant)

Must be a URL.

Other link 2 (if relevant)

Must be a URL.

Information about your project outcomes

* indicates a required field

Number of activities, attendees and participants in each location

Location *

Number of activities *

Number of attendees/audience *

Number of participants *

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Must be a number.

Must be a number.

Must be a number.

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Total

Total activities

This number/amount is calculated.

Total attendees/audience

This number/amount is calculated.

Total participants

This number/amount is calculated.

Attendee/participant/client feedback

Did you collect attendee/participant/client feedback? *

Yes

No

Attendee/participant/client feedback

Data captured as part of your attendee/participant/client surveys.

Brief description of how you gathered feedback

Word count:

Must be no more than 50 words.

How many people did you survey/interview?

Must be a number.

How many people responded/participated?

Must be a number.

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Response rate (%)

This number/amount is calculated.

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

This number/amount is calculated.

Respondents who rated your work as good or excellent

Percentage (%)

Must be a number.

Number

Must be a number.

Direct quotes from attendees / participants / clients.

Word count:

Must be no more than 100 words.

Other feedback or data gathered that you would like to share

Word count:

Must be no more than 100 words.

Diversity of attendees/participants

Indicate if your activities **specifically targeted** any groups listed below. Only select groups you deliberately targeted.

Main Target Beneficiary

*

- | | |
|--|---|
| <input type="radio"/> Aboriginal & Torres Strait Islander People | <input type="radio"/> Men |
| <input type="radio"/> Artist/Arts Workers | <input type="radio"/> Disability Groups |
| <input type="radio"/> Children 0-14 | <input type="radio"/> Youth 15-27 |
| <input type="radio"/> Culturally & Linguistically Diverse People | <input type="radio"/> Women |
| <input type="radio"/> Elderly | <input type="radio"/> General Community |

Economic and social outcomes

* indicates a required field

Employment and volunteering generated

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Estimated Numbers

Artists Paid

This question is read only.

Artists Unpaid

This question is read only.

Arts Workers Paid

This question is read only.

Arts Workers unpaid

This question is read only.

Volunteers in the project

This question is read only.

Actual Numbers

Artists Paid *

Must be a number

Artists unpaid *

Must be a number

Arts Worker Paid *

Must be a number

Arts Workers unpaid *

Must be a number

Volunteers in the project *

Must be a number

Financial and in-kind partnerships (excluding RAF contribution)

Partnerships	Number of partnerships	Dollar value of support	List of partners
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Cash partnerships	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
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Must be a number.

Must be a dollar amount.

In-kind partnerships	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
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Must be a number.

Must be a dollar amount.

Overall reflections

* indicates a required field

Top three outcomes

What were the top three outcomes for your project or program? Provide in dot points. *

Word count:

Must be no more than 300 words.

Describe the broader community and social outcomes of this project - what were the final benefits and relevance to the community in which the project occurred? *

Word count:
Must be no more than 300 words.

What were your main learnings, reflections or challenges? e.g. What worked well? What would you do differently next time? Tips you would give other people doing similar work? Please include any changes to your original project proposal. *

Word count:
Must be no more than 300 words.

Are there any future opportunities, partnerships or collaborations underway or likely to occur as a result of this project? *

Word count:
Must be no more than 300 words.

Budget

Income

A. Earned income (please itemise)	A. Amount (\$)
	\$

A. Earned Income Total (\$)
\$
This number/amount is calculated.

B. Other income (please itemise)	B. Amount (Cash)	Amount (In-kind)
	\$	\$

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B. Other Income Cash Total

\$

This number/amount is calculated.

B. Other Income In-kind Total

\$

This number/amount is calculated.

C. Your own contribution (please itemise)

C. Amount (Cash)

C. Amount (In-kind)

	\$	\$

C. Own Cash Contribution Total

\$

This number/amount is calculated.
Excluding GST

C. Own In-kind Contribution Total

\$

This number/amount is calculated.
Excluding GST

D. Sponsorships, fundraising & donations (please itemise)

D. Amount (Cash)

D. Amount (In-kind)

	\$	\$

D. Sponsorships, Fundraising Donations Cash Total

\$

This number/amount is calculated.

D. Sponsorships, Fundraising Donations In-kind Total

\$

This number/amount is calculated.

Total Income

RAF Funding Received (E)

\$

Must be a dollar amount.

Total Cash Income

\$

This number/amount is calculated.

Total In-kind Income

\$

This number/amount is calculated.
Excluding GST

Total PROJECT INCOME (A+B+C+D+E)

\$

This number/amount is calculated.

Expenditure

F. Salaries, fees and allowances (please itemise)

F. Amount (\$)

F. Grant Amount (\$)

	\$	\$

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F. Salaries, Fees and Allowances	F. Grant Amount Total
\$ <input type="text"/>	\$ <input type="text"/>
This number/amount is calculated.	This number/amount is calculated.

G. Production/program and direct costs (please itemise)	G. Amount (\$)	G. Grant Amount (\$)
<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"/>

G. Production/program and direct costs	G. Grant Amount Total
\$ <input type="text"/>	\$ <input type="text"/>
This number/amount is calculated.	This number/amount is calculated.

H. Promotion, documentation and marketing costs (please itemise)	H. Amount (\$)	H. Grant Amount (\$)
<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"/>

H. Promotion, documentation and marketing costs	H. Grant Amount Total
\$ <input type="text"/>	\$ <input type="text"/>
This number/amount is calculated.	This number/amount is calculated.

I. Administration costs (please itemise)	I. Amount (\$)	I. Grant Amount (\$)
<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"/>

I. Administration costs	I. Grant Amount Total
\$ <input type="text"/>	\$ <input type="text"/>
This number/amount is calculated.	This number/amount is calculated.

Totals

Total Project Income	Total Expenditure	Total Grant Amount
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

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This number/amount is calculated.
Excluding GST

This number/amount is calculated.

This number/amount is calculated.

Budget Variances

Explanation of variances

Support material and certification

* indicates a required field

Support material (optional)

Please include any photos, promotional material, or collateral produced as part of your project.

Please include the names of photograph subjects, and photographer credits.

By providing photographs, you agree to their use in Flying Arts promotional material.

A template photographic release form can be found [here](#).

Support material

Attach a file:

A maximum of 1 file may be attached.

Description of support material

Photo credit, names of photo subjects, etc.

Support material

Attach a file:

A maximum of 1 file may be attached.

Description of support material

Photo credit, names of photo subjects, etc.

Support material

Attach a file:

Description of support material

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Form Preview

Photo credit, names of photo subjects, etc.

Support material

Attach a file:

A maximum of 1 file may be attached.

Description of support material

Photo credit, names of photo subjects, etc.

Support material

Attach a file:

Description of support material

Photo credit, names of photo subjects, etc.

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 Flying Arts Alliance audit purposes. Flying Arts Alliance will conduct a simple financial audit on one in ten outcome reports).

Name *

Title

First Name

Last Name

Date *

Must be a date.

Your feedback for Flying Arts Alliance

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