

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

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.

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.

Australian Government and Regional Arts Australia Information Privacy

In addition to the Flying Arts 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

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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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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

Project Title

This question is read only.

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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. *

Word count:

Must be no more than 100 words.

Add links to websites, images, video clips or other online information about your practice.

Link 1

Must be a URL.

Link 2

Must be a URL.

Link 3

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 *

Must be a number.

Number of attendees/audience *

Must be a number.

Number of participants *

Must be a number.

Must be a number.

Must be a number.

Must be a number.

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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Must be a number.	Must be a number.	Must be a number.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Must be a number.	Must be a number.	Must be a number.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Must be a number.	Must be a number.	Must be a number.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Must be a number.	Must be a number.	Must be a number.

Total

Total activities	Total attendees/audience	Total 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 (if relevant to your activities)

Did you survey participants? Yes No

This data will need to be 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.

Response rate (%)

This number/amount is calculated.

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

Economic and Social outcomes and Impact on your career or practice

* indicates a required field

Economic and social outcomes

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

Impact on your career or practice - only for individual arts practice or professional development projects

In the left 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 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 outcomes

What were top two or three outcomes from this activity? 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/or relevance to the community in which the project occurred? *

Word count:

Must be no more than 300 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 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 300 words.

Overall Reflections Continued

* indicates a required field

Did you experience any particular challenges?

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Word count:
Must be no more than 300 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 300 words.

Budget

* indicates a required field

Income

Projected Income

Earned Income

This question is read only.

Other Income (cash)

This question is read only.

Other Income (In-kind)

This question is read only.

Your own contribution (cash)

This question is read only.

Your own contribution (in kind)

This question is read only.

Sponsorship, fundraising, donations (cash)

This question is read only.

Sponsorship fundraising donations (In-kind)

Actual Income

Earned Income

Must be a dollar amount.

Other income (cash)

Must be a dollar amount.

Other Income (In-kind)

Must be a dollar amount.

Your own contribution (cash)

Must be a dollar amount.

Your own contribution (in kind)

Must be a dollar amount.

Sponsorship fundraising donations (cash)

Must be a dollar amount.

Sponsorship fundraising donations (In-kind)

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This question is read only.

Total Amount Requested

This question is read only.

Total Cash Income

This number/amount is calculated.

Total In-Kind Income

This number/amount is calculated.

TOTAL INCOME

This number/amount is calculated.

Must be a dollar amount.

Total Grant Amount *

Must be a dollar amount.

Actual Total Cash Income

This number/amount is calculated.

Actual Total In-Kind Income

This number/amount is calculated.

Actual TOTAL INCOME

This number/amount is calculated.
Excluding GST

Expenditure

Projected Expenditure

Salaries, fees, allowances

This question is read only.

Production/program and direct costs

This question is read only.

Promotion, documentation, marketing

This question is read only.

Administration costs

This question is read only.

Total Expenditure

This question is read only.

Actual Expenditure

Salaries, fees, allowances

Must be a dollar amount.

Projected Production/program and direct costs

Must be a dollar amount.

Promotion, documentation, marketing

Must be a dollar amount.

Administration costs

Must be a dollar amount.

Actual TOTAL EXPENDITURE

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

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A maximum of 1 file may be attached.

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Link to support material

Must be a URL.

Link to support material

Must be a URL.

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.

Name in full *

Date *

Must be a date.

Your feedback

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