



Regional Arts Development Fund Funded Project/Activity Outcome Report

All activities that receive RADF investment (including individual career development/ arts and cultural projects and activities/ or council strategic initiatives) are required to complete this outcome report template.

1 PROJECT INFORMATION

Project Details	Your response
Project Name:	
Applicant Name:	
Council Name:	
Year funding was received:	
RADF investment provided:	\$

Contact Person	Your response
Contact Name:	
Phone Number:	
Email:	
Postal Address:	

Information requested	Your response
Brief description of funded activity (e.g. key purpose, aims and objectives)	
Postcodes of the locations where you undertook activities	

2 KEY PERFORMANCE OUTCOME - REACH

2.1 Range and number of activities by type

Type of activity	Number
Individual artist participating in professional or career development activity	
Creative development of new work	
Performances	
Exhibitions & Collections	
Publications	
Skills development workshops	
Events and Festivals	
Placemaking	
Cultural tourism	
Arts policy research and development	
Conferences and training sessions delivered by you for artists and cultural workers	
Other (please specify):	



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2.2 Number of participants and audiences engaged

Information requested	Participant Numbers	Audience Numbers
From your local council area		
Outside your local council area		
TOTAL actual numbers		

2.3 Diversity of artists and audiences/participants

Indicate if you personally identify as and/or if your activities **specifically targeted** any groups listed in table.

Do not include activities that were generally available to all members of the community but not specifically targeted towards a group. If target communities were engaged describe how you achieved this.

Group	I personally identify as (tick box)	Numbers engaged in project	Describe how you engaged this target group as participants or audiences.
Women			
Men			
Emerging Artists / Cultural workers			
Established Artists / Cultural workers			
Aboriginal peoples			
Torres Strait Islander peoples			
Australian South Sea Islander peoples			
People from culturally and linguistically diverse backgrounds			
Young people aged 12-25 years			
Children aged 0-11 years			
Seniors aged 55 years or over			
People with a disability			
Regional Queenslanders			
Other (please specify)			

3 KEY PERFORMANCE OUTCOME - QUALITY

3.1 Audience/participant/partner feedback

- Question 4 is not required to be completed by individual artists funded for career development projects
- Please refer to sample evaluation resources available on Arts Queensland's website

http://www.arts.qld.gov.au/funding/outcome_reports.html

Information requested	Your response
How have you/your organisation captured audience/participant / partner feedback? (eg: survey, interviews, comment box, stakeholder debrief)	



Information requested	Your response	
Total number of respondents		
Respondents as a % of your total audience/participants/partners	%:	
% and number of respondents who rated your project as good or excellent	%:	Number:
% and number of respondents who agreed the activity made a positive contribution to community	%:	Number:
% and number of respondents who agreed the activity contributed towards the livability, social cohesion or pride of the local area	%:	Number:
Information requested		
Direct quotes from audience/participants/partners :		

4 KEY PERFORMANCE OUTCOME - VALUE

4.1 Impact on career or practice

- Question 5 is only required for individual artists funded for career development projects but can be completed by other artists undertaking projects if relevant.

As a result of my career development project I have....	Yes / No	How
Developed new skills and knowledge		
Explored new directions in my arts or cultural practice		
Taken my career to the next level of professionalism		
Developed new professional industry networks		
Developed new audiences or markets		
Contributed to my local community through sharing what I have learnt with others		

4.2 Contribution to employment and local economy

Contributor	Number involved	\$ financial value of contracts
Queensland based artists and cultural workers		
Artists and cultural workers from outside Queensland		
Local Businesses		



4.3 Local partnerships

Type of Partnership	List of partners	Number partnerships	\$ value of support
Financial partnerships			
In-kind partnerships			

4.4 Volunteers

Number of Volunteers	Hours worked (per volunteer)

5 OVERALL REFLECTIONS

5.1 Top three outcomes

Information requested	Your response
What were the top three outcomes from your funded activity?	

5.2 Learnings and reflections

Information requested	Your response
What were your main learnings and reflections? e.g. What worked well? What would you do differently next time? Did you experience any particular challenges? How did you overcome these? Did you make any significant changes from what you originally proposed to do? Tips you would give other people doing similar work?	



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5.3 Future opportunities and partnerships

Information requested	Your response
Are there any future opportunities or partnerships underway as a result of your activities?	

6 SUPPORT MATERIALS

6.1 List all the support material you are including with this Outcome Report that demonstrates the success of the project.

EG: weblinks, press clippings, event program, photographs, advertisements and written responses to your project (where possible please supply a CD or USB of electronic versions of your support materials)



7 FINANCIAL INFORMATION

1. Statement of Income and Expenses

EXPENDITURE	TOTAL COST of each expenditure item.	RADF	INCOME includes in-kind contributions and the total RADF grant	TOTAL of each income item
Salaries, Fees and Allowances			Earned Income (eg: ticket sales)	
Project or Activity Costs			Contribution from Artists and Others (Please note if this is in kind IK or \$)	
Promotion, Documentation and Marketing			Other Grants	
Administration			Sponsorship, fundraising and donations (Please note where this is in kind -IK)	
RADF GRANT (total from column 3)			RADF GRANT (total from column 3)	
TOTAL EXPENDITURE			TOTAL INCOME	



7.1 Do you have any unspent RADF money?

Yes

No

2. 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.

DECLARATION

Declaration by Recipient

- I certify that to the best of my knowledge, 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.
- I understand that the Council and RADF Committee may nominate my project to Arts Queensland as an example of best practice.

Signature: Note: If you are under the age of 18, your legal guardian must also sign this application		Date: Click here to enter a date.
Name in full:		
Position in group or organisation: (if applicable)		