



## Regional Arts Development Fund (RADF) 2025-26 Community Grant Outcome Report (Individual / Professional Development Activities)

Grant Recipient Name:		
Project Name:		
RADF Community Grant Amount Received:		

### General Instructions

- This outcome report template is for individual and professional development activities that do not involve the attendance or participation by members of the general public.
- All RADF funding recipients are required to complete and submit this outcome report to Council within 8 weeks of their activity finishing.
- Please read Mareeba Shire Council's RADF 2025-26 Guidelines for Community Grant Applications before completing the outcome report.
- Material supplied in your outcome report may be used by Arts Queensland or Mareeba Shire Council for reporting and promotional purposes.
- Return your completed application and support material to Mareeba Shire Council on or before the closing date:
  - Email: [communitywellbeing@msc.qld.gov.au](mailto:communitywellbeing@msc.qld.gov.au)
  - Post: Mareeba Shire Council, PO Box 154, Mareeba Q 4880
  - In person: Mareeba Shire Council, 65 Rankin Street, Mareeba Q 4880

### Personal Information Collection Notice

Mareeba Shire Council is collecting your personal information for the purpose of assessing and processing your grant acquittal under the Regional Arts Development Fund. If you choose not to provide your personal information, the acquittal may not be progressed. Information will be disclosed to Arts Queensland and where deemed necessary, may be used by Council to contact other agencies to verify their support of and / or involvement in the project. The information may additionally be used for reporting purposes and to support publicising and promoting the objectives of the Regional Arts Development Fund. Your personal information will only be accessed by authorised employees and volunteers of Council and will not be used for any other purpose or disclosed to any other person or entity unless you have given us permission or we are required by law. Please refer to Council's *QPP Privacy Policy* for further information on access or correction of personal information held by Council.



*The Regional Arts Development Fund is a partnership between the Queensland Government and Mareeba Shire Council to support local arts and culture in regional Queensland.*

# Regional Arts Development Fund 2025-26 Community Grant Outcome Report (Individual / Professional Development Activities)

## 1. ACTIVITY INFORMATION

Grant Recipient Name:	
Contact Person Name:	
Project Name:	
Contact phone number:	
Contact email:	
Please provide a brief description of the project (max 500 words)	

## 2. OUTCOMES

*Please rate the extent to which you agree or disagree with the following statements about the outcomes of your project or activity, using a scale: 1 strongly agree to 5 strongly disagree.*

Outcome Statement	Rating				
	<i>Strongly Agree</i>	<i>Agree</i>	<i>Neutral</i>	<i>Disagree</i>	<i>Strongly Disagree</i>
I developed new skills and knowledge.					
I explored new directions in my practice.					
It took my career to the next level of professionalism.					
I developed new industry networks.					
I developed new audiences or markets.					

What do you see as the top three outcomes from the activity? (max. 300 words)
How has the project helped to develop your practice/organisation and/or the Mareeba Shire arts, culture and heritage sector? (max 300 words)
Do you have any other comments about your project or activity (max 300 words)
Please outline how you acknowledged the RADF funding in project materials or activities.

### 3. FINANCIAL STATEMENT

Please provide detailed information about all cash and in-kind contributions towards the project.

1. INCOME		2. EXPENSES	
1A. RADF Grant Requested		2A. Salaries, Fees, Allowances	
RADF grant requested	\$		\$
			\$
			\$
			\$
			\$
			\$
1B. Cash Contributions from Applicant		2B. Travel / Accommodation / Venue Hire	
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
1C. Cash Contributions from Other Sources (e.g. Sales, Fees, Grants, Donations)		2C. Materials / Equipment & Other Project Costs	
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
1D. In-Kind Contributions (e.g. Donations, Voluntary Labour, Discounts)		2D. Administration / Insurance & Permits / Advertising	
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
<b>1E. TOTAL INCOME</b>	<b>\$</b>	<b>2E. TOTAL EXPENSES</b>	<b>\$</b>

Please note that 1E. Total Income must equal 2E. Total Expenses

Please list which expenses were paid from the RADF grant.

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Do you have any unspent RADF money?

Yes

No

If Yes - Please contact MSC RADF Officer as soon as possible.

#### 4. SUPPORT DOCUMENTATION

Please supply at least three support documents that provide evidence that project or activity took place and that the RADF funding was acknowledged e.g. online links, photos of the activity, program or promotional materials, copies of invoices or receipts. This must include at least one high quality digital photograph of the activity. Documents or images may be imbedded into this Outcome Report, attached as separate files, or provided in hard copy.

*Please note material supplied in your Outcome Report may be used by Arts Queensland or Mareeba Shire Council for the purposes of reporting and promoting the RADF program. Where relevant, please ensure you have obtained parental permission to share photographs that include children.*

#### 5. DECLARATION

Declaration by funding recipient:

- I certify that the funding I received was used for the approved purposes and in line with the terms and conditions set out in the 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 about the funded activity.
- I understand that Mareeba Shire Council may share this outcome report with Arts Queensland for the purposes of reporting and promoting the RADF Program.

<b>Signature</b>		<b>Date</b>	
<b>Full Name</b>			
<b>Position in organisation</b> (if relevant)			

*If you are under 18 years, your legal guardian must also sign this outcome report*

<b>Signature</b>		<b>Date</b>	
<b>Full Name</b>			

**APPENDIX 1: DATA DICTIONARY**

Measure	Definition	Counting rules
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	<ul style="list-style-type: none"> <li>For ticketed activities, count each ticket holder as 1 attendee</li> <li>For non-ticketed activities, count each person as 1 attendee</li> <li>If people attend your activity <u>primarily</u> as audience members but they also have the opportunity to actively participate in an activity as part of their overall experience (e.g. at a festival), count them as attendees (not participants)</li> </ul> <p>DO NOT COUNT:</p> <ul style="list-style-type: none"> <li>Television or radio audiences</li> <li>Publication readership</li> <li>People who are in the general vicinity of your activity but do not purposely attend (e.g. people who walk past a performance at a community market but do not stop for a substantial time to watch). If your activity is part of a broader event or festival you are not delivering yourself, you will need to conduct a head count of people who attend your specific activity.</li> <li>Participants as per definition below.</li> </ul> <p>Resource:</p> <ul style="list-style-type: none"> <li>Counting Attendees Fact Sheet - <a href="https://www.arts.qld.gov.au/arts-acumen/evaluation-and-reporting-resources">https://www.arts.qld.gov.au/arts-acumen/evaluation-and-reporting-resources</a></li> </ul>
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	<ul style="list-style-type: none"> <li>Count each person participating in activities as 1 participant</li> <li>For single activities delivered over more than one day with the same group of people, only count each person as 1 participant (e.g. people participating in art classes delivered over a two-day weekend would be counted only once; people participating in weekly choir rehearsals would be counted only once)</li> <li>For different activities delivered as part of a series with the same group of people, count each person for each different activity that makes up the series (e.g. people participating in a series of three distinctly different workshops delivered as part of a series would be counted as 3 participants – once per workshop)</li> </ul> <p>DO NOT COUNT:</p> <ul style="list-style-type: none"> <li>Staff</li> <li>Volunteers</li> </ul>
Number of artists/cultural workers employed	People employed (on contract or permanent basis) as artists or arts and cultural workers over duration of project	<ul style="list-style-type: none"> <li>Count the number of individual staff receiving payment in an artistic or cultural role (irrespective of length of engagement) as part of the project delivery, including yourself as funding recipient if you were paid as an artist/arts and cultural worker</li> </ul> <p>DO NOT COUNT:</p> <ul style="list-style-type: none"> <li>People who self-identify as artists/arts and cultural workers but were paid to undertake a non-arts role such as administration – they would be counted in as ‘other paid workers’ in the next question</li> </ul>
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	<ul style="list-style-type: none"> <li>Count the number of individual staff receiving payment in a non-artistic or non-cultural role (irrespective of length of engagement) as part of project delivery</li> </ul> <p>DO NOT COUNT:</p> <ul style="list-style-type: none"> <li>People paid in an artistic or cultural role as reported in previous question</li> <li>External business providers who are not your staff members (e.g. caterers, equipment suppliers)</li> </ul>

Number of volunteers	People engaged as volunteers to support delivery of your activities	<ul style="list-style-type: none"> <li>Count the number of individuals who volunteered to support delivery of your activities (irrespective of the amount of time they contributed) – note: volunteer work is unpaid (apart from reimbursement of out-of-pocket expenses); provided in the form of time, service or skills (donation of money or goods is <u>not</u> included); formal (carried out for or through an organisation or group)</li> <li>Count each individual once, irrespective of the number of different times they volunteer</li> </ul> <p>DO NOT COUNT:</p> <ul style="list-style-type: none"> <li>Staff who contribute unpaid overtime</li> </ul>
Types of sectors partnered with (if relevant)	If partnerships (financial or non-financial) developed to deliver your activities, types of sectors partnered with	<ul style="list-style-type: none"> <li>Note down the type of sector(s) you partnered with – e.g. arts, health, education, business, tourism etc.</li> </ul> <p>DO NOT COUNT:</p> <ul style="list-style-type: none"> <li>Council's RADF contribution as a partnership</li> <li>Other individuals or organisations funded by RADF for the same activity (i.e. your co-funding partner)</li> </ul>
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>	<ul style="list-style-type: none"> <li>Count the number of respondents to your survey who answer 'good' or 'excellent' to the overall rating question, and calculate it as a % of total survey respondents who answered this question (EXAMPLE: At the end of your workshop you ask your 25 participants to complete a feedback survey. 20 people actually complete the survey and answer your overall rating question. Of those 20 people, 15 rate the workshop as 'good' or 'excellent'. This would be calculated as 75% rating the activity as good or excellent).</li> </ul> <p>Resources:</p> <ul style="list-style-type: none"> <li>Developing and Implementing Surveys Fact Sheet - <a href="https://www.arts.qld.gov.au/arts-acumen/evaluation-and-reporting-resources">https://www.arts.qld.gov.au/arts-acumen/evaluation-and-reporting-resources</a></li> </ul>
Number of survey respondents	The total number of survey responses received	<ul style="list-style-type: none"> <li>Count all respondents to your survey from the calculation above (NB: in the example provided above, the total number of survey respondents would be 20)</li> </ul>

**APPENDIX 2: ARTS ACTIVITY PARTICIPANT EVALUATION TEMPLATES****ART WORKSHOP PARTICIPANT EVALUATION FORM**

Activity Title	
Date	
Instructor	

**1. Workshop Content**

Please rate the following statements

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Neutral</i>	<i>Disagree</i>	<i>Strongly Disagree</i>
The workshop met my expectations					
The content was relevant and useful					
I learned new techniques					
The workshop was well organised					

**2. Instructor Evaluation**

Please rate the following statements

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Neutral</i>	<i>Disagree</i>	<i>Strongly Disagree</i>
The instructor was knowledgeable					
The instructor explained concepts clearly					
The instructor encouraged participation					
I felt comfortable asking questions					

**3. Workshop Experience**

What was your favourite part of the workshop?	
What could be improved in future workshops?	
Did the materials and venue meet your needs?	
What were the top outcomes from this workshop?	

**4. Overall Rating**

	<i>Excellent</i>	<i>Good</i>	<i>Average</i>	<i>Poor</i>	<i>Very Poor</i>
How would you rate this workshop overall?					

**5. Other comments**

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**EVENT ATTENDEE EVALUATION FORM**

Event Name	
Date	
Venue	

**1. Please rate the following aspects of the Event**

	<i>Excellent</i>	<i>Good</i>	<i>Average</i>	<i>Poor</i>	<i>Very Poor</i>
Overall enjoyment					
Sound quality					
Performer talent and energy					
Venue comfort and cleanliness					
Event organisation					
Lighting and stage effects					
Food and beverage options					
Value for money					

**2. Event Experience**

What did you enjoy most about the event?	
What could be improved for future events?	
Were there any standout moments?	
Would you attend another event organised by us?	

**3. Overall Rating**

	<i>Excellent</i>	<i>Good</i>	<i>Average</i>	<i>Poor</i>	<i>Very Poor</i>
How would you rate this event overall?					

**4. Do you have any other comments about the event?**

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