

Regional Arts Development Fund 2019-20

Project Outcome Report (Public Projects and Activities)

General Instructions

- This outcome report template is for those undertaking activities that have or will lead to a public outcome – e.g. exhibitions, events, engagement projects, creative developments, performances, place making projects, publications and public workshops.
- All RADF funding recipients are required to complete and submit this outcome report to Council within 8 weeks of their activity completion.
- Return your completed Outcome Report and supporting material to Mareeba RADF Officer by one of the following methods:
 - Post: RADF Officer, Mareeba Shire Council, PO Box 154, Mareeba Q 4880
 - In person: Mareeba Shire Council, Rankin Street, Mareeba Q 4880
 - Email: janeh@msc.qld.gov.au

1. ACTIVITY INFORMATION

Activity/project name	
Applicant name	
Contact phone number	
Contact email	
Brief description of the project or activity (max. 300 words)	

2. OUTCOMES

Please refer to the Data Dictionary at the end of this document for definitions of outcome measures and links to participant feedback surveys.

Outcome Measure – Project Statistics	Your Response
Number of attendees	
Number of participants	
Number of artists/ cultural workers employed	
Number of people employed in other paid positions	
Number of volunteers	
Which sectors of the community made cash or in-kind contributions to the project? e.g. education, arts, health, business, tourism	

Outcome Measure – Participant Feedback*	Your Response
How did you collect feedback from participants / audiences?	
Number of survey respondents	
Percentage of attendees or participants who rated the activity as good or excellent	

** Only required for projects receiving RADF grants of \$10,000 or more*

What do you see as the top three outcomes for you from the activity? (max. 300 words)
Include any direct quotes from your participant / audience surveys that you wish to share (max 300 words)

3. FINANCIAL STATEMENT

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

<i>(A) How did you use the RADF grant funds? Please list project expenses and \$ amount. For example: fees, allowances, travel, materials, equipment, advertising, administration costs.</i>	
Item	\$ Amount
Total RADF Grant Amount Requested	

<i>(B) What other cash contributions were made towards the project expenses? For example: other grants, cash donations, income from ticket sales and workshop fees.</i>	
Item	\$ Amount
Total Other Cash Contributions	

<i>(C) What in-kind contributions were made towards the project expenses? For example: volunteer time, discounts, donations of materials or equipment.</i>	
Item	\$ Amount
Total In-kind Contributions	

(D) Total Project Budget (RADF grant request + other cash contributions + in-kind contributions)	\$
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Do you have any unspent RADF money?	
If Yes - Please contact your Council RADF Liaison Officer as soon as possible.	

4. SUPPORT DOCUMENTATION

<p>Please provide at least two support documents that provide evidence that project or activity took place. This may include for example, online links, photos of the activity, promotional materials or copies of invoices or receipts. Documents or images may be imbedded into this Outcome Report, attached as separate files, or provided in hard copy. Please note that activity photos provided with your Outcome Report may be used by Arts Queensland or Mareeba Shire Council for the purposes of promoting the RADF program.</p>

5. DECLARATION

Declaration by funding recipient:

- I certify that the funding I received was used for the approved purposes and on the terms and conditions set out in the grant/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 on the funded activity
- I understand that the Council and RADF Committee may share this outcome report with Arts Queensland as an example of good practice.

Signature If you are under 18 years, your legal guardian must also sign this outcome report		Date: / /
Name in full		
Position in group or organisation (if relevant)		

APPENDIX: 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"> For ticketed activities, count each ticket holder as 1 attendee For non-ticketed activities, count each person as 1 attendee 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) <p>DO NOT COUNT:</p> <ul style="list-style-type: none"> Television or radio audiences Publication readership 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. Participants as per definition below. <p>Resource:</p> <ul style="list-style-type: none"> Counting Attendees Fact Sheet - http://www.arts.qld.gov.au/arts-acumen/resources/evaluation-and-reporting
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"> Count each person participating in activities as 1 participant 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) 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) <p>DO NOT COUNT:</p> <ul style="list-style-type: none"> Staff Volunteers

Measure	Definition	Counting rules
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"> 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 <p>DO NOT COUNT:</p> <ul style="list-style-type: none"> 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
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"> 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 <p>DO NOT COUNT:</p> <ul style="list-style-type: none"> People paid in an artistic or cultural role as reported in previous question External business providers who are not your staff members (e.g. caterers, equipment suppliers)
Number of volunteers	People engaged as volunteers to support delivery of your activities	<ul style="list-style-type: none"> 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) Count each individual once, irrespective of the number of different times they volunteer <p>DO NOT COUNT:</p> <ul style="list-style-type: none"> Staff who contribute unpaid overtime
Types of sectors partnered with (if relevant)	If partnerships (financial or non-financial) developed to deliver your	<ul style="list-style-type: none"> Note down the type of sector(s) you partnered with – e.g. arts, health, education, business, tourism etc. <p>DO NOT COUNT:</p> <ul style="list-style-type: none"> Council’s RADF contribution as a partnership Other individuals or organisations funded by RADF for the same activity (i.e. your co-funding partner)

Measure	Definition	Counting rules
	activities, types of sectors partnered with	
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?</i> (response options: excellent, good, average, poor, very poor)	<ul style="list-style-type: none"> 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). <p>Resources:</p> <ul style="list-style-type: none"> Developing and Implementing Surveys Fact Sheet - http://www.arts.qld.gov.au/arts-acumen/resources/evaluation-and-reporting Sample surveys for different types of activities (these have been developed to support Arts Queensland funding recipients with completing their outcome reports, but can also be adapted for use by RADF funding recipients) - http://www.arts.qld.gov.au/arts-acumen/resources/evaluation-and-reporting/550-arts-queensland/5136-evaluation-tools
Number of survey respondents	The total number of survey responses received	<ul style="list-style-type: none"> 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)