Regional Arts Development Fund
PROJECT OUTCOME REPORT
PUBLIC PROJECTS AND ACTIVITIES

All RADF funding recipients are required to complete and submit this outcome report to council within 8 weeks of their activity completion.

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.

1. ACTIVITY INFORMATION

Activity/project name	
Applicant name	
Contact phone number	
Contact email	
RADF funding contribution	$
Activity start date	
Activity completion date	
Postcodes or names of locations where you undertook activity	
Brief description of activity (max. 100 words)	
Links to websites, images, video clips, critical reviews, awards/recognition or other information that demonstrates project outcomes. (If you plan to send images as separate attachments, please include no more than three.)	

2. KEY STATS AND OUTCOMES

Data required	Definition (see Data Dictionary in appendix for further detail, including counting rules)	Your response
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	
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	
Number of artists/ cultural workers employed	People employed (on contract or permanent basis) as artists or arts and cultural workers over duration of project	
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	
Number of volunteers	People engaged as volunteers to support delivery of your activities	
Types of sectors partnered with (if relevant)	If partnerships (financial or non-financial) developed to deliver your activities, types of sectors partnered with - e.g. arts, health, education, business, tourism etc.	
The following measures are REQUIRED for projects receiving $10,000 or more from RADF and OPTIONAL for projects receiving less than $10,000 (see sample surveys on Arts Queensland website for your adaption – link provided in Data Dictionary in appendix)		
Percentage of attendees and participants who rated your activity as good or excellent	Percentage of survey respondents answering 'good' or 'excellent' to the question: *Overall, how would you rate this activity? (response options: excellent, good, average, poor, very poor)*	
Number of survey respondents	The total number of survey responses received	
Brief description of how you gathered survey data	---	
Include any direct quotes from your surveys that you wish to share	---	

3. REFLECTIONS

What do you see as the top three outcomes from the activity? (max. 150 words)

What were your key learnings or reflections from the activity that will inform your work in the future? This might include things that worked well, challenges or other observations. (max. 200 words)

4. FINANCIAL STATEMENT

Fill out section A <u>or</u> B depending on how much funding you received from RADF for this activity.

A. <u>For activities receiving less than $10,000 from RADF</u>

Please provide details in the table below of non-RADF funds contributed to the activity. This question relates to financial/cash contributions, <u>not</u> in-kind support.

Other grants (please itemise)	Total amount
Sponsorship, fundraising and donations (please itemise)	Total amount

Do you have any unspent RADF money? ☐ No / ☐ Y*e*s

      IF YES - 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.

[Now go to Question 5]

B. For activities receiving $10,000 or more from RADF

INCOME includes total RADF grant and other financial contributions **(do not include in-kind support)**	TOTAL of each income item	EXPENDITURE	TOTAL COST of each expenditure item.	RADF components (must equal grant amount)
Earned income (eg: ticket sales)		Salaries, fees and allowances		
Contribution from artists and others		Project or activity costs		
Other grants		Promotion, documentation and marketing		
Sponsorship, fundraising and donations		Administration		
RADF GRANT		RADF GRANT		
TOTAL INCOME		TOTAL EXPENDITURE		

Do you have any unspent RADF money? ☐ No / ☐ Y*es*

    IF YES - 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.

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	• 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) DO NOT COUNT: • 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. Resource: • 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	• 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) DO NOT COUNT: • 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	• 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 DO NOT COUNT: • 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 direction of project (on contract or permanent basis) who were engaged in a role other than an artistic/cultural one	• 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 DO NOT COUNT: • 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	• 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 DO NOT COUNT: • Staff who contribute unpaid overtime
Types of sectors partnered with (if relevant)	If partnerships (financial or non-financial) developed to deliver your activities, types of sectors partnered with	• Note down the type of sector(s) you partnered with – e.g. arts, health, education, business, tourism etc. DO NOT COUNT: • 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
Percentage of attendees and participants who rated your activity as good or excellent	Percentage of survey respondents answering 'good' or 'excellent' to the question: *Overall, how would you rate this activity? (response options: excellent, good, average, poor, very poor)*	• 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). Resources: • 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	• 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)