

Regional Arts Development Fund (RADF)

Outcome Report

The RADF Program requires all grant recipients to complete an Outcome Report no later than 8 weeks after the project has ended. It is a condition of receiving a RADF grant and a formal stage of the funding cycle. It is the way you account for how you have used public money. Read through the Outcome Report before you start your funded project to ensure that you're familiar with the kind of information required when you complete the report.

The information in your Outcome Report also helps Arts Queensland and the Council to understand the nature of the arts and cultural industry and identify future investment opportunities to support arts industry development and professional artists. Make sure that the information you supply in the Outcome Report is accurate, and please answer every question which relates to your funded activity.

Refer to your original application

It is your responsibility to ensure that all information and amounts recorded in the Outcome Report and other related documents are accurate and can be accounted for. It is recommended that you refer to your copy of the **original application** you sent to Council in order to fill out your Outcome Report.

Record-keeping of official documents

All receipts relating to the spending of RADF money must be attached to this Outcome Report.

Unspent RADF money

Any RADF money not spent on the approved items in the funded project must be reflected in the Financial Summary of this Outcome Report. Unspent money is returned to the Council with this report.

Help is available

If you have any questions on how to complete this Outcome Report, contact your Council RADF Liaison Officer for assistance.

Council contact details <i>Please contact your local council for RADF contact details if not indicated below.</i>	
<i>RADF Liaison Officer</i>	
<i>Phone</i>	<i>Mobile</i>
<i>Email</i>	
<i>Council Postal address</i>	

Grant Recipient Details

Grant Recipient:

(The name of the Individual, Group or Organisation)

Contact Person's Name: (For applications made by a Group or Organisation)	If your contact details have changed, please write new details here.
Postal Address:	
Telephone:	
Fax:	
Mobile:	
Email:	

Project Summary

Year project was funded:	
Funding Round:	
RADF Grant Amount:	\$
Project Dates:	Start Date: End Date:
Project Name:	
RADF Category project was funded against:	
Project Description:	

Q1. Were any changes/variations made to the project from the initial application?

- Yes:** go to Question 2. **No:** go to Question 3.

Q2. Had the changes/variations made to the project been approved by the RADF Committee?

- Yes** - I have attached all documents relating to the changes made to the project and a copy of the approval letter granting these changes from the RADF Committee to this Outcome Report.
- No** - Please advise your Council RADF Liaison Officer of any changes.
Failure to do so may affect your future applications to the program and/or require you to return funds spent on unapproved project activities.

Q3. Describe the main activities undertaken and detail all the outcomes that have resulted from the project.

Q4. Detail how the project achieved the results outlined in the original application.

Q5. Were there any unexpected results?

Q6. Detail the audience generated by the project, for example, who participated, the total number of people, demographic information and participants and any target groups within the community.

Q7. What did people think of the project(s)? Include any written or verbal feedback and quotes from participants.

Q8. Was there media coverage? If so, what coverage did you receive?

Q9. How did the project meet the vision of your Council’s corporate plan and/or arts and cultural policy?

Q10. How did this project benefit you, your community or fellow artists or cultural workers?

Q11. If applicable, state the actual number of people involved in the project.

Total number of paid workers

Total number of volunteers

Q12. List all receipts that relate to the spending of your RADF grant.

Receipt	Amount	
–		<input type="checkbox"/> Attached
–		<input type="checkbox"/> Attached
–		<input type="checkbox"/> Attached
–		<input type="checkbox"/> Attached
–		<input type="checkbox"/> Attached
–		<input type="checkbox"/> Attached
–		<input type="checkbox"/> Attached
–		<input type="checkbox"/> Attached
–		<input type="checkbox"/> Attached
–		<input type="checkbox"/> Attached

Statement of Income and Expenses

Please complete the budget template below to account for all actual costs of your project(s).

Expenditure Expenditure is the total cost of the project.	TOTAL What was the total cost of each expenditure item?	RADF How much RADF funding did you spend on each item
A. Salaries, fees and allowances		
Subtotal A	\$	\$

B. Production/program costs		
Subtotal B	\$	\$

C. Promotion, documentation & marketing costs		
Subtotal C	\$	\$

D. Total RADF grant money spent	Subtotal D	\$
--	-------------------	-----------

E. Administration costs		
Subtotal E	\$	

TOTAL EXPENSES (A+B+C+E) NOT D	\$
---------------------------------------	-----------

Income	
Income is the money you generated to cover the total cost of the project. This includes in-kind contribution and the total RADF grant you received.	
F. Earned Income	
Subtotal F	\$

G. Other Grant Income	
Subtotal G	\$

H. Your own contribution	
In-kind	
Subtotal H	\$

I. Sponsorships, fundraising & donations	
In-kind	
Subtotal I	\$

J. RADF grant received	Subtotal J	\$
-------------------------------	-------------------	-----------

TOTAL INCOME (F+J+H+I+J)	\$
---------------------------------	-----------

Surplus Funds

Q13. Do you have any unspent RADF money? **Yes:** go to Question 14 **No:** go to Question 15

Q14. 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.

Q15. List all the support material you are including with this Outcome Report that demonstrates the success of the project. (e.g. press clippings, event program, photographs, advertisement and written responses to your project). You also need to include receipts for all RADF funded payments.

I have digital images of the project **Yes**

Where possible, please supply a CD of images with your Support Material

Support Material	
	<input type="checkbox"/> Attached
	<input type="checkbox"/> Attached
	<input type="checkbox"/> Attached
	<input type="checkbox"/> Attached
	<input type="checkbox"/> Attached
	<input type="checkbox"/> Attached
	<input type="checkbox"/> Attached
	<input type="checkbox"/> Attached

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 need to provide the Council with additional information on the funded project if required.
- I understand that the Council and RADF Committee may nominate my project to Arts Queensland as an example of best practice for the RADF Awards.

Signature: Note: If you are under the age of 18, your legal guardian must also sign this application		Date: / / day / month / year
Name in full:		
Position in group or organisation: (if applicable)		

Declaration by Auspice Body (as identified in RADF Application)

- I certify that to the best of my knowledge, the financial information detailed in this report (and relevant attachments) is true and correct.
- I understand I may need to provide the Council with additional information on the funded project if required.

Signature:		Date: / / day / month / year
Name of Auspice Body:		
Contact person's name in full:		
Position in group or organisation: (if applicable)		