

Regional Arts Development Fund

PROJECT OUTCOME REPORT: PROFESSIONAL/CAREER DEVELOPMENT ACTIVITIES

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

This outcome report template is for those undertaking professional/career development activities – e.g. attendance at conferences and training workshops to develop your own skills, knowledge or career.

1. ACTIVITY INFORMATION

Activity/project name	
Applicant name	
Contact phone number	
Contact email	
Financial year funding approved	
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 or other information that demonstrates project outcomes.	

PRIVACY NOTICE

Banana Shire Council is collecting your personal information to process your report. The information will not be disclosed to any other person or agency external to Council without your consent, unless required by or authorised by law. Personal information will be handled in accordance with the *Information Privacy Act 2009*. Council's full Personal Information Collection Notice (Privacy Statement) is available on Council's website

2. OUTCOMES

Please rate the extent to which you agree or disagree with the following statements about your experience of the professional/career development activity you undertook.

Statement	Select your response to each statement from the following scale: • Strongly agree • Agree • Neutral • Disagree • Strongly disagree
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	

3. REFLECTIONS

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

What were your key learnings or reflections from the activity that will inform your work in the future? (max. 200 words)

4. FINANCIAL STATEMENT

Please outline below the expenditure items using RADF funds and attach receipts for these items.

Item	Total amount of RADF Funds
Total RADF Funds Spent	

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

Other grants, sponsorship, fundraising, donations, contributions (please itemise)	Total amount
Total amount of other Contributions	

Do you have any unspent RADF money? ☐ No / ☐ Yes

IF YES

Amount of unspent funds: \$_____

Please contact the Council RADF Liaison Officer to organise return of the unspent RADF money.

Remember that failure to return unspent funds 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)		

6. ATTACHMENTS

- ☐ Project documentation (images etc. please ensure jpeg files are high quality ideally at least 1MB in size)
- ☐ Receipts for all RADF funded items
- ☐ Other: _____

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