

# PROP UPS



REGIONAL  
ARTS NSW

## ACQUITTAL FORM

Name of Organisation .....

Name of Project .....

Year .....Amount of PROP UPS Grant \$ .....

Completion and return of reports is a requirement for all projects assisted by the Country Arts Support Program of Regional Arts NSW, funded by the NSW Government through the NSW Ministry for the Arts. The information in these reports provides a valuable record of activities funded through CASP, and assists with ongoing evaluation and recognition of the work of this program.

**Project reports and financial reports should be returned within three months of the project's completion.** Further applications will not be accepted from organisations which have failed to provide reports for funded projects. We also suggest you keep copies of all reports for your records. If you have any queries contact the Funding Officers at RANSW on Tel 02 9270 2501 or Email [funding@regionalartsnsw.com.au](mailto:funding@regionalartsnsw.com.au)

**Please complete all questions and return this form to:**  
The Funding Officer, Regional Arts NSW, Locked Bag 5, Millers Point NSW 2000

## ARTISTIC REPORT

### 1. Project Description

Date/s of the project or performance: .....

Venue/Location/s: .....

### 2. Activities

Briefly describe the activity of your project

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### 3. The Artist/s

Name of artist/s involved:

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Please describe the **role of the artist/s** in the project:

.....

How did you hear of them? .....  
(e.g. RADO, Arts on Tour, previous contact, word of mouth, internet)



**EVALUATION**

1. Please describe the main impact of the project:

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2. Please describe the successes and challenges of the project:

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3. Please give an overall assessment of the project (include any unexpected outcomes and/or anything you would do differently next time):

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4. Will you organise this or a similar project in the future? (please tick)    Yes ( )    No ( )

**DOCUMENTATION**

Please forward copies of any material that documents your project (this may include):

- Photographs                       Newspaper article/s                       Posters Brochures/leaflets
- Programs                               CD                                               CD ROM
- Video                                       DVD
- Other (please specify) .....

Please forward several high quality photos we can keep for possible publication in *ArtReach* magazine or the Regional Arts NSW e-Bulletin. Write the names of any people in the photos (L to R) and details of the event, date, photographer on the back. If you don't want photographs published, please tell us.

**Please include a stamped self-addressed envelope if you would like material returned.**

**FINANCIAL REPORT**

**Part1. Project Income**

| Income Source               | Please specify details | Amount    |
|-----------------------------|------------------------|-----------|
| Federal Government          |                        | \$        |
| State Government            |                        | \$        |
| Local Government            |                        | \$        |
| Sponsorship                 |                        | \$        |
| Other Income                |                        | \$        |
| Earned Income               |                        | \$        |
| PROP UPS Grant              |                        | \$        |
| <b>Total Project Income</b> |                        | <b>\$</b> |

**Part 2. Project Expenses**

| Expense Area                         | Please specify details | Amount    |
|--------------------------------------|------------------------|-----------|
| Artists Fees                         |                        | \$        |
| Production / Program                 |                        | \$        |
| Administration                       |                        | \$        |
| Marketing, Promotion & Documentation |                        | \$        |
| <b>Total Project Expenses</b>        |                        | <b>\$</b> |

**Part 3. In Kind Support**

| In Kind Sources              | Please specify details                                                  | Amount    |
|------------------------------|-------------------------------------------------------------------------|-----------|
| Volunteers                   | No of Volunteers _____ x Estimated hours per volunteers _____ x \$20 ph | \$        |
| Local Government             |                                                                         | \$        |
| Local Business               |                                                                         | \$        |
| Other Community Groups       |                                                                         | \$        |
| <b>Total In Kind Support</b> |                                                                         | <b>\$</b> |

**Budget Summary**

|                                                                    |           |
|--------------------------------------------------------------------|-----------|
| <b>Profit/Loss</b> (Total Project Income - Total Project Expenses) | <b>\$</b> |
| <b>Total Project Cost</b> (Total Expenses + Total In Kind Support) | <b>\$</b> |

Please indicate which expenses your **PROP UPS** grant was used for:

.....  
 .....

Signed ..... Position ..... Date .....