



Australian Government  
Regional Arts Fund



REGIONAL  
ARTS NSW

# REGIONAL ARTS FUND

## QUICK RESPONSE GRANT ACQUITTAL REPORT

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Applicant Name .....

Contact Person (if different from above) .....

Address .....

Phone (BH) ..... Fax ..... Email .....

Project Name .....

Date(s) of Project .....

Amount Received from Quick Response Grant \$ .....

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The Acquittal Report is a written account of how funds received from a Quick Response Grant have been spent. It is not intended to be an onerous task but an overall report of your project or activity. It assists us to advocate for the value of the grant and / or ways in which it could be improved.

Please ensure you:

- Answer **all relevant questions** on this Acquittal Form – where relevant include any good news stories as well as any unexpected outcomes
- Complete the **budget information** on the form provided. You do not need to provide receipts but it is recommended that these be kept for at least 12 months after the project has been completed, in case required for our auditing purposes.
- Enclose copies of any photos, **promotional material** and / or media releases
- Sign the **Declaration section** on the back page – note details regarding your permission to release details included in the Report and / or include photographs in any Regional Arts publications and / or reports.
- Return the Acquittal Report to Regional Arts NSW, within **3 months of the project's completion**. Future funding assistance will not be provided if previous grants are not acquitted. If you are having difficulties meeting the acquittal deadline, please contact Regional Arts NSW on **02 9270 2502** and discuss the circumstances with the Funding Manager.

**Return your completed Acquittal Report to:**

The Funding Manager  
Regional Arts NSW  
Pier 5,15 Hickson Road  
MILLERS POINT NSW 2000

# ARTISTIC REPORT

## 1. Project Description

Briefly describe the activity of your project

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.....  
.....  
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## 2. Artform

Please tick the **artform(s)** involved in the project.

- |                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> Visual arts | <input type="checkbox"/> Music                          |
| <input type="checkbox"/> Craft       | <input type="checkbox"/> Screen arts                    |
| <input type="checkbox"/> Photography | <input type="checkbox"/> New media                      |
| <input type="checkbox"/> Literature  | <input type="checkbox"/> Multi-arts                     |
| <input type="checkbox"/> Dance       | <input type="checkbox"/> Textiles                       |
| <input type="checkbox"/> Theatre     | <input type="checkbox"/> Physical Theatre               |
| <input type="checkbox"/> Circus      | <input type="checkbox"/> Community Cultural Development |

Of these artform(s), what is the **main** artform? .....

## 3. The Artist/s

Name of artist/s involved:

.....  
.....

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

.....  
.....

## 4. Participation and Attendance

**Participation** refers to those who took an active role in the arts activity.

**Attendance** refers to the audience or viewers if there was an exhibition or performance component.

Actual numbers:      **Participants** .....      **Attendees** .....

Where did the actual participants/attendees originate from? (Please use approximate numbers):

**Participants:**      Local/surrounding area .....  
                                 Other (please specify e.g. metro, other regions) .....

**Attendees:**      Local/surrounding area .....  
                                 Other (please specify e.g. metro, other regions) .....

**EVALUATION**

1. Please indicate the direct outcome(s) of your project (tick more than one, if applicable)

- Artistic professional development (skills development of artists)
- Artworker or community skills development (skills development, other than artists)
- Community capacity building (general community development)
- Project Development (part of / building on broader project / program)
- Small cultural project (project that stands alone)
- Other (please specify):.....

2. Describe the benefits of the project to your community?

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

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4. 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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**FINANCIAL REPORT**

*\*In completing this report, it is recommended that you refer to the budget presented in your initial application*

<b>Project Income</b>	<b>\$</b>	<b>Project Expenditure</b>	<b>\$</b>	<b>“QUICKS” funding</b>
<b>Earned Income</b> (E.g. workshops fees, box office/ticket sales etc)		<b>Salaries, artists fees &amp; allowances</b> (including on costs, travel & accommodation)		
Subtotal		Subtotal		
<b>Other Project Income</b>	<b>\$</b>	<b>Production/program cost</b> (e.g. materials, venue hire, equipment etc)	<b>\$</b>	<b>\$</b>
Subtotal		Subtotal		
<b>Your Financial Contribution</b> (please itemise)	<b>\$</b>	<b>Administration Costs</b> (E.g. postage, photocopying etc)	<b>\$</b>	
Subtotal		Subtotal		
<b>Fundraising, Sponsorship, Cash Donations</b> (please itemise)	<b>\$</b>	<b>Marketing, Promotion &amp; Documentation</b> (please itemise)	<b>\$</b>	
Subtotal		Subtotal		
<b>TOTAL INCOME (not including Quicks)</b>				
<b>Received from ‘Quicks’</b>				
<b>TOTAL INCOME</b>		<b>TOTAL EXPENDITURE</b>		

**In Kind Support**

**What is in-kind Support?** – These are non-cash items and volunteers time on the project. It is important that we value the time that volunteers donate and in-kind contributions to the project. As the in-kind support is not of a monetary value it is not treated as an Income and Expense item.

<b>In-Kind Support</b>		<b>Amount</b>
<b>Volunteer Contribution:</b>	<b>Task(s) Carried Out by Volunteer</b>	
No of Volunteers _____ x Estimated hours contributed per volunteer _____ @ Rate of \$25.00 per hour		
<b>In Kind Goods supplied by:</b> (e.g. Local Council, Community group support and other Non Cash Donations)	<b>Goods/Services Supplied</b>	
	<b>Total</b>	

**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
- DVD
- Other (please specify) .....

Please forward several high quality photos (in digital format if possible) we can keep for possible publication on our website 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**

**Declaration**

I certify that, to the best of my knowledge, all the information in this Acquittal Report is correct.

I grant permission for Regional Arts NSW to include details provided in this Report in any relevant publications and / or reports.

I grant permission for Regional Arts NSW to include the enclosed photographs in any Regional Arts NSW publications and / or reports.

**Individuals only:**

Name: .....

Signature: ..... Date: .....

**Organisations only:**

This Acquittal Report has been discussed and approved by the Committee of Management or equivalent body and that I have the delegated authority to sign this document.

Name: .....

Title: .....  
(General Manager, Chairperson, Executive Officer *etc.*)

Signature: ..... Date: .....