



## Regional Arts Fund (NSW)

### Grant Acquittal Report

As per the Conditions for Payment of a Grant under the Australian Government's Regional Arts Fund, you are required to complete an Acquittal Report. Failure to provide the reports outlined below may jeopardise your organisation's eligibility in future rounds of the Regional Arts Fund and/or other Australian Government funding programs.

The Report **must** be certified by the Chairperson or Chief Executive Officer of your organisation (see Page 4) and returned **within three months of the project's completion** to:

The Funding Manager  
Regional Arts NSW,  
Locked Bag 5  
Millers Point NSW 2000

**Keep a copy for your records.** The Acquittal Report should provide details of the following:

#### 1. Artistic Report

- 1.1 A full **description** of the project and activities undertaken including details of any variation of dates, budget, personnel etc.
- 1.2 A realistic **assessment** of the project including benefits to your organisation; benefits for the community involved, impact on the community (cultural, social, economic). Compare these to the aims, objectives and anticipated outcomes given in your original application.
- 1.3 An evaluation of the **successes and shortcomings** of the project. Were there any unanticipated outcomes? Did you encounter any difficulties; how would you approach this next time?
- 1.4 The way in which your project may have **addressed issues** such as cultural, social and economic development within your community; development of cultural networks; skills or professional development; employment of artists and staff; education or training opportunities; encouragement of and support for cultural activities; facilitate co-operative relationships.
- 1.5 What **long-term partnerships** have developed during this project? (see also Statistical Report) Please name the "partners", describe the nature of the partnership and how they will continue to be involved, now the project is completed.
- 1.6 **Marketing and promotion** of the project. Please submit copies of any promotional material (posters, flyers, press releases, programs, invitations etc)
- 1.7 How the **project was received**. Please submit any letters, reviews, press clippings and any relevant documentation.

## 2. Financial Report

Please provide a **statement of income and expenditure** for your project **as per the form below** (refer to your initial application when completing this report). Do not include GST in these amounts. Receipts not required to be submitted, but retain with your own records, as per section 5 of the Conditions for Payment of Grant.

### Project Income (do not include in-kind support – cash contributions only)

Income Source	Please specify details (eg name of funding source)	Amount
Federal Government		\$
State Government		\$
Local Government		\$
Sponsorship		\$
Other Income (include own contribution)		\$
Earned Income	Eg box office, ticket/program/food sales, workshop fees, membership	\$
RAF Grant	** Please provide details in <b>Detailed Expenditure</b> box below	\$
<b>Total Project Income</b>		<b>\$</b>

### Project Expenses

Expense Area	Please specify details (refer to Work Sheet 2 in your application)	Amount
Artists Fees		\$
Production / Program		\$
Administration		\$
Marketing, Promotion & Documentation		\$
<b>Total Project Expenses</b>		<b>\$</b>

**\*\* Detailed Expenditure of RAF Funds** – These amounts represent how the money from RAF was spent.

Artist / Cultural worker (name)	Amount	Other Costs	Amount
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
<b>Total Artist /Cultural Worker Fees</b>	<b>\$</b>	<b>Total Other Costs</b>	<b>\$</b>

### In-Kind Support

In-Kind Sources	Please specify details (refer to Work Sheet 3 in your application)	Amount
Volunteers	No of Volunteers _____ Total volunteer hours _____ x \$20 ph	\$
Local Government		\$
Local Business		\$
Other Community Groups		\$
<b>Total In-Kind Support</b>		<b>\$</b>

### 3. Statistical Report

#### Artists

How many artists worked on this project? .....Paid ..... Unpaid

What was the total number of hours worked by these artists? ..... Paid .....Unpaid

#### Target group

Please tick the appropriate sector(s) of the community who benefited from the outcomes of the project?

- General Community  Women  Men
- Indigenous  Culturally & Linguistically diverse  People with Disabilities
- Children  Youth  Elderly

Of these groups, what group was the main beneficiary of the project: .....

#### Participation

Estimated number of **participants** (*those who took an active role in the arts activity*).....

Describe the nature of their participation (eg participants in workshop, artist-in-residence program etc)  
.....

Where did the participants come from? (estimate as percentage of total participants)

..... % Local (including surrounding towns)  
..... % Elsewhere (please specify) .....

#### Attendance

Estimated number of **attendees** (*audience/viewers if exhibition/performance component*)

Describe the nature of their attendance (eg audience for performance, attendees at Festival): .....  
.....  
.....

Where did the attendees come from? (estimate as percentage of total attendees)

..... % Local (including surrounding towns)  
..... % Elsewhere (please specify) .....

**Groups / 'Partners' involved in the project**

Type of group	Name of group	Long or short term partner
Federal Government		
State Government		
Local Government		
Charities		
Private sector (eg businesses)		
Cultural (eg local gallery)		
Community (eg service club)		
Social services (eg health, youth)		

**Certification**

*I certify that the project described above was used for the approved purpose. To the best of my knowledge, the artistic, financial and statistical reports are true and fair.*

Name :.....Signature:.....

Position in organisation:.....Date:.....

**Keep a copy of this report for your records**