

Arts Infrastructure Fund Outcome Report

Form Preview

Outcome report

Please read this document **before** you commence your Arts Infrastructure Fund (AIF) project so you know what information you need to collect to report back to Arts Queensland. You will need to collect some data during your project (as well as at the end) such as feedback from attendees, participants or community.

When do you need to submit this outcome report?

We need your Outcome Report within **50 business days of completing your project**. If you cannot meet the outcome reporting timeframe or are unable to submit your outcome report online, please contact the Arts Queensland Investment Team on 07 3034 4016 or via investment@arts.qld.gov.au

Why do we need this data?

We use outcome data to prove public funding was used for the purposes intended; to report to the Minister, arts and cultural sector and the public about the value of public investment; to profile the diversity of arts and cultural practice occurring across Queensland, and to inform improvements to funding programs. You can also use it for future planning and funding applications.

This is about sharing your successes and your learnings with us

Outcome Reports highlight positive achievements and are also an opportunity to reflect on what you learnt during the project. Some questions ask for information that may not apply to you so only provide data against outcomes or indicators that were genuinely relevant to you.

Financial information is needed for auditing purposes

You need to certify that the funding has been used for the purposes we originally gave it to you. From time to time, we randomly conduct a simple financial audit on outcome reports. For audit purposes you will need to keep receipts for three years from the date you gave us your outcome report.

We care about your Privacy

We treat all personal information in accordance with the Information Privacy Act 2009. For full details of please refer Arts Queensland's Privacy Statement <http://artsengage.initiatives.qld.gov.au/privacy>

General information

* indicates a required field

Recipient details

Name of Organisation *

Organisation Name

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Street address of applicant

Address

Postal address of applicant

Address

(If same as street address, tick 'as above')

Contact person for this report *

Title First Name Last Name

Position in the organisation *

Daytime contact number *

Must be an Australian phone number.

Mobile phone number *

Must be an Australian phone number.

Email *

Must be an email address.

Project proposal

* indicates a required field

Project summary

Name of Project

This question is read only.

Project start date

This question is read only.

Project finish date

This question is read only.

Total project cost *

\$

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

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Funding received

Must be a dollar amount.

Brief description of your project

Word count:

Did you deliver the project as described above? If not, please note any variances and provide explanations for any significant changes.

Word count:

Must be no more than 400 words.

Project evaluation

* indicates a required field

Satisfaction with project

Was your project evaluated? *

If not, please explain why not - If yes, please explain how the project was evaluated and who was involved, for example: survey audience/ participants, focus groups, interviews?

Sample size

Number of people you surveyed/ interviewed

Response rate

Number of people who responded/ participated

Did the project successfully meet the identified needs of the community, cultural workers and artists?

Testimonials/ comments

Project achievements

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Describe your project outcomes, and how they align with the AIF objectives of:

Strengthening the capacity and effectiveness of performance, exhibition, collection and creative spaces. *

Word count:
Must be no more than 500 words.

Increasing access to arts facilities and services for individuals and groups who are disadvantaged. *

Word count:
Must be no more than 500 words.

Are there any future opportunities or partnerships underway as a result of the project? *

Word count:
Must be no more than 200 words.

Please provide an update of your organisation's plan regarding the management and funding of any ongoing costs associated with the infrastructure upgrade (for example, maintenance, running costs, life cycle replacement). *

Word count:
no more than 300 words

Beneficiary

Beneficiary targets

Please identify which of these groups benefited from the project.

Groups

- | | |
|--|--|
| <input type="checkbox"/> Aboriginal peoples | <input type="checkbox"/> People from culturally and linguistically diverse backgrounds |
| <input type="checkbox"/> Torres Strait Islander peoples | <input type="checkbox"/> Older people (over 55 years of age) |
| <input type="checkbox"/> Australian South Sea Islander peoples | <input type="checkbox"/> Youth (12 - 25 years of age) |
| <input type="checkbox"/> Regional Queenslanders | <input type="checkbox"/> Children (0-11 years) |
| <input type="checkbox"/> People with disability | |

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Learnings and reflections

* indicates a required field

What worked well? *

Word count:
Must be no more than 200 words.

What tips would you give other people doing similar work? *

Word count:
Must be no more than 200 words.

Did you face any challenges with this project? *

Word count:
Must be no more than 200 words.

Financial information

Budget

Please submit the final project budget, identifying all sources of funding as well as indicating the use of Arts Queensland funding. If an item is funded from multiple sources, please add a separate line for each funding source in the appropriate table.

Income

A. Your own contribution

Actual Amount (\$)

A. Your own contribution	Actual Amount (\$)

A. Own Contribution Total

\$

This number/amount is calculated.

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B. Other income

Actual Amount (\$)

B. Other Income Total

\$

This number/amount is calculated.

Total Income

C. AQ Funding Received

\$

Must be a dollar amount.

Income (A+B)

\$

This number/amount is calculated.

Total Income (A+B+C)

\$

This number/amount is calculated.

Expenditure

Enter your expenditure items below.

D. Expense Item

D. Actual Amount (\$)

D. AQ Amount

Budget Totals

TOTAL INCOME MUST EQUAL TOTAL EXPENDITURE

TOTAL AQ AMOUNT is the amount of funding you received from AQ.

Total Income

\$

This number/amount is calculated.

Total Expenditure

\$

This number/amount is calculated.

Total AQ Amount

\$

This number/amount is calculated.

Variances

Explanation of variances

Support material and certification

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* indicates a required field

Project completion evidence

Please provide evidence demonstrating project completion in either the form of a completion certificate or relevant compliance certificate (e.g. electrical or plumbing certificate or an inspection certificate from a suitably experienced person such as the local council's engineering officer).

*

Attach a file:

A maximum of 3 files may be attached.

Web links

Please provide links to websites, images, video clips, critical reviews, awards/ recognition or other information about your project.

If you plan to send images as separate attachments to your Outcome Report, please do not include more than three.

Links to websites

Must be a URL.

Links to images, video clips, critical reviews, awards/ recognition

Must be a URL.

Links to other information

Must be a URL.

Links to other information

Must be a URL.

Links to other information

Must be a URL.

Additional support material

Attach a file:

A maximum of 3 files may be attached.

Certification

Once you have completed the outcome report, you are required to certify that the information you have provided is true and correct and is a full and accurate account of the progress, activities, and budget at the end of the project.

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The information you provide on your report will inform Arts Queensland's role in fostering arts and cultural development in Queensland.

Arts Queensland also uses your information to estimate the size of the arts and cultural industry and identify employment opportunities for professional artists.

I, the undersigned, certify that:

- The statements in this report are true and correct to the best of my knowledge, information and belief and the supporting material is my own work or the work of the artists named.
- I consent that information provided in this report may be used for training purposes by Arts Queensland staff.
- I give permission for Arts Queensland to verify grants received from other funding agencies in support of this project.
- If this report is approved, I consent to the media and Queensland's State MPs being given information about the funded project and I understand I may be contacted directly by them.
- I consent to information about the funded project and the amount of funding received being published on Arts Queensland's website and/or the Queensland Government Open Data Portal and positive outcomes showcased through Case Studies.

Name in full: *

Position in organisation:

*

Date *

Must be a date.