

# Data dictionary

## **Backing Indigenous Arts (BIA) initiatives:**

- Indigenous Arts Centre (IAC) Infrastructure Fund
- IAC Multi-Year Funding
- Capacity Building Funding
- Indigenous Regional Arts Development Fund (IRADF)
- Performing Arts

## Evaluation and Reporting

Understanding evaluation methods at the beginning of your project will assist you with implementing the best processes to collect valuable data throughout your project. This data can inform future planning and project development and assist with understanding the social, cultural and economic value, and impact of project outcomes.

A Glossary of Terms has been included at the end of this document for your reference.

To support evaluation and reporting obligations, a range of fact sheets, sample surveys and evaluation tools are available on Arts Queensland's website at [Arts Acumen](#).

## Key Performance Outcomes (KPOs) and Indicators

KPO/Indicator and Definition	Counting method and rules
<b>General (cross multiple BIA funds)</b>	
<p><b>Participants</b> - People who actively participate in activities</p>	<p>Count the total number of people who actively participated in the project or activity. Include the number of Elders and number of young people (12-25 years).</p> <p>EXAMPLES:</p> <ul style="list-style-type: none"> <li>• Count each person participating in activities as one participant. Activities may include:               <ul style="list-style-type: none"> <li>- taking part in an exhibition</li> <li>- attending a class to make something</li> <li>- participating in a training workshop</li> <li>- producing artwork.</li> </ul> </li> <li>• For single projects delivered over more than one day with the same group of people, count each person as one project participant (e.g. people participating in an art class delivered over a two-day weekend would be counted only once).</li> <li>• For different activities delivered as part of a series with the same group of people, count each person for each different activity that makes up the series (e.g. people participating in a series of three different workshops delivered as part of a workshop series would each be counted as three participants – once per workshop).</li> </ul> <p>DO NOT COUNT:</p> <ul style="list-style-type: none"> <li>• Staff/employees</li> <li>• Volunteers</li> </ul>
<p><b>Attendees</b> – people who attend activities and events as audience members</p>	<p>Count the number of people who attend activities and events as audience members, e.g. to see an exhibition, watch a performance, listen to a lecture, attend a conference.</p> <p>EXAMPLES:</p> <ul style="list-style-type: none"> <li>• For ticketed activities, count each ticket holder as 1 attendee</li> </ul>

KPO/Indicator and Definition	Counting method and rules										
	<ul style="list-style-type: none"> <li>For non-ticketed activities, count each person as 1 attendee</li> <li>If people attend your activity <u>primarily</u> as audience members but they also have the opportunity to actively participate in an activity as part of their overall experience (e.g. at a festival), count them as attendees (not participants)</li> </ul> <p>DO NOT COUNT:</p> <ul style="list-style-type: none"> <li>Television or radio audiences</li> <li>Publication readership</li> </ul> <p>People who are in the general vicinity of your activity but do not purposely attend (e.g. people who walk past a performance at a community market day but do not stop for a substantial time to watch). If your activity is part of a broader event or festival you are not delivering yourself, you will need to conduct a head count of people who attend your specific activity.</p>										
<p><b>% of attendees/participants rating your work as good or excellent</b> - percentage is the proportion of the survey responses indicating the work or project was 'good' or 'excellent' on a five point scale (excellent, good, average, unsatisfactory, poor).</p>	<p>For multi-year reporting, survey responses should relate to the work of organisations and include all activities, services and employees. For project based reporting, survey responses should relate specifically to the Funded Activities.</p> <p>METHOD:</p> <p><math>\% = (\text{good/excellent responses}) \div \text{total surveyed} \times 100</math></p> <p>EXAMPLE:</p> <p>Ask each person "How do you rate the activities and services provided by the art centre/organisation and its employees?"</p> <table border="1" data-bbox="711 1294 1498 1370"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Poor</td> <td>Unsatisfactory</td> <td>Average</td> <td>Good</td> <td>Excellent</td> </tr> </table> <p>Thirty (30) artists and volunteers completed a survey about their experience on a project. 28 completed the 'overall rating' question. Of these 15 rated the project as 'excellent' and a further 7 as 'good'. This would be calculated as 22 people or 79% of respondents rating the work as good or excellent.</p> <p>Calculation: <math>79\% = (15 + 7) \div 28 \times 100</math></p>	1	2	3	4	5	Poor	Unsatisfactory	Average	Good	Excellent
1	2	3	4	5							
Poor	Unsatisfactory	Average	Good	Excellent							
<b>Indigenous Art Centre (IAC) Infrastructure Fund</b>											
<p><b>Improvement in the quality of the art centre's facilities (space and/or equipment)</b> - percentage of artists/users surveyed who are satisfied the art centre offers improved facilities.</p>	<p>Survey of artists and other centre users following the project completion, who are satisfied with the improvement to the art centre.</p> <p>METHOD:</p> <p><math>\% = \text{satisfied users} \div \text{total surveyed} \times 100</math></p>										
<p><b>Increase in the art centre's capacity to accommodate artists and other community members -</b></p>	<p>Count the number of centre users in the month following project completion and compare this to the number of centre users from either the same month in the previous year or</p>										

KPO/Indicator and Definition	Counting method and rules
percentage increase in artists/users accessing the art centre.	from the 2016/17 monthly average. METHOD: $\% = (\text{new \#} - \text{original \#}) \div \text{original \#} \times 100$
<b>Increase in the supply of quality art from the art centre</b> - percentage increase in the amount of quality art produced.	Count the number of quality artworks produced in the month following project completion and compare this to either the same month in the previous year or to the 2016/17 monthly average. METHOD: $\% = (\text{new \#} - \text{original \#}) \div \text{original \#} \times 100$
<b>Revenue to Indigenous businesses</b>	Count the total revenue generated for (money paid to) Indigenous owned business by the project.
<b>Indigenous employment hours</b>	Count the total number of hours of paid work by all Indigenous people on the project.
<b>IAC Multi-year Funding</b>	
<b>% of income from non-Queensland Government sources</b> - non-Queensland Government income can be from local or federal Government, earned income including sales, philanthropy, fundraising, sponsorship or private donations and include in-kind support.	METHOD: $\% = \text{non-Queensland Government income} \div \text{total income} \times 100$
<b>% of income from non-Government sources</b> - non-Government income can be earned income including sales, philanthropy, fundraising, sponsorship or private donations and include in-kind support.	METHOD: $\% = \text{non-Government income} \div \text{total income} \times 100$
<b>% increase in income from non-Queensland Government sources</b>	Count the income generated by non-Queensland Government sources and compare this to the non-Queensland Government income from the previous year. METHOD: $\% = (\text{new \#} - \text{original \#}) \div \text{original \#} \times 100$
<b>% increase in income from non-Government sources</b>	Count the income generated by non-Government sources and compare this to the non-Government income from the previous year. METHOD: $\% = (\text{new \#} - \text{original \#}) \div \text{original \#} \times 100$

KPO/Indicator and Definition	Counting method and rules
<b>% of income that is earned income</b>	METHOD: % = earned income ÷ total income x 100
<b>% of annual increase in sales/earned income</b>	Count the sales or earned income generated by the art centre and compare this to the sales or earned income from the previous year. METHOD: % = (new # - original #) ÷ original # x 100
<b>BIA Capacity Building Funding</b>	
<b>Number of Indigenous artists involved in the project –</b> Aboriginal and/or Torres Strait Islander people identifying as artists who are active participants.	Count the total number of Indigenous artists who actively participated in the project.

<b>Number of Indigenous artists paid to be involved in the project</b>	Count the total number of Indigenous people employed (on contract or permanent basis) as artists over the duration of project.
<b>Number of new works created</b>	Count the total number of unique new works or new/different interpretations of existing work created.  EXAMPLE: <ul style="list-style-type: none"> <li>Count a new work presented on separate occasions as one piece (e.g. a new visual art work included in two exhibitions would be counted as one piece).</li> </ul>
<b>Revenue from artworks sold</b>	Count the total value of all artworks sold as part of the project. This is the gross value of the artwork sold, not the income to the IAC from sales.
<b>Total income paid to Indigenous artists/arts workers</b>	Count the total amount paid to Indigenous artists and artworks as part of the project including commissions from any sold artworks.
<b>Indigenous Regional Arts Development Fund (IRADF)</b>	
<b>Number of people engaged -</b> People who attend activities and events as audience members, e.g. to see an exhibition, watch a performance, listen to a lecture, attend a conference.	Count the total number of people who attend activities as audience members. Include the number of Elders and number of young people (under 25 years of age).  EXAMPLES: <ul style="list-style-type: none"> <li>Count each person attending an activity as one participant. Activities may include: <ul style="list-style-type: none"> <li>attending an exhibition</li> <li>watching a performance</li> <li>attending a conference</li> <li>listening to a talk</li> <li>visiting an art centre.</li> </ul> </li> </ul> <p>If your project is part of a broader event or festival you are not delivering yourself, you will need to conduct a head count of people who attended your specific project.</p> <p>DO NOT COUNT:</p> <ul style="list-style-type: none"> <li>Staff/employees</li> <li>Volunteers</li> <li>Attendees and/or participants (as defined above).</li> </ul>
<b>Number of artists/arts and cultural workers employed</b>	Count the total number of people employed (on contract or permanent basis) as artists or arts and cultural workers over the duration of the activity.
<b>Number of people employed in other paid positions -</b> Indigenous people employed over duration of the project (on contract or permanent basis) engaged in an arts or cultural role	Count the total number of Aboriginal and Torres Strait Islander people employed in other paid positions. This number could include roles such as arts administrator or marketing officer.

<p><b>Number of volunteers - unpaid workers.</b></p>	<p>Count the total number of people engaged as volunteers to support delivery of the project.</p>										
<p><b>% of attendees/ participants who agree that IRADF funded activity helps keep culture strong</b></p>	<p>For activities where feedback has been gathered, the proportion of the survey responses agreeing the activity <i>helps keep culture strong</i> on a five-point scale.</p> <p>METHOD:</p> <p><math>\% = \text{good/excellent responses} \div \text{total surveyed} \times 100</math></p> <p>EXAMPLE:</p> <p>Ask each person “Do you agree (IRADF funded) activities help keep culture strong?”</p> <table border="1" data-bbox="711 663 1497 763"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Strongly</td> <td>Disagree</td> <td>Don't Know</td> <td>Agree</td> <td>Strongly Agree</td> </tr> </table>	1	2	3	4	5	Strongly	Disagree	Don't Know	Agree	Strongly Agree
1	2	3	4	5							
Strongly	Disagree	Don't Know	Agree	Strongly Agree							
<p><b>BIA - Performing Arts</b></p>											
<p><b>% of attendees/participants/clients rating your work as good or excellent</b> - percentage is the proportion of the survey responses indicating the work or project was ‘good’ or ‘excellent’ on a five point scale.</p>	<p>For project based reporting survey responses should relate specifically to the Funded Activities.</p> <p>METHOD:</p> <p><math>\% = (\text{good/excellent responses}) \div \text{total surveyed} \times 100</math></p> <p>EXAMPLE:</p> <p>Ask each person “How do you rate the activities and services provided by the art centre/organisation and its employees?”</p> <table border="1" data-bbox="711 1193 1497 1267"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Poor</td> <td>Unsatisfactory</td> <td>Average</td> <td>Good</td> <td>Excellent</td> </tr> </table> <p>Thirty (30) artists and volunteers completed a survey about their experience on a project. 28 completed the ‘overall rating’ question. Of these 15 rated the project as ‘excellent’ and a further 7 as ‘good’. This would be calculated as 22 people or 79% of respondents rating the work as good or excellent.</p> <p>Calculation: <math>79\% = (15 + 7) \div 28 \times 100</math></p>	1	2	3	4	5	Poor	Unsatisfactory	Average	Good	Excellent
1	2	3	4	5							
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<p><b>Number of audience members/new communities reached</b> – The number of communities participating, and number of people who attend activities and events as audience members to watch a performance.</p>	<p>Count the total number of participating communities, e.g. if your activity engages participants and/or audiences in Cairns and Thursday Island, that is two communities reached.</p> <p>Count the number of people who attend activities as audience members.</p> <p>EXAMPLES:</p> <ul style="list-style-type: none"> <li>Count each person attending an activity as one participant. Activities may include: <ul style="list-style-type: none"> <li>– watching a performance</li> <li>– participating in a workshop.</li> </ul> </li> </ul> <p>If your project is part of a broader event or festival you are not delivering yourself, you will need to conduct a head count of people who attended your specific project.</p> <p>DO NOT COUNT:</p> <ul style="list-style-type: none"> <li>Staff/employees</li> <li>Volunteers.</li> </ul>										
<p><b>Number of partners and presenting opportunities secured</b></p>	<p>Count number of events/organisations/venues who have confirmed interest in purchasing and/or presenting your work.</p>										
<p><b>High satisfaction of the early career Producer with the quality of the placement experiences</b></p>	<p>The early career Producer to provide a summary of placement activities and experiences offered, and satisfaction with the company mentor’s skills development program.</p> <p>The early career Producer rates the activities and learning opportunities provided by the company mentor and its employees.</p> <table border="1" data-bbox="711 1285 1501 1361"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Poor</td> <td>Unsatisfactory</td> <td>Average</td> <td>Good</td> <td>Excellent</td> </tr> </table> <p>Rating should be supported by examples.</p> <p>Consideration will also be given to survey feedback received from the early career Producer.</p>	1	2	3	4	5	Poor	Unsatisfactory	Average	Good	Excellent
1	2	3	4	5							
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<p><b>High satisfaction of the company mentor with the quality of the early career Producer’s outputs</b></p>	<p>The company mentor to provide a summary of the skills development opportunities provided to the early career Producer and an assessment of skills developed.</p> <p>The company mentor considers how they rate the performance and achievements of the early career Producer.</p> <table border="1" data-bbox="711 1727 1501 1803"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Poor</td> <td>Unsatisfactory</td> <td>Average</td> <td>Good</td> <td>Excellent</td> </tr> </table> <p>Rating should be support by examples.</p>	1	2	3	4	5	Poor	Unsatisfactory	Average	Good	Excellent
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<p><b>Employment opportunities offered during or following completion of the Producer Placement</b></p>	<p>Provide a summary of employment opportunities offered during the placement and include any relevant outcomes.</p>										



<b>Six-monthly progress reporting</b>	Company mentor to conduct an assessment summary of skills developed to date and update on future training opportunities/experiences to be provided for the remainder of the placement. Early career Producers to complete a survey about placement progress and provide feedback.
<b>Strengthened governance and business plan</b>	Provide copies of revised governance, business/strategic plans.
<b>Number of partnerships, audiences and new market connections compared to the previous year</b>	Count the number of new partnerships and market connections and compare to baseline from previous year.

# Glossary of Terms

**Actual KPO** - Measures Key Performance Outcome (KPO) achieved on completion of the project. All outcomes data should be drawn from participants etc. at the end of the project.

**Audience/Attendee** - Members of the community who attend an exhibition or performance but are not actively involved in the project.

**Beneficiary** - Person/s who will be positively impacted or benefit from the project.

**BIA (or AQ) funded amount** - Amount of funding provided by BIA (or AQ) towards the project's overall budget. When BIA (or AQ) funded amount is required, all funding from other sources needs to be identified separately.

**Budget (actual amount)** - Total cost of delivering the funded project, as indicated in 'Actual Amount' column of budget including cash contributions from all funds/grants and sponsorship/ philanthropy. This does NOT include in-kind support. Total costs should be separated into costs per item in the actual amount column of the budget.

**Community Engagement** - the interaction between your project and the local community or arts sector within the region through information sharing, consultation, collaboration and/or active participation. This connection enables the transfer of skills and knowledge for the benefit of participants involved.

**Company mentor** - A performing arts organisation willing to mentor an early career Indigenous Producer and to contribute 50 per cent of salary costs. The company mentor could be a festival, presenting venue, a music, theatre or dance organisation.

**Cultural Retention** - the act of retaining the culture of a specific group of people, especially when there is reason to believe that the culture, through inaction, may be lost. Activities under the heading 'cultural retention' will include the transfer of traditional skills and knowledge for the benefit of participants involved.

**Development of local artists** - Relates to practitioners who are living and working in/or have ties to the local community where project or activity is taking place. Types of projects or activities delivered that are targeted at artists include:

- *Skills and knowledge development* – e.g. delivery of workshop series to build capacity within a sector or community
- *New networks and collaborations* – e.g. projects which forge new collaborations across organisations in the arts and tourism sectors
- *Market development* – e.g. new touring circuit established
- *Raising profile of Queensland artists/arts and culture* – e.g. marketing strategy to promote Queensland Indigenous artists interstate and increased outcomes attracting new audiences to arts and cultural activities and practices.
- *Career or business development support for artists* – e.g. advice clinic to support artists with business plan development, mentor opportunities.
- *Research undertaken/published* – e.g. research conducted and published about the public value of museums.

**Eligible Item** - Project items that fit the requirements identified within the funding guidelines and are appropriate to be funded.

**Exhibitions/cultural exchanges** - Public presentation of works and/or cultural practices regardless of how many individual works or people are included.

**Funded Activities** - Particular activities that have been agreed to by all parties in the terms of a contract (agreement).

**Future Lifecycle Replacement** - The cost of replacing equipment or infrastructure when it reaches the end of its life and needs to be replaced.

# Glossary of Terms

**Governance and Leadership** - Governance is the process of providing strategic leadership to an organisation. It entails the functions of setting direction, compliance and risk management, making policy and strategy decisions, overseeing and monitoring organisational performance, and ensuring overall accountability.

**Indigenous performing arts group or company** – a group, company or business with a focus on developing and presenting Aboriginal and Torres Strait Islander performing arts, with the majority of creative, leadership and governance positions held by professional Indigenous practitioners and managers.

**Ineligible Item** - Project items that do not fit the requirements identified within the funding guidelines and cannot be funded by AQ grant.

**In-kind support or contribution** - Non-cash assistance such as services, voluntary labour, donated materials and equipment or products.

**Key Performance Outcome (KPO)** - Measure used to determine whether a project achieves its intended purpose.

**Multi-year Funding** - Funding that has been committed to within an agreement (contract) for a period of more than one year.

**Ongoing Costs** - Costs associated with operating, maintaining or repairing facilities including equipment.

**Operational management** - Tasks required for the everyday operations of the organisation including delivery of services and/ or financial management.

**Outcome report** – A report provided to the funding body detailing artistic/business and financial outcomes of the funded activity.

**Participant** – People who actively participated in the project or activity..

**Project** – Any project where Backing Indigenous Arts (BIA) funds are used, including:

- Indigenous Art Centre Infrastructure Fund (IACIF)
- Indigenous Art Centre Multi-Year Fund
- Indigenous Regional Arts Development Fund (IRADF)
- BIA Capacity Building fund
- Performing Arts fund.

**Producer placement** - An Indigenous person with at least one year's experience in a producing role within the performing arts industry. This could include involvement in festival and community events, dance, music and theatre productions.

**Sample size** - The number of people who were invited to complete the survey irrespective of whether they completed the survey and 'rating question'.

**Scope of Works** - A detailed description of the work to be performed including any milestones, deliverables, timeframes (schedule) and end products that are expected to be provided as part of the funded activity.

**Strategic Plan** – An outline of what your organisation is looking to achieve over a specific (three-year) timeframe, including the specific strategies the organisation will use to achieve its goals over that timeframe.

**Target KPO** - Measure agreed to in your original application and/or funding agreement (as well as any approved variation).