

Regional Arts Development Fund Project Outcome Report

All activities that receive RADF funding (including individual career development, arts and cultural projects and activities or council initiated projects) are required to complete and submit this outcome report template to council within 8 weeks of project completion.

PROJECT INFORMATION

Project Details	Your response
Project Name:	
Applicant Name:	
Council Name:	
Year funding was received:	
RADF investment provided:	\$

Contact Person	Your response
Contact Name:	
Phone Number:	
Email:	
Postal Address:	

Information requested	Your response
Brief description of funded activity (who, what, when, where, why, how)	
Project start and finish dates	Project Starting Date: _____ Project Completion Date: _____
Postcodes of the locations where you undertook activities	

KEY PERFORMANCE OUTCOMES – IMPACT

- RADF invests in a diversity of local arts and cultural projects
- RADF engages local communities in arts and cultural activities
- RADF supports local employment and strengthening of local arts sector

1. Range and number of activities delivered as part of the project

Type of activity	Number of activities
Community consultation, arts research or policy development	
Creative development of new work	
Cultural tourism	
Events and Festivals	
Exhibitions & Collections	
Performances	
Placemaking	
Professional or career development activity / opportunity / training	
Publications	
Workshops (creative)	
Other (please specify):	

2. Artform of project

Artform	Please tick one option

Community Arts & Cultural Development	
Dance	
Heritage	
Multi-arts	
Music	
Theatre	
Visual Arts, Craft and Design	
Writing	

3. Number of participants and audiences engaged in the project

Information requested	Participant Numbers	Audience Numbers
Total people engaged in your project as:		

- NOTE: Participants are considered to be those actively engaged in arts activities (eg: creative workshop participants) as opposed to Audiences who have more passive engagement (eg: audiences at an exhibition, performance, event).

4. Did this project have outcomes for career / practice development? Yes (complete below) No (move to question 5)

- NOTE: Question 4 IS ONLY REQUIRED to be completed by individuals undertaking career/professional development or training projects. If completing on behalf of a number of artists – survey their responses to the questions below as part of the project evaluation.

Number of artists involved in career/ professional development or training project	
--	--

As a result of this project I have....	Yes / No	How
Developed new skills and knowledge		
Explored new directions in my arts or cultural practice		
Taken my career to the next level of professionalism		
Developed new professional industry networks		
Developed new audiences or markets		
Contributed to my local community through sharing what I have learnt with others		

5. Did this project contribute to local employment or economy? Yes (complete below) No (move to question 6)

RADF project has supported employment/contracts with:	Number involved	\$ financial value of contracts
Locally based artists and cultural workers		
Queensland based artists and cultural workers		
Artists and cultural workers from outside Queensland		
Local Businesses & other contracted services		

6. Did this project engage volunteers? Yes (complete below) No (move to question 7)

Number of Volunteers	
----------------------	--

KEY PERFORMANCE OUTCOME - QUALITY

- RADF supports quality arts and cultural initiatives based on local priorities
- Local communities value RADF

7. Does your project respond to any of the local priorities listed below? Yes (complete below) No (move to question 8)

Local Priority	Tick box	How
* Council to include their own local priorities as outlined in approved application here		

8. Audience/participant/partner feedback

- Question 8 is not required to be completed by individual artists funded for career development projects – please move to question 9
- Sample evaluation resources are available on Arts Queensland’s website http://www.arts.qld.gov.au/funding/outcome_reports.html

How have you captured feedback on your RADF project? (eg: survey, interviews, stakeholder debrief meeting)

Evaluation information requested	Number
Total number of people (respondents) that took part in the evaluation	
Number of respondents who reported they value RADF program and funded activities	
Number of respondents who rated your RADF funded project as good or excellent	
Example of relevant quotes from audience/participants/partners:	

KEY PERFORMANCE OUTCOME – REACH

- *RADF supports engagement with new and diverse artists, audiences and communities*
- *RADF contributes to diversity and inclusive communities; growing strong regions; and providing training, education and employment*

9. Did your RADF project target engagement of specific groups below? Yes (complete below) No (move to question 10)

If yes please select indicate the number of people engaged that identify with a specific community group and explain how this engagement was achieved. (NOTE: projects open to all community are not considered to be targeted engagement - do not complete this section)

	Number of artist/s involved that identify as	Number of community members involved that identify as	Describe how you specifically targeted the engagement of this group
Women			
Men			
Emerging Artists / Cultural workers			
Established Artists / Cultural workers			
Aboriginal peoples			
Torres Strait Islander peoples			
Australian South Sea Islander peoples			
People from culturally and linguistically diverse backgrounds			
Young people aged 12-21 years			
Children aged 0-11			
Seniors aged 55 years or over			
People with a disability			
Regional Queenslanders			
Tourists			
Other (please specify)			

10. Did your project result in outcomes that strengthened your local community? Yes (complete below) No (move to question 11)

RADF project supported strengthening of local community (Tick Box)	Describe how your project supported outcomes in these areas
Health and Wellbeing	
Education and Training	
Employment	
Social connection and cohesion	

KEY PERFORMANCE OUTCOME – VIABILITY

- RADF builds strong partnerships between arts and non-arts sectors
- RADF leverages additional investment
- RADF investment is used effectively and appropriately

11. Did your RADF project engage local partners? Yes (complete below) No (move to question 12)

Name of Partner	Sector (eg: Arts, Business, Education, Health, Tourism)	Type of Partnership (Financial OR In- Kind)	\$ Value of Support
	Arts		
	Health		
	Tourism		
	Business		
	Education		
	Other – please specify		

12. Statement of Income and Expenses

INCOME includes total RADF grant other financial and in-kind contributions	TOTAL of each income item	EXPENDITURE	TOTAL COST of each expenditure item.	RADF components (must equal grant amount)
Earned Income (eg: ticket sales)		Salaries, Fees and Allowances		
Contribution from Artists and Others (Please note this is inkind as IK or \$)		Project or Activity Costs		
Other Grants		Promotion, Documentation and Marketing		
Sponsorship, fundraising and donations (Please note where this is inkind as IK)		Administration		
RADF GRANT		RADF GRANT		
TOTAL INCOME		TOTAL EXPENDITURE		

13. Do you have any unspent RADF money? No / Yes

13.1 IF YES - have you returned the unspent RADF money?

Yes, I have attached with this Outcome Report all documents relating to the return of unspent RADF money and copies of the documents outlining this transaction.

No - Please contact your Council RADF Liaison Officer and inform them of the unspent RADF money. Remember that failure to do so may affect your future applications to the program.

FINAL REFLECTIONS

What were your main learnings and reflections?	Your response
<ul style="list-style-type: none">• Key successes?• What worked well and /or what would you do differently next time?• Did you experience any particular challenges and how did you overcome these?• Did you make any significant changes from what you originally proposed to do?• Do you have any tips you would give other people doing similar work?• Are there any future opportunities or partnerships underway as a result of your activities?	

SUPPORT MATERIALS

List all the support material you are including that demonstrates the success of the project.

EG: weblinks, press clippings, event program, photographs, advertisements and written responses to your project - where possible please supply a CD or USB of electronic versions of your support materials

DECLARATION

Declaration by Recipient

- I certify that to the best of my knowledge, information detailed in this report (and relevant attachments) is true and correct.
- I understand I may be asked to provide the Council with additional information on the funded project.
- I understand that the Council and RADF Committee may nominate my project to Arts Queensland as an example of best practice.

Signature: Note: If you are under the age of 18, your legal guardian must also sign this application		Date: / /
Name in full:		
Position in group or organisation: (if applicable)		

Survey on RADF program management

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and local councils. Information from your report is provided to Arts Queensland as evidence about the type of activities, communities engaged and outcomes achieved through RADF in your local area.

Your local council also has a number of specific Key Performance Outcomes they need to gather evidence about throughout the year to report back to Arts Queensland including that:

- Local people are engaged as decision makers about RADF; and
- Local communities and partners are satisfied with councils management of RADF

Please complete the following survey about RADF Program Management in your local area. If you have any questions or concerns about completing this survey you can contact radf@arts.qld.gov.au

1. How would you rate your satisfaction with council's approach to engaging local communities in RADF decision making? (eg: setting local priorities, determining the model for RADF delivery or making funding decisions)
 Not Satisfied / Satisfied / Very Satisfied
2. How would you rate your satisfaction with your council's management of the RADF program?
 Not Satisfied / Satisfied / Very Satisfied
3. Please provide any feedback for council on how they can strengthen their community engagement and program management or delivery of RADF in your local area