

SECTION 2: Tell us about YOUR PROJECT

2.1 Project Name (From Application)

2.2 Brief Description of Funded Project (What was actually delivered?)

The grant was used towards the costs of...

2.3 Artform – What was the main Artform category of your project? Please select **ONE (1) only**.

- Museums/Collections/Heritage New Media/Multi-arts
 Community Arts & Cultural Development Visual Arts, Craft & Design
 Writing Music Dance Theatre

2.4 Location – Where was the project undertaken?

- Biggenden Eidsvold Gayndah Monto
 Mt Perry Mundubbera Outside North Burnett: _____ (Town)

SECTION 3: Key Outcome IMPACT: Tell us about the outcome of YOUR PROJECT'S 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

3.1: What was the range and number of activities by type below:

Type of Activity	Actual Number of Activities (1, 2, 3 etc)
Individual Artist or Arts Worker participating in professional or career development activity/opportunity/training	
Creative development of new work	
Performances held	
Exhibitions and Collections developed/exhibited/curated	
Publications produced	
Skills development workshops	
Events and Festivals	
Placemaking activities (eg public art, murals, arts space development etc)	
Cultural tourism activities	
Community Consultation, Arts policy research and development activities	
Other (please specify):	

3.2: Tell us about THE NUMBER OF PARTICIPANTS AND AUDIENCES ENGAGED

How many participants and audiences were engaged throughout your project:

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).

Type	Actual Participant Numbers	Actual Audience Number
From the North Burnett Region		
Outside the North Burnett Region		
TOTAL actual numbers		

3.3: Tell us about THE IMPACT ON YOUR CAREER OR PRACTICE as a result of your funded activity/ies

Please list below, direct impacts on your career/practice as a result of your project:

NOTE: 3.3 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.

As a result of my career development project, I have...	Yes/No	How
Number of Artists involved in career/professional development or training project:	Total Number: _____	
<i>Developed new skills and knowledge</i>	Yes / No	
<i>Explored new directions in my Arts or cultural practice</i>	Yes / No	
<i>Taken my career to the next level of professionalism</i>	Yes / No	
<i>Developed new professional Industry Networks</i>	Yes / No	
<i>Developed new audiences or markets</i>	Yes / No	
<i>Contributed towards my local community through sharing what I have learnt with others</i>	Yes / No	

3.4: Tell us about THE IMPACT ON THE LOCAL EMPLOYMENT OR ECONOMY as a result of your funded activity/ies

Did this project contribute to local employment or economy? Yes (complete below) No (move to Q3.5)

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

3.5: Tell us about THE IMPACT ON THE VOLUNTEER ENGAGEMENT as a result of your funded activity/ies

Did this project ENGAGE VOLUNTEERS? Yes (complete below) No (move to Q4.1)

Number of Volunteers	Hours worked (per volunteer)

SECTION 4: Key Performance Outcome QUALITY: Tell us about the outcome of your project's QUALITY

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

AUDIENCE/PARTICIPANT/PARTNER FEEDBACK on your completed project

NOTE: This Section is not required to be completed by individual artists funded for career development projects – please move to the question 4.2.

Sample evaluation resources are available on Arts Queensland's website:

http://www.arts.qld.gov.au/funding/outcome_reports.html

4.1 Please list below, how you captured audience/participant/partner feedback and what the responses were.

Type of Feedback Activity Used (eg surveys, interviews, comment box, stakeholder debrief etc)	Summary of the response (eg. Quotations of feedback received from audience/participants/partners)

4.1.1 Please list below, the statistical information on the responses received.

Information Requested	Numbers	Council Use Only
Total number of participants/audience/partners involved in the project	Number:	<i>Respondents as % of total audience/participants</i>
Total number of people (respondents) who provided feedback (eg surveys, interviews, comment boxes etc)	Number:	
Number of respondents who reported they valued the RADF program and funded activities	Number:	<i>% of respondents</i>
Number of respondents who rated your RADF funded activity/ies as good or excellent	Number:	<i>% of respondents</i>
Number of respondents who agreed the activity contributed towards the livability, social cohesion and pride of the local area	Number:	<i>% of respondents</i>

4.1.2 Please provide direct quotes from audience/participants/partners.

Direct Quotes
“
“
“
“
“
“
“
“
“

4.2: Tell us about the QUALITY GAINED ON THE PRIORITY AREAS below as a result of your funded activity/ies

 Does your project respond to any of the local priorities listed below? Yes (complete below) No (move to Q5)

RADF project responded to the following priority areas...	Yes / No	How
<i>Community Diversity and Social Cohesion</i>	Yes / No	
<i>Healthy North Burnett – Community Wellbeing</i>	Yes / No	
<i>Arts and Youth</i>	Yes / No	
<i>Men and the Arts</i>	Yes / No	
<i>Strengthening and Celebrating our Local Communities</i>	Yes / No	

SECTION 5: Key Performance Outcome REACH: Tell us about THE DIVERSITY OF ARTISTS AND PARTICIPANTS/AUDIENCES which were engaged

* 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

5.1 Indicate if the artists involved in your project identify as and/or if your activities were successful in specifically targeting any groups listed in the table below.

NOTE: Do not include activities that were generally available to all members of the community but not specifically targeted towards a group. If target communities were engaged, describe how you achieved this.

Target Group	Number of Artist/s involved that identify as	Number of community members involved that identify as	Describe how you engaged this target group as participants or audiences
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 12-25 years			
Children aged 0-11 years			
Seniors aged 55 years or over			
People with a disability			
Regional Queenslanders			
Tourists			
Other (please specify)			

5.2: Tell us about the REACH YOUR PROJECTS IN THE VARIOUS SECTORS OF OUR COMMUNITY/IES as a result of your funded activity/ies

Did your project result in outcomes that strengthened your local community? Yes (*complete below*) No (*move to Q6*)

RADF project supported strengthening of local community	Yes / No	Describe how your project supported outcomes in these areas
<i>Health and Wellbeing</i>	Yes / No	
<i>Education and Training</i>	Yes / No	
<i>Employment</i>	Yes / No	
<i>Social connection and cohesion</i>	Yes / No	

SECTION 6: Key Performance Outcome VIABILITY: Tell us about the VIABILITY OF YOUR FUNDED PROJECT

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

6.1 Did your RADF project engage local partners? Yes (complete below) No (move to Q6.2)

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		

6.2 Please report on the ACTUAL income and expenditure of your project. Complete the table below to account for all costs of your project. Round all amounts to **whole dollars**.

Enter all other grants which were awarded to you as part of this project. The amounts reported in the third column (RADF) show how much RADF funding you received for each expenditure item.

EXPENDITURE	TOTAL COST of each expenditure item	RADF	INCOME Includes in-kind contributions and the total RADF grant approved	TOTAL COST of each income item
Salaries, Fees & Allowances			Earned Income (eg ticket sales)	
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
Project or Activity costs			Contribution from Artists and Others (Please note if this was in-kind or cash)	
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
Promotion, Documentation and Marketing			Other Grants	
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
Administration			Sponsorship, fundraising & donations (Please note if this was in-kind or cash)	
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
RADF Grant		\$	RADF Grant	\$
TOTAL EXPENDITURE	\$		TOTAL INCOME	\$

NOTE: Your Total Expenditure and Total Income must be equal. The RADF grant should be listed twice – once in the income column and once in the expenditure column.

9.2 Do you have any unspent RADF Money?

Yes No

9.3 Have you returned any unspent RADF Money to North Burnett Regional Council?

Yes - I have attached with this Outcome Report all documents relating to the return of unspent RADF money

No - Please contact Council's RADF Liaison Officer and inform them of any unspent RADF money

SECTION 7: Final Reflections**7.1 What were the TOP THREE outcomes (expected or unexpected) of your funded project?**

1.

2.

3.

7.2 What were the MAIN LEARNINGS and REFLECTIONS from your funded project?

TIP: Some questions to consider here include:

- What worked well?
- 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?
- Tips you would give other people doing similar work?
- Are there any future opportunities or partnerships underway as a result of your activities?

SECTION 8: SUPPORT MATERIAL

List all support material you are including with this Outcome Report that **demonstrates the success of the project**.

TIP: Support material could include: weblinks, press clippings, event programs, photographs, advertisements, posters, written responses to your project.

NOTE: Please supply electronic copies of these by email, on USB or CD

Required:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Press clippings, advertisements, newspaper articles promoting your project and acknowledging the RADF program (electronic versions where available) |
| <input type="checkbox"/> | Electronic versions of photographs, video footage and/or sound/voice recordings |
| <input type="checkbox"/> | Samples of your feedback tools used to evaluate your project (eg surveys) and evidence of responses |
| <input type="checkbox"/> | Receipts for RADF Grant money spend |

Additional Material – list what is included in this Outcome Report:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |

SECTION 9: DECLARATION BY APPLICANT

Declaration by Recipient:

<input type="checkbox"/>	I certify that to the best of my knowledge, information detailed in this report (and relevant attachments) is true and correct
<input type="checkbox"/>	I understand that I may be asked to provide North Burnett Regional Council with additional information on the funded project
<input type="checkbox"/>	I understand that North Burnett Regional Council and the RADF Committee may nominate my project to Arts Queensland as an example of best practice
<input type="checkbox"/>	I understand that the Information provided may be used by North Burnett Regional Council or Arts Queensland for reporting purposes, training, systems testing and process improvement. The Information may be anonymized and used for statistical purposes.
<input type="checkbox"/>	I understand that the Information and any images provided as part of this Outcome may be used by North Burnett Regional Council or Arts Queensland for the promotion of RADF or the promotion of funding outcomes for arts and cultural development in Queensland. For this purpose, the Information and your contact details may be provided to Queensland Government Members of Parliament, the media and other agencies who may contact you directly. North Burnett Regional Council and Arts Queensland may also publish the Information in their Annual Reports or on their websites.

Signature: If you are under the age of 18 your legal guardian must also sign this application	
Name in Full:	
Position in Group/Organisation: (if applicable)	
Date:	_____ day of _____ month, 20_____ .

SECTION 10: DECLARATION BY AUSPICING INDIVIDUAL/ORGANISATION

Declaration by auspicing individual/organisation:

<input type="checkbox"/>	I certify that to the best of my knowledge, the financial information detailed in this report (and relevant attachments) is true and correct.
<input type="checkbox"/>	I understand I may be asked to provide the Council with additional information on the funded project

Signature:	
Name of Auspicing Body:	
Contact Person Name & Position in Group:	
Date:	_____ day of _____ month, 20_____ .

PLEASE COMPLETE**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.

North Burnett Regional Council also has a number of specific Key Performance Outcomes we 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

We would greatly appreciate your feedback regarding the North Burnett RADF Program and ask each applicant to complete the following survey and return it with your Outcome Report. If you have any questions or concerns about completing this survey you can contact Council at admin@northburnett.qld.gov.au or contact Council's Liaison Officer on 1300 696 272

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 we can strengthen our community engagement and program management or delivery of RADF in your local area:

Thank you for taking the time to give us your feedback.