

**2023-2024 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.

| <b>PROJECT INFORMATION</b>                                                                                                                                                                                                                                 |    |                                                                |                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----------------------------------------------------------------|-----------------------------|
| <b>Project Details</b>                                                                                                                                                                                                                                     |    | <b>Your response</b>                                           |                             |
| Project Name                                                                                                                                                                                                                                               |    |                                                                |                             |
| Applicant Name                                                                                                                                                                                                                                             |    |                                                                |                             |
| Year funding was received                                                                                                                                                                                                                                  |    |                                                                |                             |
| RADF investment provided                                                                                                                                                                                                                                   | \$ | <b>E Reference Number</b><br>from Council Remittance<br>Advice | <b>E</b>                    |
| <b>Contact Person</b>                                                                                                                                                                                                                                      |    | <b>Your response</b>                                           |                             |
| Contact Name                                                                                                                                                                                                                                               |    |                                                                |                             |
| Phone Number                                                                                                                                                                                                                                               |    |                                                                |                             |
| Email                                                                                                                                                                                                                                                      |    |                                                                |                             |
| Postal Address                                                                                                                                                                                                                                             |    |                                                                |                             |
| <b>Information requested</b>                                                                                                                                                                                                                               |    | <b>Your response</b>                                           |                             |
| Brief description of funded activity - 100 words<br>(who, what, when, where, why, how)                                                                                                                                                                     |    |                                                                |                             |
| Project Starting Date                                                                                                                                                                                                                                      |    | Project Completion Date                                        |                             |
| Postcode/s of the location/s where you undertook activities                                                                                                                                                                                                |    |                                                                |                             |
| <b>KEY STATISTICS AND OUTCOMES</b>                                                                                                                                                                                                                         |    |                                                                |                             |
| <b>1. Type of activity</b>                                                                                                                                                                                                                                 |    |                                                                | <b>Number of activities</b> |
| 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):                                                                                                                                                                                                                                    |    |                                                                |                             |
| <b>2. Artform (Please tick one option)</b>                                                                                                                                                                                                                 |    |                                                                |                             |
| <input type="checkbox"/> Music <input type="checkbox"/> Dance <input type="checkbox"/> Theatre <input type="checkbox"/> Multi-arts <input type="checkbox"/> Writing <input type="checkbox"/> Heritage <input type="checkbox"/> Visual Arts, Craft & Design |    |                                                                |                             |
| <b>3. Data Required</b>                                                                                                                                                                                                                                    |    |                                                                | <b>Response</b>             |
| Number of attendees                                                                                                                                                                                                                                        |    |                                                                |                             |
| Number of participants                                                                                                                                                                                                                                     |    |                                                                |                             |
| Artists and cultural workers employed                                                                                                                                                                                                                      |    |                                                                |                             |
| People employed in other paid positions                                                                                                                                                                                                                    |    |                                                                |                             |
| Number of Volunteers                                                                                                                                                                                                                                       |    |                                                                |                             |
| Types of sectors partnered with (e.g. arts, health, education, business, tourism)                                                                                                                                                                          |    |                                                                |                             |
| % of attendees and participants who rated your activity as good or excellent                                                                                                                                                                               |    |                                                                |                             |
| Number of survey respondents                                                                                                                                                                                                                               |    |                                                                |                             |
| Brief description of survey method (e.g. written survey, verbal survey)                                                                                                                                                                                    |    |                                                                |                             |
| Insert any direct quotes from your surveys that you wish to share:                                                                                                                                                                                         |    |                                                                |                             |

|                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>4. Did this project have outcomes for professional/career development?</b>                                                                                                                                                                                                                                                                                                 |
| <input type="checkbox"/> Yes (complete below) <input type="checkbox"/> No (move to Question 5)<br><i>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.</i> |
| Number of artists involved in career/ professional development or training project                                                                                                                                                                                                                                                                                            |
| <b>As a result of this project, I have... Please tick appropriate response</b>                                                                                                                                                                                                                                                                                                |
| I developed new skills and knowledge:<br><input type="checkbox"/> Strongly agree <input type="checkbox"/> Agree <input type="checkbox"/> Neutral <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly disagree                                                                                                                                                 |
| I explored new directions in my arts or cultural practice:<br><input type="checkbox"/> Strongly agree <input type="checkbox"/> Agree <input type="checkbox"/> Neutral <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly disagree                                                                                                                            |
| It took my career to the next level of professionalism:<br><input type="checkbox"/> Strongly agree <input type="checkbox"/> Agree <input type="checkbox"/> Neutral <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly disagree                                                                                                                               |
| I developed new professional industry networks<br><input type="checkbox"/> Strongly agree <input type="checkbox"/> Agree <input type="checkbox"/> Neutral <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly disagree                                                                                                                                        |
| I developed new audiences or markets<br><input type="checkbox"/> Strongly agree <input type="checkbox"/> Agree <input type="checkbox"/> Neutral <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly disagree                                                                                                                                                  |
| <b>5. Reflections</b>                                                                                                                                                                                                                                                                                                                                                         |
| What do you see as the top three outcomes for you from this activity (max. 150 words)?                                                                                                                                                                                                                                                                                        |
| What were your key learnings or reflections from the activity that will inform your work in the future? This might include things that worked well, challenges or other observations (max. 200 words).                                                                                                                                                                        |
| 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?                                                                                                                                                                                                                                                                                   |
| <b>6. Did your project respond to any of the local priorities listed below?</b>                                                                                                                                                                                                                                                                                               |
| <input type="checkbox"/> Yes (complete below) <input type="checkbox"/> No (move to question 7)                                                                                                                                                                                                                                                                                |
| <b>Local Priority</b>                                                                                                                                                                                                                                                                                                                                                         |
| <input type="checkbox"/> Sharing stories and celebrating our history - How                                                                                                                                                                                                                                                                                                    |
| <input type="checkbox"/> Activating local places and spaces - How?                                                                                                                                                                                                                                                                                                            |
| <input type="checkbox"/> Elevating First Nations arts - How?                                                                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> Strengthening our community by creating partnerships - How?                                                                                                                                                                                                                                                                                          |

## RADF 2023-2024 PROJECT OUTCOME REPORT

### 7. Did your RADF project target engagement of specific groups below?

Yes (complete below)  No (move to question 9)

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)

| Group                         | Number involved | Group                                     | Number involved |
|-------------------------------|-----------------|-------------------------------------------|-----------------|
| Tourists                      |                 | Aboriginal/Torres Strait Islander peoples |                 |
| Regional Queenslanders        |                 | Australian South Sea Islander peoples     |                 |
| People with a disability      |                 | People from CALD backgrounds              |                 |
| Children aged 0-11 years      |                 | Women                                     |                 |
| Young people aged 12-21 years |                 | Men                                       |                 |
| Seniors aged 55 years+        |                 | Other (please specify)                    |                 |

### 8. Statement of Income and Expenses

| INCOME<br><small>includes total RADF grant other financial and in-kind contributions</small>        | TOTAL<br><small>of each income item</small> | EXPENDITURE                                              | TOTAL COST<br><small>of each expenditure item</small> | RADF Components |
|-----------------------------------------------------------------------------------------------------|---------------------------------------------|----------------------------------------------------------|-------------------------------------------------------|-----------------|
| <b>A</b> Earned Income<br><small>(e.g. ticket sales)</small>                                        |                                             | <b>G</b> Salaries, Fees and Allowances                   |                                                       |                 |
|                                                                                                     |                                             |                                                          |                                                       |                 |
| <b>B</b> Contribution from Artists and Others<br><small>(Please note if inkind as IK or \$)</small> |                                             | <b>H</b> Project or Activity Costs                       |                                                       |                 |
|                                                                                                     |                                             |                                                          |                                                       |                 |
| <b>C</b> Other Grant Income                                                                         |                                             | <b>I</b> Promotion, Documentation and Marketing          |                                                       |                 |
|                                                                                                     |                                             |                                                          |                                                       |                 |
| <b>D</b> Sponsorship, fundraising and donations<br><small>(Please note where inkind as IK)</small>  |                                             | <b>J</b> Administration                                  |                                                       |                 |
|                                                                                                     |                                             |                                                          |                                                       |                 |
| <b>E</b> RADF GRANT<br><small>(Maximum 60% of F)</small>                                            |                                             | RADF Component<br><small>(Amount = E)</small>            |                                                       |                 |
| <b>F</b> TOTAL INCOME<br><small>(A+B+C+D+E=F)<br/>It is essential that F = K</small>                |                                             | <b>K</b> TOTAL EXPENDITURE<br><small>(G+H+I+J=K)</small> |                                                       |                 |

### 9. Do you have any unspent RADF money?

No  Yes

#### 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.

**SUPPORT MATERIALS**

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

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

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**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:<br>(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 Council’s 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 Charters Towers Regional Council at [mail@charters Towers.qld.gov.au](mailto:mail@charters Towers.qld.gov.au) or Arts Queensland at [radf@arts.qld.gov.au](mailto:radf@arts.qld.gov.au)

1. How would you rate your satisfaction with Council’s approach to engaging local communities in RADF decision making? (e.g. 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.

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**OUTCOME REPORT CHECKLIST - to be completed by applicant**

| ✓ | REQUIREMENT                                                                                                                                                                                                    | COUNCIL USE ONLY          |                           |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------------|
|   |                                                                                                                                                                                                                | 1 <sup>st</sup> Officer ✓ | 2 <sup>nd</sup> Officer ✓ |
|   | All Outcome Report questions are complete in full                                                                                                                                                              |                           |                           |
|   | Outcome Report submitted no more than eight (8) weeks after the conclusion of the project                                                                                                                      |                           |                           |
|   | If applicable, changes to the project were given written approval by Council and proof attached                                                                                                                |                           |                           |
|   | At least ten (10) <b>quality</b> digital photographs/slides of both the event and the lead up to the event are supplied                                                                                        |                           |                           |
|   | Clear, scanned copies of evidence of income and expenditure (e.g. receipts, remittance advice from Council) for entire project are attached                                                                    |                           |                           |
|   | Budget figures and receipt amounts are identical                                                                                                                                                               |                           |                           |
|   | All receipts and remittances etc are dated within the project timeframe or if not, a satisfactory reason is provided                                                                                           |                           |                           |
|   | Media release detailing outcomes of the activity is attached for Council use                                                                                                                                   |                           |                           |
|   | Any additional conditions placed on the activity by the RADF Committee have been met                                                                                                                           |                           |                           |
|   | Support material including, but not limited to, social media screen prints, press clippings, event program, photographs, advertisements and written or digital responses to your project feedback, is attached |                           |                           |
|   | Outcome Report is signed by applicant and auspicing body (if applicable)                                                                                                                                       |                           |                           |
|   | Unspent RADF grant money has been returned to Council (if applicable)                                                                                                                                          |                           |                           |

| COUNCIL USE ONLY                       |  |                           |  |                    |  |
|----------------------------------------|--|---------------------------|--|--------------------|--|
| Funding Year 2023-2024 Funding Round 1 |  | Application ECM No        |  | Amount Approved \$ |  |
| Outcome Report ECM No                  |  | Committee Approval ECM No |  | Date Receive / /   |  |
| 1 <sup>st</sup> Officer Name           |  | Signature                 |  | Date               |  |
| 2 <sup>nd</sup> Officer Name           |  | Signature                 |  | Date               |  |