

2024-2025 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			
Year funding was received			
RADF investment provided	\$	E Reference Number from Council Remittance Advice	E
Contact Person	Your response		
Contact Name			
Phone Number			
Email			
Postal Address			
Information requested	Your response		
Brief description of funded activity - 100 words (who, what, when, where, why, how)			
Project Starting Date		Project Completion Date	
Postcode/s of the location/s where you undertook activities			
KEY STATISTICS AND OUTCOMES			
1. Type of activity	Number of activities		
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 (Please tick one option)			
<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			
3. Data Required	Response		
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:			

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4. Did this project have outcomes for professional/career development?
<input type="checkbox"/> Yes (complete below) <input type="checkbox"/> No (move to Question 5) <i>NOTE: Question 4 IS ONLY REQUIRED to be completed by individuals undertaking career/professional development or training projects</i>
Number of artists involved in career/ professional development or training project
As a result of this project I have... Please tick appropriate response
I developed new skills and knowledge: <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: <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: <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 <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 <input type="checkbox"/> Strongly agree <input type="checkbox"/> Agree <input type="checkbox"/> Neutral <input type="checkbox"/> Disagree <input type="checkbox"/> Strongly disagree
5. Reflections
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?
6. Did your project respond to any of the local and state priorities listed below?
<input type="checkbox"/> Yes (complete below) <input type="checkbox"/> No (move to question 7)
Local and State Priorities
<input type="checkbox"/> Sharing stories and celebrating our history. How will your project respond to this priority?
<input type="checkbox"/> Activating places and spaces. How will your project respond to this priority?
<input type="checkbox"/> Elevating First Nations arts. How will your project respond to this priority?
<input type="checkbox"/> Strengthening our community by creating partnerships. How will your project respond to this priority?
<input type="checkbox"/> Drive social change across the state. How will your project respond to this priority?

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

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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

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:	<p style="font-size: small; margin: 0;">Note: If you are under the age of 18, your legal guardian must also sign this application</p>	Date: / /
Name in full:		
Position: <small>(if applicable)</small>		

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@chartersstowers.qld.gov.au or Arts Queensland at 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.

The information collected on this form will be used by the Charters Towers Regional Council for the purpose of processing and assessment of your application/request. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by legislation (including the Right to Information Act 2009 and Information Privacy Act 2009). This information will be stored on Council's database. The information collected will be retained as required by the Public Records Act 2002.

OUTCOME REPORT CHECKLIST - to be completed by applicant.

✓	REQUIREMENT	COUNCIL USE ONLY	
		1 st Officer ✓	2 nd 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) quality 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 2024-2025 Funding Round		Application ECM No		Amount Approved \$	
Outcome Report ECM No		Committee Approval ECM No		Date Receive / /	
1 st Officer Name		Signature		Date	
2 nd Officer Name		Signature		Date	