

# RADF Outcome Report

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## Council Contact Details

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## Important Information

The RADF Program requires all grant recipients to complete an Outcome Report no later than 8 weeks after the project has ended. It is a set condition of receiving a RADF grant and is a formal stage of the funding cycle. It is how you account for how you have used public (ratepayers' and taxpayers') money. Read through the Outcome Report before you start your funded project to ensure that you're familiar with the kind of information required for you to report against.

The information in your Outcome Report also helps Arts Queensland and the Council to understand the nature of the arts and cultural industry and identify future investment opportunities to support arts industry development and professional artists. Make sure that the information you supply in the Outcome Report is accurate, and respond to every question that relates to your funded activity.

### Refer to your original application

It is your responsibility to ensure that all information and amounts recorded on the Outcome Report form and other related documents are accurate and can be accounted for. It is recommended that you refer to a copy of the **original application** you sent to Council in order to fill out your Outcome Report.

### Record-keeping of official documents

All receipts relating to the spending of RADF money must be attached with this Outcome Report.

### Unspent RADF money

Any RADF money not spent on the funded project must be reflected in the Financial Summary of this Outcome Report. Unspent money is returned to the Council along with this report.

### Help is available

If you have any questions on how to complete this Outcome Report, contact your Council RADF Liaison Officer for assistance.

## Grant Recipient Details

**Grant Recipient:** << merge name here >>

(Individual, Collective or Organisation)

Contact Person's Name: << merge contact person's name here >> (Only for applications made by a Collective or Organisation)	If your contact details have changed, please write new details here.
Postal Address: << merge postal address here >>	
Telephone: << merge phone number here >>	
Fax: << merge fax number here >>	
Mobile: << merge mobile number here >>	
Email: << merge email address here >>	

## Project Summary

<b>Year project was funded:</b>	
<b>Funding Round:</b>	
<b>Grant Amount:</b>	<< Merge the RADF grant given here>>
<b>Project Dates:</b>	Start Date: << merge start date here >> End Date: << merge end date here >>
<b>Project Name:</b>	<< merge project name >>
<b>Category project was funded against:</b>	<< merge category of funding >>
<b>Project Description:</b>	<< merge project description >>

**Q1.** Where any changes/variations made to the project from the initial application?

- Yes:** go to Question 2.       **No:** go to Question 3.

**Q2.** Had the changes/variations made to the project been approved by the RADF Committee?

- Yes - Note:** I have attached with this Outcome Report all documents relating to the changes made to the project and a copy of the approval letter granting these changes the from RADF Committee.
- No -** Please tell your Council RADF Liaison Officer of the changes.  
**Note:** Failure to do so may affect your future applications to the program and/or require you to return funds spent on unapproved project activities.

**Q3.** List all receipts that relate to the spending of your RADF grant.

Receipts	Amounts	
-		<input type="checkbox"/> Attached
-		<input type="checkbox"/> Attached
-		<input type="checkbox"/> Attached
-		<input type="checkbox"/> Attached
-		<input type="checkbox"/> Attached

**Q4.** Describe the main activities undertaken and detail all the outcomes that have resulted from the project.

**Q5.** Detail how the project achieved the results outlined in the original application.

**Q6.** Were there any unexpected results?

**Q7.** Detail the audience generated by the project (who participated, number of people, which members of the community).

**Q8.** What did people think of the project(s)? (include written and/or verbal quotations from participants)

**Q9.** Was there media coverage? If so, what?

**Q10.** How did the project meet the vision of your Council's corporate plan/arts and cultural policy?

**Q11.** How did this project benefit you, your community or fellow artists or cultural workers?

**Q12.** If applicable, state the actual numbers.

Total number of paid workers: \_\_\_\_\_

Total number of volunteers: \_\_\_\_\_

**Q13.** List all the support material you are including with this Outcome Report that demonstrates the success of the project. (e.g. press clippings, event program, photographs, advertisement and written responses to your project)

Support Material	
	<input type="checkbox"/> Attached
	<input type="checkbox"/> Attached
	<input type="checkbox"/> Attached
	<input type="checkbox"/> Attached
	<input type="checkbox"/> Attached
	<input type="checkbox"/> Attached
	<input type="checkbox"/> Attached
	<input type="checkbox"/> Attached

# Statement of Income and Expenses

You must complete the budget template below to account for all actual costs of your project(s).

<b>* Actual Expenditure</b>		
* Actual Expenditure is the total cost of the project once the project has been completed. The far right hand column should indicate the RADF funds you received for your project.		How you spent your RADF funding to cover your actual expenditure
<b>A. Salaries, fees and allowances</b>		
<b>Subtotal A</b>	\$	\$

<b>B. Production/program and direct costs</b>		
<b>Subtotal B</b>	\$	\$

<b>C. Promotion, documentation &amp; marketing costs</b>		
<b>Subtotal C</b>	\$	\$

<b>D. Administration costs</b>		
<b>Subtotal D</b>	\$	\$

<b>Total RADF funds requested.</b> This is the RADF funding amount that you are seeking. Transfer this figure to Subtotal J.	<b>\$</b>
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<b>TOTAL EXPENSES (A+B+C+D)</b> (must equal Total Income)	<b>\$</b>
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<b># Actual Income</b>	
# Actual income is the money you generated to cover the total cost of the project. This includes in-kind contribution and the RADF grant you received.	
<b>F. Earned Income</b>	
<b>Subtotal F</b>	\$

<b>G. Other Grant Income</b>	
<b>Subtotal G</b>	\$

<b>H. Your own contribution</b>	
<b>In-kind</b>	
<b>Subtotal H</b>	\$

<b>I. Sponsorships, fundraising &amp; donations</b>	
<b>In-kind</b>	
<b>Subtotal I</b>	\$

<b>J. RADF fund</b>	<b>\$</b>
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<b>TOTAL INCOME (F+G+H+I+J)</b> (must equal Total Expenses)	<b>\$</b>
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