

Arts Tasmania Grant Acquittal Report

Applicant:			
Address:			
Amount:		Reference:	
Purpose:			

This form is available in MS Word format at www.arts.tas.gov.au/forms or by contacting an Arts Tasmania Program Officer on (03) 6237 6323.

INTRODUCTION

What is an Acquittal Report?

An acquittal is the process of evaluating and reporting on how funds received for a specific purpose have been spent. Your acquittal report as required by Arts Tasmania will cover three sections:

- **an artistic report** – what happened during and as a result of your project or program,
- **a financial report** – your final income and expenditure figures, and
- **a statistical report** – an account of artists or audiences who took part in your project or program.

For your organisation, this acquittal report offers the opportunity to reflect on the outcomes of your project or program, to document your achievements and identify opportunities for future growth and development.

The provision of an acquittal report is a condition of your grant deed that must be met before the final 10% payment of your grant can be made. The information you provide in your acquittal is an essential part of the funding process. It will help us evaluate the achievements of funded activities and monitor the effectiveness of funding programs. It also enables us to fulfil our own obligations of accountability to the Tasmanian Government.

Have you varied the use of your grant?

You should only use variations that have been formally approved by Arts Tasmania as the basis for completing this acquittal report. Arts Tasmania reserves the right not to accept an acquittal where

activities and outcomes significantly differ from the original application and no variation has been formally approved. In such cases you may not be eligible to receive your final 10% payment or you may be required to return the funded amount to Arts Tasmania.

How your acquittal is processed

1. Your acquittal is compared with your original application and any approved variations.
2. If there are significant variations that you have not had approved, a staff member will contact you to clarify any concerns. You may be asked to resubmit your acquittal.
3. When your acquittal has been approved you will be notified by email and the remaining 10% payment will be forwarded to the account used for the first instalment unless otherwise directed.

If you do not acquit:

1. On or before 31 March, we will remind you, by email, that you are due to send in an acquittal.
2. On or before 30 April, we will remind you, by email, that your acquittal has not been received.
3. If you have not supplied an acquittal by 30 June you will not be paid any final amounts owing on your current grant.
4. If you still do not acquit we will advise you, in writing, that you are no longer able to apply to Arts Tasmania for funding and any current offer of funding may be withdrawn.

Artistic Report - Project Description

In this section you should include:

- a brief outline of the activities that were funded by this grant: what, where, when and how;
- details of the artists or collaborators involved; and
- an indication of the audience and/or participants who engaged with the work.

Insert your response here (half to one page)...

Artistic Report - Evaluation

It is intended that a realistic and honest evaluation of your funded activities will form an important part of your ongoing artistic and organisational development. It will also help Arts Tasmania to maintain a clear overview of the arts in Tasmania; ensuring programs of support are best suited to current arts practice.

Consider the following questions as a starting point for your evaluation:

- What were the successes and the challenges you encountered?
- Were there any learning opportunities that will contribute to future development?
- Were your objectives met? Did you observe any benefits that were unexpected or unplanned?
- What were the benefits for individuals involved, for your organisation and for your area of arts practice? (For example: skills development, employment, audience growth, exposure to new opportunities.)

Insert your response here (one - two pages)...

Artistic Report - Documentation

Arts Tasmania requires a selection of relevant, good quality materials that document the activities funded by this grant. Anything you send will be retained by Arts Tasmania and archived. Materials should be clearly labelled. Documentation should be relevant to the funded activity and could include:

- a copy of recordings or publications;
- images of artworks or activities;
- footage of performances, or
- reviews of the work by other people, such as critics or other artists.

	Description For example: CD ROM containing images, brochure, book, published review etc.
Attachment 1	
Attachment 2	
Attachment 3	
Attachment 4	
Attachment 5	



Statistical Report

Statistics are an important means to assist Arts Tasmania in advocating for the arts. Complete only those sections which are relevant to your project as accurately as you are able.

Grant Recipient:

Ref:

EVENTS

Number of productions, exhibitions, readings, forums

Number of performances (performing arts only)

Number of workshops/seminars/conferences

AUDIENCES

Paid Attendances (total)

Tasmania

Interstate

Overseas

Unpaid attendances (for free events please estimate)

PRODUCTS

Books, issues of magazines, tapes, videos, catalogues

Description:

EMPLOYMENT

What constitutes an employee? Essentially it is a person you create a group certificate for. Contractors are not employees for the purposes of this reporting. You should, however, include work experience employees.

These figures should relate to the period of the funded project.

Number of permanent full time staff

Number of permanent part-time staff

Number of casual staff

Number of volunteers (unpaid workers)

Estimate the number of hours work performed by volunteers

IN-KIND SPONSORSHIP

If you have not reported on in-kind assistance received in your financial report, please estimate amount here.

\$

Financial Reporting

Organisations receiving multi-year funding or a grant in excess of \$50,000:

These organisations are required as a condition of grant (see deed) to provide interim financial statements and audited annual financial statements, showing the grant as a separate identifiable item. These statements will be sufficient in terms of acquitting your project and no additional financial reporting will be required.

Organisations that are not multi-year funded and have received a grant less than \$50,000:

An organisation can choose to provide either its annual financial statements or can request an electronic copy of the original budget template and complete showing actual figures.

Any organisation can request a copy of its original budget from Arts Tasmania.

Applicant Feedback

As you aware Arts Tasmania is evaluating and updating its forms and procedures, any feedback that you provide will be taken into consideration during this process. Below are the key areas in which we are interested in receiving feedback:

The Grants and Loans Handbook

(your comments)

The Application Toolkit

(your comments)

Accessibility and quality of advice received from Program Officers

(your comments)

The Acquittal Process

(your comments)

Suggestions for improving the application and acquittal process

(your comments)

Any other comments

(your comments)

ARTS TASMANIA IMAGE PERMISSION FORM

Images for Promotion and Publicity

Arts Tasmania would like to promote a sample of successful arts and cultural projects on its website and in publications (such as the 2011 Arts Grants and Loans Handbook, which is reproduced in full colour and sent to artists and arts organisations across Tasmania).

Captions are included for each image used, acknowledging the work, artist/s, participants (where applicable) and the photographer. If you would like your project to be considered for inclusion, please submit the form that is provided at the end of this document along with digital images on CD-ROM, preferably in eps, tiff or jpeg format and saved at 300 – 400dpi.

Please provide image details on the following page.

NB: * = required fields

CONTACT DETAILS

Contact Person *

Organisation (where relevant)

Contact Number *

DECLARATION

I give the Arts Tasmania, a division of the Department of Economic Development, Tourism and the Arts, a licence to use the images listed on the terms and conditions attached to this document.

Signature*

Date*

TERMS AND CONDITIONS

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*The image copyright holder will be the photographer, unless you have commissioned the photographer or have otherwise agreed to free use of the image.

IMAGE 1

File Name (as submitted)		
Title *		
Exhibition/Event *		
Artist Name *		
Date		
Medium/Venue (where relevant)		
Name of performers / subject/s		
Image Copyright holder**	Phone:	
Photographer's Name *		

IMAGE 2

File Name (as submitted)		
Title *		
Exhibition/Event *		
Artist Name *		
Date		
Medium/Venue (where relevant)		
Name of performers / subject/s		
Image Copyright holder**	Phone:	
Photographer's Name *		

IMAGE 3

File Name (as submitted)		
Title *		
Exhibition/Event *		
Artist Name *		
Date		
Medium/Venue (where relevant)		
Name of performers / subject/s		
Image Copyright holder**	Phone:	
Photographer's Name *		

