

# Arts Tasmania Loan Acquittal Report

<b>Applicant:</b>			
<b>Address:</b>			
<b>Amount:</b>		<b>Reference:</b>	
<b>Purpose:</b>			

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

Under the Arts Tasmania Conditions of Loan you are required to provide an acquittal report which comprises a financial report and copies of receipts demonstrating the expenditure of the loan amount.

## FINANCIAL REPORT

### Guidelines For Completion:

1. Your Statement of Expenditure must show how the loan was spent.
2. The following format is suggested as a guide. Some classifications of Expenditure in this pro-forma may not be applicable to your loan. Also you may include additional expenditure headings in your statement, if appropriate.
3. Where the loan was used for materials or equipment purchases, please include copies of receipts.

Statement of Expenditure for Period	
_____ / _____ / _____ to _____ / _____ / _____	
EXPENDITURE	Explanatory Notes
Wages, Salaries and Fees	
Materials	
Equipment Purchase	
Other (please detail)	
<b>Total Expenditure</b>	

I certify that the loan was used for the approved purpose. To the best of my knowledge and belief, the statement of Expenditure covering the loan is true and fair.

Signed \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

# 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\*

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<sup>+</sup>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)		
<b>Title *</b>		
<b>Exhibition/Event *</b>		
<b>Artist Name *</b>		
Date		
Medium/Venue (where relevant)		
Name of performers / subject/s		
<b>Image Copyright holder**+</b>		Phone: <input type="text"/>
<b>Photographer's Name *</b>		

## IMAGE 2

File Name (as submitted)		
<b>Title *</b>		
<b>Exhibition/Event *</b>		
<b>Artist Name *</b>		
Date		
Medium/Venue (where relevant)		
Name of performers / subject/s		
<b>Image Copyright holder**+</b>		Phone: <input type="text"/>
<b>Photographer's Name *</b>		

## IMAGE 3

File Name (as submitted)		
<b>Title *</b>		
<b>Exhibition/Event *</b>		
<b>Artist Name *</b>		
Date		
Medium/Venue (where relevant)		
<b>Name of performers /</b>		
<b>Image Copyright holder**+</b>		Phone: <input type="text"/>
<b>Photographer's Name *</b>		