



Arts Grants Program Acquittal Form

Project Rounds

It is a condition of receiving a Northern Territory arts grant that you provide an acquittal report for the funded activity. The report enables Arts NT to fulfil its obligations of accountability to the Northern Territory Government.

The acquittal report must be submitted **within 13 weeks** of activity completion and consists of:

- an artistic report; and
- a financial report.

Please send your completed acquittal report to **Arts NT, PO Box 496, PALMERSTON NT 0831**

Before sending, please confirm that:

- You have verified your acquittal report against the information provided in your original application.
- You have completed all sections of the acquittal form.
- Your report is typed in a minimum of 10 point font, printed in black ink and is on white A4 paper, not bound or in a folder.
- You have kept a copy of your acquittal report.
- You have signed the acquittal report.
- Tick if you would like to receive the fortnightly Arts NT Ebulletin for updates, news and opportunities relevant to the arts in the Northern Territory.

SECTION 1 APPLICANT DETAILS

Applicant Name	
Activity Title	
Grant Amount	
Acquittal Due Date	<i>(within 13 weeks of activity completion)</i>
Applicant Signature	Date
X	

Privacy Information

Arts NT is collecting the information in this grant acquittal to determine appropriate accountability has been met for grant funding. In collecting this information Arts NT adheres to NRETAS's Privacy Statement and with the relevant provisions of the Information Act. The Privacy Statement can be found at www.nreta.nt.gov.au. The intellectual property rights of all proposals remain with the applicant.

To assist in the promotion and development of culture and contemporary arts in the Northern Territory, Arts NT normally shares information from successful applications and submissions with related Commonwealth, State and Territory Agencies, and local and national media. The information is also published on the Arts NT website: www.arts.nt.gov.au.

If you have any queries or wish to access the personal information provided in this form, please contact the Department's Information Unit on (08) 8999 4830.



SECTION 2(a) ARTISTIC REPORT - EVALUATION

This section may also be completed in your own format on plain paper, however please ensure that you address all questions and supply the required information and statistics.

Q1. What was your activity?

Please describe, in no more than ½ a page, what was undertaken as a result of funding provided to you. List any changes to the activity compared to your original application.

Q2. Did the activity meet your objectives?

Please describe in no more than ½ a page if objectives outlined in your original application were met.

Q3. What were the successes and challenges?

Please describe in no more than ½ a page. Specify if there is anything you would do differently next time?

Q4. If your project involved Indigenous artists, cultural content or communities please comment on the consultation, production process and protocols outlined in Section 5 of your original application.

Q5. If your project involved working with anyone under the age of 18, please confirm that you complied with the Australia Council's *Protocols for working with children in art*, the *Northern Territory Care and Protection of Children Act* as well as any other relevant state or territory laws, and that all the consents, permits and permissions required were obtained.

The Northern Territory Government supports the Protocols for working with children in art which were adopted by the Australia Council for the Arts under the direction of the Federal Government. The protocols apply to all Arts NT grant recipients from 1 January 2009.

- My project did not involve working with children under 18.
- My project did involve working with children under 18 and I am aware of, and fulfilled, the special responsibilities and legal requirements associated with working with children in art as articulated in the Australia Council's *Protocols for working with children in art* and the *Northern Territory Care and Protection of Children Act*.



SECTION 2(b) ARTISTIC REPORT - DOCUMENTATION

You need to support your report with illustrative visual and/or audio material.

This can include photos of you and / or your work at the event / activity and documentation of outcomes. If the material is of good quality, Arts NT may wish to use it for promotional or reporting purposes such as website, newspaper and brochures if permission by the artist has been provided. Please indicate if you are interested for the included documentation to be considered to promote the arts in the Northern Territory and nationally.

Yes Maybe No

Please list below any material you have provided with your report. Please also list details of the copyright holders of any documentation you have provided with this report.

Item <i>(eg. print, photos, publication, CD, DVD, tapes, slides, published books, video, posters etc.)</i>	Copyright Holder/s <i>(individual / organisation)</i>	Contact Details

SECTION 3 STATISTICAL REPORT

Q1. If relevant, please list the number of activity participants, paid and unpaid:

Estimate	Actual			
Target Number	Number Paid	Total amount paid \$\$	Number Unpaid	Total Number

Q2. If relevant, please list the audience number for any public showings/performances:

Estimate	Actual			
Target Number	Number Paid	Total Box Office \$\$	Number Unpaid	Total Number

Q3. Did your participants and audience numbers include any of the following:

Target Group	Participant Numbers (approx)	Audience Numbers (approx)
Children		
Youth		
Indigenous		
Multicultural		
Aged		
Women		
Disability		
Tourists		



Q4. Please detail if you created any new, or strengthened existing, partnerships through this project?

	Please specify	New	Existing
Government		<input type="checkbox"/>	<input type="checkbox"/>
Charities		<input type="checkbox"/>	<input type="checkbox"/>
Private Sector		<input type="checkbox"/>	<input type="checkbox"/>
Cultural		<input type="checkbox"/>	<input type="checkbox"/>
Community		<input type="checkbox"/>	<input type="checkbox"/>
Social Services		<input type="checkbox"/>	<input type="checkbox"/>
Other		<input type="checkbox"/>	<input type="checkbox"/>

SECTION 4 FINANCIAL REPORT

Please complete the financial report template attached **or** present a financial report in your own format, detailing the income and expenditure for the activity. A glossary of budget terms is located on the Arts NT website under Arts Grants.

Note: All income and expenditure relating to the activity funded **must** be included. Arts NT suggests referring to the budget supplied with your **original application**.

ADDITIONAL FINANCIAL INFORMATION:

Where variations to the original budget have occurred, comments are required on the **actual expenses** indicated.

I certify that the grant was used for the approved purpose and that the Financial Report for the grant is true and correct.

Signed _____
Applicant/ Official Office Bearer of Administering Body

Print name _ _____

Date: / /

The Financial Report needs to be certified by the Administering Body, where the Administering Body was included in the Arts Grants Agreement.



SECTION 4 continued

FINANCIAL REPORT (excel version is available at: www.arts.nt.gov.au or from Arts NT)

INCOME:	Applicant Contribution	Applicant In-kind	Arts NT Grant	Australia Council Grant	Local Govt Grant	Local Govt In-kind	Community / Business Support	Community/ Business In-kind	Earned Income	Other	Totals
Grant Income <i>(for this project)</i>											
Other Income											
EXPENDITURE:											
Wages & On-Costs											
- Artists Fees											
- Salaries & other fees											
- on costs(Super / workers comp)											
- Other _____											
Travel/Touring Costs											
- Fares (eg. Airfares)											
- Petrol/Mileage Allowance											
- Travelling Allowance											
- Accommodation											
- Other _____											
Production Costs											
- Materials											
- Hire Fees											
- Royalties & Licence Fees											
- Freight											
- Equipment											
- Documentation											
- Other _____											
Advertising & Promotion											
- Advertising											
- Distribution											
- Functions/ Catering											
- Design/ Production											
- Other _____											
Administration Expenses											
- Accounting/Audit Fees											
- Administering Body Fees											
- Insurance											
- Phone/Fax/ Postage											
- Stationery/Photocopying											
- Other _____											
Total EXPENDITURE											
Total INCOME minus Total EXPENDITURE should equal zero											\$0.00

SECTION 5**FEEDBACK**

	Excellent	Good	Average	Poor
Did you find the Arts Grants Guidelines useful?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did you find Arts NT's website useful?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did you find Arts NT's Ebulletin useful?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the application form clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the acquittal form clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were Arts NT staff accessible and helpful?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you rate the overall service of Arts NT?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How can Arts NT improve their services to you?				

Thank you.

