



Arts Grants Program Acquittal Form

Quick Response Scheme - Professional Development

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

The acquittal report must be submitted **within 4 weeks** 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 check 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 4 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 NRETA'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 provide in no more than 1/2 a page, what was undertaken as a result of the grant provided to you. Please list any changes to the activity compared to the original application.

Q2. Did the activity meet your objectives?

Please describe in no more than 1/2 a page if the objectives outlined in your original application were met.

Q3. Please describe in no more than 1/2 a page, how the activity added to your development as an artist or arts worker?

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. What was the outcome?

Please detail if you created any new, or strengthened existing, partnerships through this activity?

	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.

SECTION 4 continued FINANCIAL REPORT

Income		Expenditure	Arts NT Grants (A)	Other Expenses (B)
Your contribution	\$	Artist Fees <i>transfer from paid artists table</i>	\$	\$
In-kind support - volunteers - other	\$ \$	In-kind support - other	N/A	\$
All other govt funding (not Arts NT): Confirmed Yes <input type="checkbox"/> No <input type="checkbox"/> From: _____ Confirmed Yes <input type="checkbox"/> No <input type="checkbox"/> From: _____	\$ \$	Registration Fees	\$	\$
		Administration	\$	\$
		Production Costs	\$	\$
		Administering Body Fee	\$	\$
Corporate/Business Sponsorship: Confirmed Yes <input type="checkbox"/> No <input type="checkbox"/> From: _____ Confirmed Yes <input type="checkbox"/> No <input type="checkbox"/> From: _____	\$ \$	Travel Expenses		
		- accommodation	\$	\$
		- airfares	\$	\$
		- travel allowance	\$	\$
Earned income (specify type)	\$	- petrol/mileage	\$	\$
Other than Arts NT (specify)	\$	Other (specify)	\$	\$
Amount received from Arts NT (A)	\$	Totals for (A) and (B)	\$	\$
Total Income	\$	Total Expenditure (A+B)	\$	

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 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.

