



Arts Grants Program Acquittal Form

Remote Festivals Fund

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.

Acquittals should be prepared in accordance with the Funding Agreement as agreed in and respond to the **Key Performance Indicators** as agreed in **SCHEDULE 1 of your signed Funding Agreement**

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.nretas.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 can also be completed in your own format on plain paper, but please ensure that you address all questions and supply required information and statistics. *The font size must be 10 point or above.*

The **Remote Festivals Fund** is for the support of remote community festivals, to establish and/or develop artistic programming and initiatives.

The objectives of the Fund are the:

- formation of a strong sense of community identity;
- development of Northern Territory artistic and cultural practice;
- contribution to and encouragement of history, language and cultural diversity;
- contribution to cultural, social, and/or economic and/or regional development;
- enhanced community engagement with Northern Territory arts practice; and the
- employment of Northern Territory artists.

Q1. Please identify if the Festival outcomes directly or indirectly contributed to meeting any of the Program objectives.

The agreed Funding Purposes are to:

1. Organise and promote an annual arts and cultural showcase that reflects the community and showcases Northern Territory identity.
2. Encourage and facilitate appropriate community arts and cultural projects as part of the Festival program.
3. Encourage and facilitate participation and presentation of Northern Territory Indigenous arts product within the Festival program.
4. Develop and implement strategies to maintain, increase and diversify audiences and community participation in the Festival.

Q2. Please provide information that demonstrates how the activities presented through your Festival met the above Purposes.

Q3. Please provide a brief description of the Festival, including any variations to the program presented compared to the one proposed at submission.



Q4. Please evaluate if the objectives detailed in your original application were met.

Q5. What were the successes and challenges of the project? Is there anything that you would do differently next time?

Q6. If your project involved Indigenous artists, cultural content or communities please comment on the appropriate process that was outlined in Section 4 of your original application.

Q7. 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**REPORT AGAINST PERFORMANCE INDICATORS (STATISTICS)**This section is also available in excel format at www.arts.nt.gov.au under Remote Festivals Fund**Performance Indicators:****1. Presentation of a program of quality arts events**

Event name	Location/ venue	Event type (eg concert, workshop, exhibition) and art form	Featured/ key artists (please list)	Audience number		Indigenous content or participation?	
				paid	unpaid	Yes	No
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>

2. Community Partnerships, Collaborations and support

Name of partner/supporter	Nature of partnership or support type	Type (ie financial, contra, in kind)	\$ value	Indigenous?	
				Yes	No
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>



3. Audience development strategies implemented

Details and results of specific strategies to maintain, increase or diversify audiences	
Description of strategy (<i>eg partnership with tour operators, local radio campaign, national media releases</i>)	Outcome

4. Who else was involved in helping you put on your Festival?

Please list all people who received payment for working on this project, their role or position in the project and details of fees, salaries or other allowances.

Role in Festival (<i>eg technical production, event coordination, performer, tutor...</i>)	No paid in this role	Total Amount paid \$\$	Rate of pay per hr/day/wk (specify)

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. To the best of my knowledge and belief, the Statement of Income and Expenditure covering the grant is true and correct.

Signed  _____
Applicant or
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.



INCOME	
Your own contribution	\$
Earned income through Ticket Sales <i>price x attendance</i>	\$
Fundraising, Donations or other income <i>please list</i>	\$
	\$
	\$
	\$
Other Grant Income <i>please list</i>	
	\$
	\$
	\$
	\$
Arts NT grant	\$
TOTAL INCOME	\$

EXPENSES	Arts NT?
Artist Fees and Royalties <i>please list</i>	
	\$ <input type="checkbox"/>
	\$ <input type="checkbox"/>
	\$ <input type="checkbox"/>
	\$ <input type="checkbox"/>
	\$ <input type="checkbox"/>

Management Costs <i>if applicable</i>	
Artistic Director	\$ <input type="checkbox"/>
Producer	\$ <input type="checkbox"/>
Production Manager	\$ <input type="checkbox"/>
Technician	\$ <input type="checkbox"/>
Administration	\$ <input type="checkbox"/>
Administration Body Fee	\$ <input type="checkbox"/>
Other <i>please specify</i>	\$ <input type="checkbox"/>
	\$ <input type="checkbox"/>

Travel Costs	
Air fares, Bus fares	\$ <input type="checkbox"/>
Accommodation	\$ <input type="checkbox"/>
Travel Allowances	\$ <input type="checkbox"/>
Car Hire	\$ <input type="checkbox"/>
Fuel costs	\$ <input type="checkbox"/>
Mileage	\$ <input type="checkbox"/>
Other <i>please specify</i>	\$ <input type="checkbox"/>
	\$ <input type="checkbox"/>

Advertising/ Promotion Costs	
Posters/ Flyers	\$ <input type="checkbox"/>
Artwork	\$ <input type="checkbox"/>
Distribution	\$ <input type="checkbox"/>
Other <i>please specify</i>	\$ <input type="checkbox"/>
	\$ <input type="checkbox"/>

Production Costs	
Equipment eg. Generator	\$ <input type="checkbox"/>
PA, Lights, Staging	\$ <input type="checkbox"/>
Hire e.g Security, Ambulance	\$ <input type="checkbox"/>
Costumes/ Materials	\$ <input type="checkbox"/>
Catering	\$ <input type="checkbox"/>
Other <i>please specify</i>	\$ <input type="checkbox"/>
Contingency	\$ <input type="checkbox"/>
TOTAL EXPENSES	\$

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.

