

Arts Grants Program Acquittal Form

Travel Support Grant

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 **by the 3 November** 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:	3 November 2008

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**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.

Q1. Please provide a brief description of the main benefits of participation in *art at the heart* for:

- your own personal professional development; and
- the organisation/s you are associated with (if applicable); and
- your region and/or community.

Q2. Please provide details of whether attending *art at the heart* met your expectations. If not, why not? If so, how?

Q3. Please describe any broader outcomes directly or indirectly arising out of your participation in *art at the heart*.

SECTION 3**STATISTICAL REPORT**

Please list any new, or existing, partnerships, relationships and networks strengthened 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.

INCOME		EXPENDITURE	(A) Request from Arts NT	(B) Other Expenses
Your contribution	\$	Your wages	N/A	\$
Organisation/Group financial contribution	\$	In-kind support <i>(please specify)</i>	N/A	\$
In-kind support <i>(please specify)</i> _____	\$	_____		
All other govt funding (not Arts NT): Confirmed Yes <input type="checkbox"/> No <input type="checkbox"/> From?: _____	\$	Registration Fees <input type="checkbox"/> Earlybird <input type="checkbox"/> Performer/ presenter <input type="checkbox"/> Tertiary student) <input type="checkbox"/> Full registration fee	N/A	\$
Confirmed Yes <input type="checkbox"/> No <input type="checkbox"/> From?: _____	\$			
Corporate/Business sponsorship: Confirmed Yes <input type="checkbox"/> No <input type="checkbox"/> From?: _____	\$	Administration	N/A	\$
Confirmed Yes <input type="checkbox"/> No <input type="checkbox"/> From?: _____	\$	Travel expenses - accommodation - airfares - travel allowance - petrol/mileage	\$ \$ \$ \$	\$ \$ \$ \$
Other (specify) (not Arts NT) _____	\$			
Amount requested from Arts NT (A)	\$	Other (specify) _____	\$	\$
Total Income	\$	Total Expenditure (A+B should equal Total Income)	\$	\$

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: _____ / _____ / _____

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.