



Australian Government
Regional Arts Fund

ACQUITTAL FORM

The Regional Arts Fund TASMANIA

The Regional Arts Fund is an Australian Government initiative supporting the arts in regional and remote Australia and delivered in Tasmania in partnership with Tasmanian Regional Arts

Now for the Acquittal

You've written your application, received the money, undertaken a fantastic project, what's next, another project? No, not quite, before you begin the next project you need to finish off the last one by submitting a formal acquittal (project report). You've received funding, now you need to tell us how you spent that money, and show us that you spent it responsibly and the way you said you would in your application. This is called accountability and transparency and is very important.

We (TRA) also need to write an acquittal to our funding bodies, showing who we funded and whether they spent the money they were given appropriately. We also use this information, especially the stats about the number of participants and volunteers and target groups to try and improve community art access in Tasmania and to show how important it is. We also use acquittals to promote and highlight important community projects and use them as case studies of what can be done

To write a good acquittal here are a few tips:

- Keep a copy of your application form – this will remind you what it is you promised to do.
- Take quality photos – digital format with people in them, if they are good we will use them and promote you.
- Keep statistics – no. of artists, no. of participants, no. of audience (do this right away, you might forget by acquittal time)
- Good quotes – testimonials, these are fantastic in measuring the success of your project (short, sweet, name, role)

Your completed grant acquittal should be provided to TRA within 12 weeks of finishing your project. Post or E-mail your acquittal to:

RAF Program Manager
Tasmanian Regional Arts
PO Box 172, Latrobe 7307
E: info@tasregionalarts.org.au



File no: _____



Australian Government
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Regional Arts Fund – GRANT ACQUITTAL FORM

This form must be completed by the funding recipient and (where relevant) any auspicing body

Project Name: _____

Amount Received from the Regional Arts Fund: \$ _____

Application Round: March August Quick Response Year:

Recipient:

Organisation/ Group/ Individual name:

Contact person (for group):..... Position (for group):.....

Postal Address: PC:

Telephone: Fax: Email:

Was this grant auspiced by another organisation? Yes No

If yes, auspicing organisation's name:

Contact person (for group):..... Position (for group):.....

Postal Address: PC:

Telephone: Fax: Email:

Grant Recipient Signature: **Date:**

(if relevant) - Auspicing Body Signature:.....*Date:*

Grant Category

- Small grant program **up to \$5,000**
- Major grant program **\$5,000 - \$10,000**
- Regional quick response **up to \$1,500**

Actual Location of Project: _____

Location Postcode: _____

Actual Project start date: _____

Actual Project finish date: _____

Art Form/s (Please Circle):

Circus	Craft	Dance	Design	Literature	Theatre	Visual Arts
Multi Art form	Music	New media	Photography	Screen	Other	

Target Group/s (Please Circle only those groups that are specifically targeted by your project)

Children 0-12	Youth 13-27	Elderly	Men	Women	Indigenous	Culturally & Linguistically Distinct	People with Disabilities	General population
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Final number of participants: _____ Final audience numbers: _____

Final Number of artists and arts workers: _____ paid: _____ unpaid: _____

Artist/s and arts workers who were actually involved and their role

Artist/Artsworker	Role in the project

Testimonials

Please include three testimonials, quotes on the outcomes of your project, these should be from the project coordinators / director, participants and audience / media reviewers.

Name:

Position or role:

Name:

Position or role:

Name:

Position or role:

Images

Please provide three good quality digital large jpeg images of your project, emailed to info@tasregionalarts.org.au. If digital photos are unavailable provide three good quality hardcopy images.

Caption one & title	
Photographer	
Caption two & title	
Photographer	
Caption three & title	
Photographer	

Promotional & other documentary material

Please list and attach a representative sample of all documentation and promotional material, including media (newspaper clippings, fliers, posters, catalogues, CDD/DVD's web addresses) utilised during the project

Summary – Financial report

Actual Income	Source/s	In -kind	\$
Earned Income			
Local Govt			
State Govt			
Federal Govt			
Local Business			
Other Grants			
fundraising & donations			
Your Own Contribution			
Volunteer Hrs	@ \$20/hr		
Other			
Subtotal			
This Grant Received:			
Total Income			
Surplus or Deficit achieved through the project:			

Actual Expenses	Total cost \$	Amount funded through this application \$
Artist Fees (include volunteer hrs)		
Project costs		
Regional Travel & Allowances (include accom)		
Marketing		
Administration (include auspice fees if required)		
Sub total		
Subtotal: Actual expenses allocated to the grant:		
<u>Budget Notes:</u>		
<i>Note; Use the space above to explain why you achieved any surplus/deficit in your financial report.</i>		
Total Expenses		

Attach a more detailed budget and copies of receipts invoices as required

