

# Regional Arts Fund Acquittal Form

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**The Regional Arts Fund (RAF)** is an Australian Government initiative supporting sustainable cultural development in regional & remote communities in Australia. The fund has an emphasis on building capacity in disadvantaged, very remote and Indigenous communities. In the Northern Territory the RAF is managed by the Northern Territory Government through Arts NT, Department of Arts and Museums.

## Part A: Applicant Details

<b>Applicant Name:</b>			
<b>Primary Contact Person:</b>			
<b>Email:</b>		<b>Phone/ Mobile:</b>	

<b>Name of the Project:</b>	
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<b>Amount Received:</b>	\$		<b>Project Start Date:</b>		<b>Project End Date:</b>	
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**I, the undersigned, certify that:**

To the best of my knowledge, the statements in this application are true and correct.

I am authorised by the applicant/organisation to certify this acquittal report.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name in Full: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

**Submit acquittal reports to:**

**Mail:** Arts NT, PO Box 496, Palmerston NT 0831

**Email:** [arts.office@nt.gov.au](mailto:arts.office@nt.gov.au) (signed PDF copies only)

**Facsimile:** 8999 8949

Please contact an Arts Broker on 1800 678 237 or [arts.office@nt.gov.au](mailto:arts.office@nt.gov.au) if you are unable to use this RAF acquittal form due to access or technology issues.

## Part B: Statistical Report

<b>Tick the main art form your project was based on:</b> (tick one only)		<input type="checkbox"/> Visual Arts <input type="checkbox"/> Music <input type="checkbox"/> Craft <input type="checkbox"/> Screen Arts <input type="checkbox"/> Photography <input type="checkbox"/> New Media <input type="checkbox"/> Literature	<input type="checkbox"/> Multi-arts <input type="checkbox"/> Dance <input type="checkbox"/> Textiles <input type="checkbox"/> Theatre <input type="checkbox"/> Circus <input type="checkbox"/> Community Cultural Development		
<b>Tick the main target group that benefited from your project:</b> (tick one only)		<input type="checkbox"/> General Community <input type="checkbox"/> Artist/Arts Workers <input type="checkbox"/> Culturally and/or linguistically diverse <input type="checkbox"/> Indigenous <input type="checkbox"/> People with Disability	<input type="checkbox"/> Men <input type="checkbox"/> Women <input type="checkbox"/> Elderly <input type="checkbox"/> Youth 15-27 <input type="checkbox"/> Children 0-14		
<b>Which region benefited most from your project:</b> (tick one only)		<input type="checkbox"/> Remote <input type="checkbox"/> Very Remote <input type="checkbox"/> Inner Regional <input type="checkbox"/> Outer Regional	<b>Was your project Cross Regional?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (if performed or presented across 2 or more regions)		
<b>Project Location:</b>		<b>Project Postcode:</b>		<b>Federal Electorate:</b>	
<b>List more if applicable:</b>		<b>Postcodes:</b>		<b>Federal Electorates:</b>	

## Participation & Audience (where applicable)

**Participation** refers to those who will take an active role in the arts activity. **Attendance** refers to the audience or viewers if there is an exhibition or performance component.

<b>Estimated number of participants:</b>		<b>Number of artists paid:</b>	
<b>Estimated number of audience:</b>		<b>Number of artists unpaid:</b>	
<b>Which audience type(s) did your project cater for:</b>	<input type="checkbox"/> Families <input type="checkbox"/> General Population <input type="checkbox"/> Children / Youth	<input type="checkbox"/> 60 + <input type="checkbox"/> No audience – not publically showcased	
<b>Estimated hours of volunteer contribution:</b>		<b>Estimated number of volunteers:</b>	

## Artists and Partners (where applicable)

Name all **key artists** that were involved in your project.

Artist Name	Area of expertise*

\* Please pick one of Circus, Craft, Dance, Dance, Literature, Music, New Media, Photography, Screen Arts, Sculpture, Theatre or Visual.

Name all the **strategic partners** involved in your project and indicate whether their partnership is **short** or **long term**. A **Strategic Partnership** involves sharing resources, high level of trust, sharing responsibilities and exchanging information with an organisation, which enhances the common purpose. It does not include your organisation or administering body. Short Term **is for the duration of this project**. Long Term **is over a period of several years**.

Type*	Name of Partner	Term of Partnership
		<input type="checkbox"/> Short term <input type="checkbox"/> Long Term
		<input type="checkbox"/> Short term <input type="checkbox"/> Long Term
		<input type="checkbox"/> Short term <input type="checkbox"/> Long Term
		<input type="checkbox"/> Short term <input type="checkbox"/> Long Term

\* Please pick one of Federal Government, State Government, Local Government, Private Sector (e.g. business), Cultural (e.g. local gallery), Community (e.g. a service club), Charity (e.g. Salvation Army), Social Services (eg health or youth agencies) or Education.

*Note: This acquittal form has been designed to allow entry into a National Database, which is a Government requirement. Please answer all questions carefully.*

## Part C: Artistic Report

Please answer the question below where applicable in your own format. Use plain, accessible language to describe your project.

- 1) **Briefly tell us what you did as a result of receiving your grant?**  
Include a short description of your activity and tell us what the funding was used for.
- 2) **What were the major benefits and outcomes of your funded activity?**  
These could include benefits to you, other participants, audience members or the broader community. You can also include feedback from participants.
- 3) **In evaluating your funded activity, what were the successes and challenges?**  
What worked and what would you do differently next time? Feel free to describe any issues, problems or unsuccessful activities.
- 4) **Did the activity involve Indigenous participants, communities or cultural content?**  
If yes, briefly describe how you addressed the Indigenous Cultural Protocols as outlined in your application.
- 5) **Where to from here?**

Tell us what you have planned as the next step or as a result of this activity.

## Part D: Financial Report

In completing this report, it is recommended that you refer to the budget presented in your initial application.

EXPECTED INCOME	\$	EXPECTED EXPENDITURE	\$	RAF(\$)
<b>S1 - Earned Income</b> <i>e.g. Workshop Fees, Box Office</i>		<b>S5 - Artist Fees/Salaries</b> <i>(wages &amp; costs)</i>		
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
<b>S1 Sub Total</b>	<b>\$0.00</b>	<b>S5 Sub Total</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>S2 - Government Grants</b> <i>e.g. Federal, State or Local</i>		<b>S6 - Direct Project/ Production Costs</b> <i>e.g. hire fees, materials, freight, equipment</i>		
Regional Arts Fund (NC)	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
<b>S2 Sub Total</b>	<b>\$0.00</b>	<b>S6 Sub Total</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>S3 - Sponsorship</b> <i>(specify cash or in kind)</i>		<b>S7 - Travel/ Accommodation</b> <i>e.g. per diems, flights, fuel, accommodation</i>		
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
<b>S3 Sub Total</b>	<b>\$0.00</b>	<b>S7 Sub Total</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>S4 - Applicants Contribution</b> <i>(specify cash or in kind)</i>		<b>S8 - Project Administration</b> <i>(e.g. promotion, administration, documentation, admin fees)</i>		
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
<b>S4 Sub Total</b>	<b>\$0.00</b>	<b>S8 Sub Total</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>S1 to S4 = Total Income (a)</b>	<b>\$0.00</b>	<b>S5 to S8 = Total Expenditure (b)</b>	<b>\$0.00</b>	<b>\$0.00</b>
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**Note:** (a) and (b) must add up to the same amount.

### Additional Financial Information

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

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name in Full: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

## Part E: 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. Please list any material you provide with your report, including details of the copyright holders.

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	Talent Release attached*
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

			<input type="checkbox"/> Yes <input type="checkbox"/> No
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\*Arts NT may wish to use high quality images for reporting purposes and to promote the arts in the Northern Territory and nationally. Images are likely to be included on a Northern Territory Government website or within publications. Arts NT encourages you if you hold permissions of the people captured or the people portrayed in the images to sign the attached Talent Release Form and submit it with this report.