

Touring Queensland Fund Quick Outcome Report

Form Preview

Applicant Details

* indicates a required field

Did you apply as an:

Individual
Organisation
Group or Collective

If you applied as a Group/Collective/Artist Run Initiative and have an ABN registered in your Group/Collective/Artist Run Initiative name, select Organisation in the check box below.

If you do NOT have an ABN registered in your Group/Collective/Artist Run Initiative name, select Individual in the check box below and enter the contact details of the person with a registered ABN.

Applicant Name *

Individual Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Please nominate a contact person Arts Queensland can follow up with this outcome report if required.

Contact person for this application *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Position in the organisation

Daytime contact number *

Please enter area code

Mobile phone number

Must be an Australian phone number.

Primary contact email *

Must be an email address.

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Project/Program Summary

* indicates a required field

Project/Program summary

Title of project/program

This question is read only.

Brief project description

This question is read only.

Funding approved

This question is read only.

Project start date

This question is read only.

Project end date

This question is read only.

Did you deliver the project as outlined in the funding agreement?

Yes No

*

If not, please note any variances and provide explanations for any changes.

Locations

* indicates a required field

Locations

Select the number of locations where your project was delivered. If more than 10 locations please contact the TQF Quick Program Manager on 07 3034 4016.

Number of Locations *

Location 1

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Select the first location from the dropdown list. If your location is **not listed** select **Other** then type in the name of the town. Then select the **activity types** at this location.

*for definitions of the activity types, please refer to the [Data Dictionary](#)

Location 1

Other:

Activity types *

- Performances
- Exhibitions
- Workshops

No. of activities No. of participants No. of attendees

Performances

Exhibitions

Workshops

Location 1 - Totals

This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

Location 2

Select the second location from the dropdown list. If your location is **not listed** select **Other** then type in the name of the town. Then select the **activity types** at this location.

Location 2

Other:

Activity types

- Performances
- Exhibitions
- Workshops

No. of activities No. of participants No. of attendees

Performances

Exhibitions

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Workshops

Location 2 - Totals

This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

Location 3

Location 3

Other:

Activity types

- Performances
- Exhibitions
- Workshops

No. of activities

No. of participants

No. of attendees

Performances

Exhibitions

Workshops

Location 3 - Totals

This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

Location 4

Location 4

Other:

Activity types

- Performances
- Exhibitions
- Workshops

No. of activities

No. of participants

No. of attendees

Performances

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Exhibitions

Workshops

Location 4 - Totals
 This number/amount is calculated. This number/amount is calculated. This number/amount is calculated.

Location 5

Location 5

 Other:

- Activity types**
- Performances
 - Exhibitions
 - Workshops

No. of activities No. of participants No. of attendees

Performances

Exhibitions

Workshops

Location 5 - Totals
 This number/amount is calculated. This number/amount is calculated. This number/amount is calculated.

Location 6

Location 6

 Other:

- Activity types**
- Performances
 - Exhibitions
 - Workshops

No. of activities No. of participants No. of attendees

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Performances

Exhibitions

Workshops

Location 6 - Totals
 This number/amount is calculated. This number/amount is calculated. This number/amount is calculated.

Location 7

Location 7

 Other:

- Activity types**
- Performances
 - Exhibitions
 - Workshops

No. of activities No. of participants No. of attendees

Performances

Exhibitions

Workshops

Location 7 - Totals
 This number/amount is calculated. This number/amount is calculated. This number/amount is calculated.

Location 8

Location 8

 Other:

- Activity types**
- Performances
 - Exhibitions
 - Workshops

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	No. of activities	No. of participants	No. of attendees
Performances	<input type="text"/>		<input type="text"/>
Exhibitions	<input type="text"/>		<input type="text"/>
Workshops	<input type="text"/>	<input type="text"/>	
Location 8 - Totals	<input type="text"/>	<input type="text"/>	<input type="text"/>
	This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Section Location 9

Location 9	<input type="text"/>	Activity types
Other:	<input type="text"/>	<input type="checkbox"/> Performances <input type="checkbox"/> Exhibitions <input type="checkbox"/> Workshops

	No. of activities	No. of participants	No. of attendees
Performances	<input type="text"/>		<input type="text"/>
Exhibitions	<input type="text"/>		<input type="text"/>
Workshops	<input type="text"/>	<input type="text"/>	
Location 9 - Totals	<input type="text"/>	<input type="text"/>	<input type="text"/>
	This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Section Location 10

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Location 10

Other:

Activity types

- Performances
- Exhibitions
- Workshops

No. of activities No. of participants No. of attendees

Performances

Exhibitions

Workshops

Location 10 - Totals

This number/amount is calculated.

This number/amount is calculated.

This number/amount is calculated.

Overall Totals - Activities, participants and attendees

Actual Number of performances/exhibitions

This number/amount is calculated.

Actual Number of attendees

This number/amount is calculated.

Actual total number of engagement activities

This number/amount is calculated.

Actual Number of participants

This number/amount is calculated.

KPO Target number of performances/exhibitions

This question is read only.

KPO Target number of attendees

This question is read only.

KPO Target number of engagement activities

This question is read only.

KPO Target number of participants

This question is read only.

Only complete the following questions if your funded activity was directed towards schools and/or kindergartens

Number of activities specifically and exclusively for schools and kindergartens

Must be a number.

Exhibitions in schools, and performances and workshops specifically and exclusively

Must be a number.

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for schools and kindergartens, whether they take place in schools or kindergartens

Total number of schools engaged

Must be a number.

Total attendees from schools

Must be a number.

Total participants from schools

Must be a number.

Targets

If you exceeded (or did not meet) your activity, participant or attendee targets, please share your reflections why.

Reach

Digital Engagement (if applicable)

Online views of your work e.g. YouTube

Must be a number.

Downloads of artistic content

Must be a number.

Downloads of publications

Must be a number.

Other (please specify)

Number of Other

Must be a number.

Please explain your digital strategy

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Quality

* indicates a required field

Was your funded project / program evaluated? *

Yes

No

If yes, please describe how the project was evaluated and who was involved (for example: survey audience / participants, focus groups, interviews)? *

If not, please explain why not *

How many people did you survey / interview? (sample size) *

Must be a number.

How many people responded / participated ?

Must be a number.

Number of people who rated your work as good or excellent?

Must be a number.

Percentage who rate your work as good or excellent

This number/amount is calculated.

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Please provide direct quotes or testimonials about your project (include feedback from at least 3 respondents)

Outcomes and Impact

* indicates a required field

Scale 1 to 5

1 - Strongly Disagree to 5 - Strongly Agree

To what extent would you agree TQF Quick:

Supported Queensland artists and presenters to respond flexibly and quickly to emerging venue and community demand or changes in touring schedules. *

1 2 3 4 5

Enabled Queensland venues to maximise opportunities for Queensland artists and arts workers. *

1 2 3 4 5

Reduced risk to touring companies/artists, and presenters/venues, by helping offset the costs of artist fees and of delivering to regional communities *

1 2 3 4 5

What was the impact/s of receiving TQF Quick funding for you and/or your business? *

Employment and Volunteering

* indicates a required field

Employment

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Queensland artists and arts and cultural workers employed

KPO target number

This question is read only.

Actual number *

Must be a number.

Total amount paid *

Must be a dollar amount.

Other artists and arts and cultural workers employed

Actual number *

Must be a number.

If none, enter 0

Total amount paid *

Must be a dollar amount.

If none, enter 0

Aboriginal and / or Torres Strait Islander people employed

KPO target number

This question is read only.

Actual number *

Must be a number.

If none, enter 0

Total amount paid *

Must be a dollar amount.

If none, enter 0

Number of people in the touring party

KPO target number

Must be a number.

Actual number

Must be a number.

Volunteering

Actual Number of Volunteers

Must be a number.

Total Hours

Must be a number.

Diversity of attendees / participants

Indicate if your activities targeted any specific groups listed in the table below.

Groups Benefit from

- | | |
|--|--|
| <input type="checkbox"/> Aboriginal peoples | <input type="checkbox"/> People from culturally and linguistically diverse backgrounds |
| <input type="checkbox"/> Torres Strait Islander peoples | <input type="checkbox"/> Older people (over 55 years of age) |
| <input type="checkbox"/> Australian South Sea Islander peoples | <input type="checkbox"/> Youth (12 - 25 years of age) |
| <input type="checkbox"/> Regional Queenslanders | <input type="checkbox"/> Children (0-11 years) |
| <input type="checkbox"/> People with disability | <input type="checkbox"/> LGBTIQ+ |

This question is read only.

Describe how these groups were engaged by your project (if applicable)

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Reflections

* indicates a required field

Top three outcomes

What were the top three outcomes for your project or program? *

Word count:

Must be no more than 600 words.

What were your main learnings and reflections? *

Word count:

Must be no more than 300 words.

Consider the following: What worked well? What would you do differently next time? Any tips you would give other people doing similar work? How you overcame any particular challenges?

Has this funding supported ongoing or future opportunities for you or your business? If so, please provide details of this. For example, a new collaboration, partnership or a new tour. *

Word count:

Must be no more than 300 words.

What do you see as the key challenges in 2021-2022 for your venue/organisation/industry, or you as an individual artist?

Budget - Income and Expenses

The budget **MUST** balance (**TOTAL INCOME = TOTAL EXPENDITURE**).

Please complete the budget using the template below to account for all project costs.

- Ensure that your budget figures are accurate.

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- Confirm how much Arts Queensland funding was used for each relevant item in the Arts Queensland breakdown column.
- Enter all funding and / or income you received.
- Use whole dollar amounts, do not use commas.

Please note: If you are **not GST registered**, amounts should include GST as this is part of the cost of the project.

If you are GST registered, amounts should be exclusive of GST.

For income and expenditure definitions please refer to the [data dictionary](#).

**YOUR APPLICATION IS NOT SAVED UNTIL YOU CLICK ON THE SAVE BUTTON.
PLEASE ENSURE THAT YOU REGULARLY SAVE YOUR APPLICATION.**

Expenditure

Enter expenditure items below and indicate if they are cash or in-kind.

A. Salaries, fees and allowances

Wages or fees for people involved in the project e.g. performers, artists, collaborators, workshop leaders, technical crew. Include superannuation and work-cover costs here. Individuals should include fees paid to themselves.

Salaries, fees and allowances items	Cash/In-Kind	Amount (\$)	AQ breakdown amount (\$)
		\$	\$

A. Salaries, Fees and allowances total

\$

This number/amount is calculated.

A. AQ total amount

\$

This number/amount is calculated.

B. Activity costs

Activity costs including venue hire, equipment hire, freight, materials, costumes/set, exhibition costs, cleaning or security, travel costs for project staff. Cost of sales for retail or food and /drink or producing recordings or publications. Evaluation costs. Insurance or licences costs related to the project.

Activity cost items	Cash/In-kind	Amount (\$)	AQ breakdown amount (\$)
		\$	\$

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B. Activity costs total

\$

This number/amount is calculated.

B. AQ total amount

\$

This number/amount is calculated.

C. Marketing Promotion and documentation costs

E.g. Advertising; design and printing of posters, flyers, programs, signage; project related website costs; photography and filming; costs associated with fundraising or sponsorship

Marketing Promotion and documentation cost items	Cash/In-kind	Amount (\$)	Arts Queensland breakdown amount (\$)
		\$	\$

C. Promotion, documentation & marketing total

\$

This number/amount is calculated.

C. Arts Queensland breakdown amount (\$)

\$

This number/amount is calculated.

D. Administration costs

E.g. Postage, photocopying, internet and telephone, office costs associated with the project. Finance or accounting costs associated with the project. Organisations should include travel costs for core staff here.

Administration cost items	Cash/In-kind	Amount (\$)	Arts Queensland breakdown amount (\$)
		\$	\$

D. Administration total

\$

This number/amount is calculated.

D. AQ breakdown amount (\$)

\$

This number/amount is calculated.

Total expenditure

Expenditure total

AQ breakdown total

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\$

This number/amount is calculated.

\$

This number/amount is calculated.

Income

E. Earned income

Money you earned from supplying goods or services e.g. ticket sales, workshops fees, income from selling artistic product, merchandise, or food/drink.

Earned income items	Cash/In-kind	Amount (\$)
		\$

E. Earned income total

\$

This number/amount is calculated.

F. Income from Queensland State Government

Income from other Queensland State Government sources not including this application e.g. Community Benefit Fund, or Tourism and Events Queensland.

Income from Queensland State Government items	Cash/In-kind	Amount (\$)
Do not include this AQ grant funding		
		\$

F. Queensland State Government income total

\$

This number/amount is calculated.

G. Sponsorships / Fundraising / Foundations

Include donations, fundraising income, cash or in-kind sponsorship / support from businesses or partners, money from non-government grant programs e.g. Tim Fairfax Family Foundation.

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Sponsorships / Fundraising / Foundations items

Cash/In-kind

Amount (\$)

			\$

G. Sponsorship / Fundraising / Foundations total

\$

This number/amount is calculated.

H. Other income

Income from Local Government sources (including RADF), Federal funding (including Australia Council) and any other income.

Other income items

Cash/In-kind

Amount (\$)

			\$

H. Other income total

\$

This number/amount is calculated.

I. Your contribution

Cash or in-kind contribution from you or your organisation and from artistic collaborators. Include the value of volunteer time in this section.

Your contribution

Cash/In-kind

Amount (\$)

			\$

I. Your contribution total

\$

This number/amount is calculated.

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Total Income

Total Income = Arts Queensland Approved Amount + Income

Arts Qld Approved Amount (J) \$ <input type="text"/>	Income (E+F+G+H+I) \$ <input type="text"/>	Total Income (E+F+G+H+I+J) \$ <input type="text"/>	Percentage of Total Income <input type="text"/>
This is the amount requested on page 2	This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.
			Percentage of Qld Government Income <input type="text"/>
			This number/amount is calculated.

Totals

TOTAL INCOME MUST EQUAL TOTAL EXPENDITURE

TOTAL AQ AMOUNT is the amount of funding received from Arts Queensland.

Total expenditure (A+B+C+D) <input type="text"/>	Total income <input type="text"/>	Total AQ amount \$ <input type="text"/>
This number/amount is calculated.	This number/amount is calculated.	Must equal the AQ Requested Amount
	Income less expenditure <input type="text"/>	
	This number/amount is calculated.	

Notes to budget

Please give an explanation of any significant variation to your original application's income and expenditure budget.

Support material

Links to support material

For example websites, images, video clips, critical reviews, awards/recognition or other information.

Link 1

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Must be a URL.

Link 2

Must be a URL.

Link 3

Must be a URL.

Additional support material

Attach a file:

A maximum of 3 files may be attached.

If you are uploading multiple files it is recommended that you save your progress after attaching 3 files.

Certification

* indicates a required field

I, the undersigned, certify that:

- I/my organisation abided by the requirements of our Touring Queensland Quick Response Fund agreement, made up of the following: a) The Guidelines pertaining to the grant fund as specified in the application b) The application and any schedules or attachment c) The Terms and Conditions as found at; <https://www.publications.qld.gov.au/dataset/touring-quick-fund/resource/c9470069-8051-45ee-a064-fc4bddcf23cd>
- Funds have been expended according to the budget contained in the original application, or in variations to budget previously approved by Arts Queensland.
- The statements in this outcome report are true and correct to the best of my knowledge, information and belief.
- The supporting material is my own work or the work of the artists named in this outcome report and I have permission to share it with Arts Queensland.
- I/my organisation will keep and maintain, for a period of 5 years, the necessary records to substantiate the outcome reporting
- I/my organisation consent that information provided in this outcome report may be used for training, systems testing or process improvement purposes by Arts Queensland staff.
- I/my organisation consent to the media and Queensland's State MPs being given information about the funded project and I understand I may be contacted directly by them.
- I/my organisation consent to information about the funded project and the amount of funding received being published on Arts Queensland's website and/or the Queensland Government Open Data Portal.

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For organisations groups/collectives/artist run initiatives, the person signing is the person who is authorised on behalf of the organisation to sign the contract and the Statutory Declaration and warrants they have authority to sign on behalf of the organisation group/collective/artist run initiative.

Name *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position

Date *

Must be a date

You are now coming to the end of your Outcome Report process and before you **REVIEW** and click the **SUBMIT** button please take a few moments to provide some feedback.

Overall, how satisfied are you with the Touring Queensland Quick Response Fund?

- | | |
|--|--|
| <input type="radio"/> Very Satisfied | <input type="radio"/> Unsatisfied |
| <input type="radio"/> Satisfied | <input type="radio"/> Very unsatisfied |
| <input type="radio"/> Neither satisfied or unsatisfied | |

Would you like to make any comments?

Contact Us

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