

Touring Queensland Fund Outcome Report

Form Preview

Applicant Details

* indicates a required field

Did you apply as an: *

Individual
Organisation
Group or Collective
Consortium

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. Applicants applying on behalf of a consortium should select organisation.

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.

Touring Queensland Fund Outcome Report

Form Preview

Project/Program Summary

Project/Program summary

Title of project/program

This question is read only.

Brief project description

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 or program as described above? If not, please note any variances and provide explanations for any changes, including any impacts from COVID-19.

Funding stream applied for

- Performing Arts Touring - Individuals and Small-to-Medium sector - Single-Tour
- Performing Arts Touring - Major Performing Arts Organisations (MPAO's) - Multi-Tour
- Exhibition Touring
- Arts and Education

This question is read only.

Quality

* indicates a required field

Was your funded project / program evaluated? *

Yes

No

Touring Queensland Fund Outcome Report

Form Preview

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.

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

Locations and Targets

* indicates a required field

Tour Itinerary

Download the [outcome report tour itinerary](#) file and use it to populate the table below by providing details of your completed tour or residency.

Upload of completed tour itinerary

Attach a file:

A maximum of 1 file may be attached.

Touring Queensland Fund Outcome Report

Form Preview

Targets

Are you a regionally based applicant?

Yes

No

Using your outcome report itinerary please calculate the totals below. Count only the totals for regional Queensland locations. Regional Queensland is defined as communities outside the Brisbane City Council boundary.

Total number of tour / residency locations	Target <input type="text"/> This question is read only.	Actual * <input type="text"/> Must be a number.
New locations	Target <input type="text"/> This question is read only.	Actual * <input type="text"/> Must be a number. If none, enter 0 Please list the locations you visited for the first time on this tour <input type="text"/>
Total number of performances / exhibitions	Target <input type="text"/> This question is read only.	Actual * <input type="text"/> Must be a number.
Total number of attendees	Target <input type="text"/> This question is read only.	Actual * <input type="text"/> Must be a number.
Total number of engagement activities	Target <input type="text"/> This question is read only.	Actual * <input type="text"/> Must be a number.
	Target	Actual

Touring Queensland Fund Outcome Report

Form Preview

Total participants

This question is read only.

*
Must be a number.

Using your outcome report touring itinerary please calculate the totals below. Count only the totals for **Brisbane City Council** locations. If your activity will not be delivered in Brisbane City Council locations please enter zero.

Total number of Brisbane performances / exhibitions

Must be a number.

Total attendees at Brisbane performances / exhibitions

Must be a number.

Total number of Brisbane engagement activities

Must be a number.

Total participants in Brisbane engagement activities

Must be a number.

If any other targets were set as a result of AQ approved variations to your planned activity, please report on them here.

Must be no more than 300 words.

Arts and Education

Please complete the following sections if you delivered activity to schools and kindergartens.

Arts and Education stream applicants MUST complete this section.

Total number of performances/exhibitions specifically and exclusively for schools and kindergartens

Target

This question is read only.

Actual

Must be a number.

Touring Queensland Fund Outcome Report

Form Preview

Count exhibitions in schools and performances specifically and exclusively for schools and kindergartens, whether they took place in schools etc or not.

	Target	Actual
Total attendees from schools or kindergartens	<input type="text"/> This question is read only.	<input type="text"/> Must be a number.

	Target	Actual
Total number of engagement activities specifically and exclusively for schools and kindergartens	<input type="text"/> This question is read only.	<input type="text"/> Must be a number.

Count workshops specifically and exclusively for schools and kindergartens, whether they took place in schools etc or not.

	Target	Actual
Total participants from schools or kindergartens	<input type="text"/> This question is read only.	<input type="text"/> Must be a number.

	Target	Actual
Total number of schools engaged	<input type="text"/> This question is read only.	<input type="text"/> Must be a number.

	Target	Actual
Total number of schools new for you or your organisation	<input type="text"/> This question is read only.	<input type="text"/> Must be a number.

Reach

Digital Engagement (if applicable)

Online views of your work e.g. YouTube

Touring Queensland Fund Outcome Report

Form Preview

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

Diversity of attendees / participants

Indicate if your activities specifically targeted any of the population groups listed in the table below.

- | | |
|--|--|
| <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+ |

Describe how these groups were targeted and any significant achievements in engaging with the identified groups.

Word count:

Must be no more than 300 words.

Information about your outcomes and reflections

* indicates a required field

Social and community outcomes (if applicable)

Did your project have any of the following as a key outcome or focus? Tick all that apply:

- Arts and Education

Touring Queensland Fund Outcome Report

Form Preview

- Community recovery after disasters
- Environmental outcomes
- Health and Wellbeing
- Science and Technology outcomes
- Tourism

Top three outcomes

What were the top three outcomes for your project or program? Max. 300 words each

Word count:
Must be no more than 900 words.

Learnings and reflections

Were your project objectives achieved? If not, what were the reasons?

Word count:
Must be no more than 300 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?

Future opportunities and partnerships

Are there any future opportunities or new partnerships underway as a result of your activities?

Word count:
Must be no more than 300 words.

Touring Queensland Fund Outcome Report

Form Preview

Key challenges

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

Word count:

Must be no more than 150 words.

Employment and Volunteering

Employment

Instructions

For 'actual number' count all the people in the relevant category who received payment for their work as part of the project, regardless of the size of payment or length of employment/ engagement. For example, you should count a designer who received a fee for working on a project, even if they did not have an employment contract.

For 'total amount paid' count the amount paid in wages and fees for service but do not include allowances or per diems.

If you have any questions about how to count , please contact Arts Queensland before submitting your report.

Number of people in your touring party

Target

This question is read only.

Actual number

Must be a number.

Queensland artists and arts and cultural workers employed

Target

This question is read only.

Actual number

Must be a number.

Total amount paid

Must be a number.

Other artists and arts and cultural workers employed

Actual number

Must be a number.

Total amount paid

Must be a number.

Aboriginal and / or Torres Strait Islander people employed

Actual number

Must be a number.

Total amount paid

Must be a number.

Touring Queensland Fund Outcome Report

Form Preview

(if relevant to your project)

Volunteering

Actual Number of Volunteers

Must be a number.

Total Hours

Must be a number.

Budget - Income and Expenses

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

- Ensure that your budget figures are accurate.
- Enter all funding and / or income you received.
- Confirm how much Arts Queensland funding was used for each relevant item in the Arts Queensland breakdown column.
- You should only allocate Arts Queensland funding to items approved in your application budget. If you wish to allocate Arts Queensland funding to other items, please contact Arts Queensland for approval before submitting this outcome report.
- The 'Total AQ breakdown amount' cannot exceed the 'Arts Qld Approved Amount' (Item F in the Income section of the budget)
- 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 / Both	Amount (\$)	AQ breakdown amount (\$)
		\$	\$

Touring Queensland Fund Outcome Report

Form Preview

A. Salaries, fees and allowances total

\$

This number/amount is calculated.

A. AQ breakdown amount total

\$

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 / Both Amount (\$)**

AQ breakdown amount (\$)

		\$	\$

B. Activity costs total

\$

This number/amount is calculated.

B. AQ breakdown amount total

\$

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 / Both Amount (\$)**

Arts Queensland breakdown amount (\$)

		\$	\$

C. Promotion, documentation & marketing total

\$

This number/amount is calculated.

C. AQ breakdown amount total

\$

This number/amount is calculated.

D. Administration costs

Touring Queensland Fund Outcome Report

Form Preview

For example tour co-ordination fees, 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 Cash / In-kind / Both Amount (\$) **Arts Queensland breakdown amount (\$)**

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

D. Administration total

\$

This number/amount is calculated.

D. AQ breakdown amount total

\$

This number/amount is calculated.

Total expenditure

Total expenditure (A+B+C+D)

This number/amount is calculated.

Total AQ breakdown amount

\$

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 (\$)**

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.

Touring Queensland Fund Outcome Report

Form Preview

Income from Queensland State Government items

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.

Sponsorships / Fundraising / Foundations items

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

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

H. Other income total

Touring Queensland Fund Outcome Report

Form Preview

\$

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 (\$)
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

I. Your contribution total

\$

This number/amount is calculated.

Total Income

Total Income = Arts Queensland Approved Amount + Income

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

Percentage of Qld Government income

This number/amount is calculated.

Totals

If the amounts in **INCOME LESS EXPENDITURE** or **AQ ALLOCATION VARIANCE** do not equal zero, please contact Arts Queensland before submitting your report.

Total income <input type="text"/> This number/amount is calculated.	Total expenditure (G+H+I+J) <input type="text"/> This number/amount is calculated.	Total AQ breakdown amount \$ <input type="text"/> This number/amount is calculated
	Income less expenditure <input type="text"/> This number/amount is calculated.	AQ allocation variance \$ <input type="text"/> This number/amount is calculated.

Touring Queensland Fund Outcome Report

Form Preview

Notes to budget

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

Arts and education

If your tour or residency engaged with disadvantaged schools or kindergartens (small, remote, or low ICSEA schools or kindergartens), please list them and include details of access subsidies or discounts you provided.

Support material

Links to support material

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

Link 1

Must be a URL.

Link 2

Must be a URL.

Link 3

Must be a URL.

Upload education resource materials (if applicable to your project)

Attach a file:

A maximum of 3 files may be attached.

Additional support material

Attach a file:

Touring Queensland Fund Outcome Report

Form Preview

A maximum of 3 files may be attached.

Certification

* indicates a required field

I, the undersigned, certify that:

- I/my organisation abided by the requirements of our Touring Queensland 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.

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

Touring Queensland Fund Outcome Report

Form Preview

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 Fund?

- Very Satisfied Unsatisfied
 Satisfied Very unsatisfied
 Neither satisfied or unsatisfied

Would you like to make any comments?

Contact Us

Arts Queensland

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AQ Use only

- 1
- 2
- 3
- 4
- 5
- 6