

Individuals Fund Outcome Report

Form Preview

Read this!

Please read this document **before** you commence your project so you know what information you need to collect to report back to Arts Queensland. You will need to collect some data during your project (rather than at the end) such as feedback from attendees or participants.

Help to fill out this form

[Frequently Asked Questions \(FAQ\)](#), [Data Dictionaries](#), [Sample Surveys](#) and tip sheets for evaluating outcomes have been developed to help you. See <http://www.arts.qld.gov.au/aq-funding/outcome-reports>

When do you need to submit this outcome report?

We need your outcome report within **30 business days of completing your project or program**. Call the Client Manager listed in your agreement as soon as possible if you can't meet this timeframe.

Any technical issues, or if you are unable to submit online, please contact Arts Queensland on 07 3034 4016, toll free 1800 175 531, investment@arts.qld.gov.au .

Why do we need this data?

We use outcome data to prove public funding was used for the purposes intended; to report to the Minister, arts and cultural sector and the public about the value of public investment; to profile the diversity of arts and cultural practice occurring across Queensland, and to inform improvements to funding programs. You can also use it for future planning and funding applications.

*Key performance outcomes (KPOs), indicated by this symbol **[KPO]** throughout, were agreed in your original application and funding agreement (as well as any variations we have approved subsequently with you). Please ensure KPO data is as accurate as possible.*

This is about sharing your successes and your learnings with us

Outcome reports highlight positive outcomes and are also an opportunity to reflect on what you learnt. Be as honest as you can: risk-taking is an important part of the artistic process and evaluation/self-reflection is evidence of high-quality practice. Some questions ask for information that may not apply to you so only provide data against outcomes or indicators that were genuinely relevant to you.

Financial information

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You need to certify that the funding has been used for the purposes we originally gave it to you. From time to time, we randomly conduct a simple financial audit on outcome reports. For audit purposes **you** will need to keep receipts **for 3 years from the date you gave us your outcome report**

Arts Queensland will conduct a simple financial audit on one in ten outcome reports for the Individuals Fund.

Case studies are an opportunity for us to promote the value of publicly-funded work

You will note a symbol **[CS]** has been placed beside a range of questions. Your outcome report may be used by us to compile a short case study for publication on our website. If this happens we will contact you. See <http://www.arts.qld.gov.au/case-studies> for examples.

Applicant Details

* indicates a required field

Contact Details

Please provide the following applicant information

Applicant name [CS] *

Application number

Year of funding *

Must be a number.

Start date of activity

This question is read only.

End date of activity

This question is read only.

Please confirm your contact details so Arts Queensland can follow up about this outcome report as required. Please also indicate which contact details, if any, you are willing to have shared in the published case study so readers can follow up with you if they want more information

Phone Number [CS] *

Must be an Australian phone number.

Share in published case study

Yes No

Share in published case study

Yes No

Email [CS] *

Share in published case study

Yes No

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Must be an email address.

Website [CS]

Must be a URL.

General Information

* indicates a required field

How would you describe the stage you are at in your career? *

Brief description of your activity. Max. 100 words [CS]

This question is read only.

Provide a short description (100 words recommended) of your project - what are you out to do?

Did you deliver the project or program as described above? If not, please note any variances and provide explanations for any significant changes. *

Were funded activities targeted towards any of the following target groups? (Only indicate those that apply)

- Aboriginal peoples
- Torres Strait Islander peoples
- Australian South Sea Islander peoples
- Regional Queenslanders
- People with a disability
- People from a culturally and linguistically diverse
- Older people (over 55 years of age)
- Youth (12 - 25 years of age)

Link 1 to images, video clips or other information (if relevant) [CS]

Must be a URL

Link 2 to images, video clips or other information (if relevant) [CS]

Must be a URL.

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Link 3 to images, video clips or other information (if relevant) [CS]

Must be a URL.

[KPO] Key Performance Outcomes: Quality and Impact

* indicates a required field

Impact on your career or practice

In the left-hand column below, select a response from 1 to 5 to indicate the degree to which the activity you undertook had an impact on your career or practice in the ways listed. If a statement is not relevant to the activity you undertook, select N/A. It is not expected that all impacts listed will necessarily be relevant or significant for you.

If you answer 1, 2 or 3 please provide examples in the right-hand column of *how* the activity has had an impact on your career or practice in this way.

I have developed new skills and knowledge *

Examples (if you answered 1, 2 or 3)

Word count:

I have explored new directions in my arts or cultural practice and/or experimented in new ways *

Examples (if you answered 1, 2 or 3)

Word count:

I have taken my career to the next level of professionalism *

Examples (if you answered 1, 2 or 3)

Word count:

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I have developed new professional/industry networks *

Examples (if you answered 1, 2 or 3)

I have developed new audiences and/or markets *

Examples (if you answered 1, 2 or 3)

Overall reflections

* indicates a required field

Top two or three outcomes

What were top two or three outcomes for you from this activity? (You can refer to information you have already reported above as examples of outcomes.)

Provide in dot points. Max. 300 words **[CS]**

Top two or three outcomes *

Word count:

Must be no more than 300 words

Learnings and reflections

What were the main learnings and reflections from the activity that you would like to share with others? e.g. What did you learn that was new or surprising? What would you do differently in your practice in the future as a result of what you have experienced? What did you learn that is relevant for others in your industry or area of practice?

Maximum 400 words **[CS]**

Learnings and reflections *

Word count:

Must be no more than 400 words

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Challenges

Did you experience any particular challenges? Did you make any significant changes from what you originally proposed to do? Max. 200 words. *

Word count:
Must be no more than 200 words.

Next steps and future opportunities

What are your next steps? Are there any future opportunities or partnerships underway as a result of this activity? Max. 200 words. *

Word count:
Must be no more than 200 words.

Feedback and Financial Statement

* indicates a required field

Your feedback for Arts Queensland

Overall, how satisfied are you with the Individuals Fund?

Would you like to make any comments?

Financial statement

I certify that the funding I received was used for the approved purposes and on the terms and conditions set out in the Letter of Offer.

You are reminded that you must retain receipts for 3 years from submission of your outcome report for Arts Queensland audit purposes. Arts Queensland will conduct a simple financial audit on one in ten outcome reports.

Name *

Title

First Name

Last Name

Date *

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Must be a date.