

Grants and Loans Acquittal form

Please note: Providing your date of birth is optional. If you provide your date of birth Arts Tasmania may use it to match your application to existing records in our database, or to report to the Australian Bureau of Statistics in aggregate. It will not be used for any other purpose without your express permission.

Personal Information Protection Statement

The Tasmanian government and its service providers value the privacy of every individual's personal information. We are committed to protecting the information we collect and use, by compliance with the obligations under the Personal Information Protection Act (Tas) 2004. Your personal information will be collected from you by Arts Tasmania for the purpose of undertaking the management of the grants and loans program. Arts Tasmania will ensure that your personal information will not be used or disclosed to other State institutions and authorities except if required or allowed by law. You may contact the Department's Personal Information Protection Officer on 1800 030 688 should you have any questions about the collection and use of your personal information by the Department.

Your details

Title:	Name:	
Date of birth:	E-mail:	
Work phone:	Mobile:	
Street address:		
Suburb:	State:	Postcode:
Postal address:		
Suburb:	State:	Postcode:

Investment details

What type of investment did you receive? Please indicated below by typing yes next to the relevant option.

Grant:	Loan:	Roving Curator time:
Amount of the investment (\$ or days):		Year of the investment:
Project title:		
Start date:	Finish date:	

Project description

Describe your project or activity. Identify the key personnel involved and your project's purpose (what, where, who, when and how). If the project or activity differed from your original application, please explain how and why.
Maximum 500 words.

Project evaluation

Describe your successes (including key outcomes) and challenges encountered with the project. What benefits has this project produced?

Maximum 500 words.

Permissions

Please type yes or no

Can the information provided in section 1 be made available to others?	
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Acknowledgements

It is a condition of investment that you acknowledge Arts Tasmania. How did you do this? Where possible include copies of documentation with your report (e.g. brochures and media releases). Please note this will not be returned.

Section 2: Statistical report

This section is **not** required for **LOAN** recipients.

The purpose of this section is to assist us in measuring the effectiveness of our grants program, and as evidence to support arts policy formation including advocacy. This statistical report evaluates participation and engagement.

Activity	# of events Local	# of events Regional	# of events National	# of events International	# of audience attendees	
					Paid	Unpaid
Performances						
Exhibitions						
Residences, workshop, forums						
Creative development (other)						

Publications						
Publication title	Description			# produced	# distributed paid	# distributed unpaid

Personnel involved				
	Paid – full time	Paid – part time	Unpaid – full time	Unpaid – part time
Personnel directly involved in project i.e. artists				
Community members actively involved				

Meaningful engagement: did your project target a specific sector of community?			
Sector	Estimated no. of participants	Sector	Estimated no. of participants
Tasmanian Aboriginal		People living with disability	
Children		Youth	
Multicultural		Women	
Seniors		Other	

Section 3: Financial report

A financial acquittal template is available from here: www.arts.tas.gov.au/forms

For ROVING CURATOR recipients

This section is not required. If you received a grant in addition to your Roving Curator time please complete this section for your grant.

For LOAN recipients

It is a condition of the Arts Tasmania loan that you provide a financial report detailing the expenditure of your loan. You may use the financial acquittal template or provide your own format for the report.

For GRANT recipients

Your financial report should show the actual income and expenditure figures for the project. You may use the financial acquittal template or provide your own format for the financial report. Your accounting for this report must include the expenditure of the full budget allocation, including the retained 10% grant amount, which will be paid to you by Arts Tasmania after your acquittal report has been approved.

For organisations in receipt of MULTI-YEAR funding or funding of more than \$50 000

As a condition of your grant deed, you are required to provide audited annual financial statements. These must show the grant as a separate identifiable item. Please note that it is a requirement that organisations in receipt of multi-year funding utilise accrual accounting in the preparation of financial statements.

For organisations funded \$50 000 or less

An organisation can provide its annual financial statements if there is sufficient detail of the project in the report or alternatively, complete the financial acquittal template. Annual financial statements do not need to be audited.

Declaration

I certify that the Grant/Loan/Roving Curator time was used for the approved purpose. To the best of my knowledge and belief, the Statement of Income and Expenditure covering this investment is true and fair.

Signature of recipient or operational contact*:

Date:

*Electronic signature of this form has the same effect as a formal signature.

Section 4: Documentation

Provide a selection of good quality, clearly labelled materials that document the activities funded by this grant or loan. Documentation will be retained by Arts Tasmania and archived.

Documentation may include:

- Recordings or publications
- Images of artworks or activities
- Footage of performances
- Promotional materials
- Reviews of work by critics or other artists (for newspaper reviews, only provide date, newspaper title and quote from article).

Please indicate if you would be willing for the material to be included in your licence of material for publication on our website or promotion to media. In so, please include any credits to be used.

For guidelines on formats, visit: www.arts.tas.gov.au/support_material

Attachment #	Description	Promotional release?
	E.g. brochure, book, poster, DVD containing images or video, or URLs for online content.	Please type yes or no
Attachment 1		
Attachment 2		
Attachment 3		
Attachment 4		
Attachment 5		
Attachment 6		
Attachment 7		

Section 5: Images

You may choose to provide Arts Tasmania with permission and licence to use your images for promotion and publicity. If we use your images accordingly, we will include captions, acknowledging the work, artist/s, participants (where applicable) and photographer. Please provide your digital images via email or DVD preferably in eps, tiff or jpeg format. Images should be 300 dpi or have a file size greater than 1Mb (1Mb = 1 000Kb).

Note: * = required fields.

Contact person's details

Name: _____ Organisation (if applicable): _____

Phone: _____ E-mail: _____

Please complete the relevant fields for each image supplied.

Image 1				
File name (as submitted)	Title*	Exhibition/event*	Artist name*	Date
Medium/venue	Performers/subject(s) pictured	Photographer*	Copyright holder*	Copyright holder's phone #

Image 2				
File name (as submitted)	Title*	Exhibition/event*	Artist name*	Date
Medium/venue	Performers/subject(s) pictured	Photographer*	Copyright holder*	Copyright holder's phone #

Image 3				
File name (as submitted)	Title*	Exhibition/event*	Artist name*	Date
Medium/venue	Performers/subject(s) pictured	Photographer*	Image copyright holder*	Copyright holder's phone #

Licence

This licence allows Arts Tasmania to use your text and images for promotion on our website and to the media. The Project Description part of Section 1 and the images are included in this release. All other sections will only be included if you indicate 'yes' in the relevant section.

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Images means the images listed in this acquittal report;

Text means the information in the Project Description of this acquittal report and any other information the Licensor has expressly agreed in this acquittal report may be used by the Licensee pursuant to this Licence.

Declaration

I (the Licensor) give the Crown in Right of Tasmania (represented by Arts Tasmania, a division of the Department of State Growth) (the Licensee), a licence to use the text and images in this acquittal report on the terms of the conditions above.

Signature*:

Date:

*Electronic signature of this form has the same effect as a formal signature.

Please email your completed acquittal to Arts-Acquit@arts.tas.gov.au