

**Please omit this page when submitting your acquittal report**



## Designer Fashion Acquittal Form

The Department of Culture and the Arts (DCA) is committed to fostering an environment which empowers the designer fashion industry to grow, nurture and become sustainable. As part of that commitment, DCA requires detailed information to ensure that these principles are being met.

It is also a legal requirement for DCA to obtain acquittals from all individuals, groups and organisations in receipt of State funds through the Grants Program.

The acquittal report provides valuable and confidential information to track the progress of the Designer Fashion Grants Program. Please ensure you read through all the questions before the start of your project/activity, so you are aware of what type of information you will need to collate during your project/activity.

The acquittal report should be received **within 13 weeks of the completion of the project or activity**. Failure to provide an acquittal makes an individual, group or organisation ineligible for future financial assistance.

This acquittal form contains four sections:

- **General information**
- **Project report**
- **Financial report**
- **Information for the DCA database**

Please try to ensure that the information you provide is accurate, honest and as fair as possible.

**Please ensure samples of your editorial/publicity and/or any DVD/video/CD ROM related to your activity are included with the acquittal report.**

While it isn't necessary to provide copies of project documentation such as receipts, etc, such documentation should be kept for at least 12 months after the project has been completed. In some cases, we may need to look at this documentation for auditing or other purposes.

If you have any questions regarding the completion of your report, please phone your **project officer** on **(08) 9224 7310** or toll-free on **1800 199 090**.

**If you would like an electronic version of this form, it is available for download at [www.dca.wa.gov.au](http://www.dca.wa.gov.au)**

# Section One: General Information

File number: \_\_\_\_\_

Applicant: \_\_\_\_\_

Current Postal Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Amount received: \$ \_\_\_\_\_

Purpose of grant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Certification

I certify that the grant described above was used for the approved purpose. To the best of my knowledge and belief, the attached artistic and financial reports are true and fair.

TITLE: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

| OFFICE USE ONLY<br>Date Received: |
|-----------------------------------|
|                                   |

## Section Two: Project Report

Please read all of the questions before you start writing your responses. Please mark the appropriate boxes. If you feel that you will need more space than that provided, please use plain A4 paper.

### IMPORTANT:

**Confidentiality of your answers will be respected. If more than one designer was involved in the funded project, each designer should fill in section two individually.**

### BUSINESS INFORMATION

1. What is your core business (please mark one box only)?

- Women's wear
- Men's wear
- Street wear
- Lingerie
- Accessories
- Swimwear
- Bridal
- Textiles
- Resources/training, please go to **question 8**
- Other \_\_\_\_\_

2. How many years has your business been established?

- Less than 1 year
- 1-3
- 3-5
- 5-8
- 8-10
- 10+

3. At what end of the market are your designs directed?

- Mid
- Upper
- High

4. How would you describe your position in the Australian fashion industry?

- Emerging
- Mid
- Established

5. How many staff do you currently employ? Please write the number in the box provided (0 = no staff)

Permanent       Part time       Casual       Contractors

6. Are your products available overseas?

- Yes
- No

7. Do you have a website?

- Yes
- No

If yes please provide the website address:

\_\_\_\_\_

**PROJECT INFORMATION**

8. What category of funding did you apply for?
- Marketing
  - Business Development
  - Partnerships for Skills Development
  - Research and Development Travel

9. What type of activity/project did the DCA fund?
- Participation in trade fair
  - Development of website
  - Development of catalogue
  - Research and Development
  - Business Development
  - Marketing strategies
  - Other, please describe
- 

10. Were you able to develop new skills whilst undertaking the funded project?
- Yes
  - No

If yes, rate your level of skill development in the following areas from 1 to 5. Please tick more than one box if applicable

|   | low |   | average |   | high |
|---|-----|---|---------|---|------|
| <input type="radio"/> Design                        | 1   | 2 | 3       | 4 | 5    |
| <input type="radio"/> Marketing                     | 1   | 2 | 3       | 4 | 5    |
| <input type="radio"/> Management                    | 1   | 2 | 3       | 4 | 5    |
| <input type="radio"/> Administration                | 1   | 2 | 3       | 4 | 5    |
| <input type="radio"/> Production                    | 1   | 2 | 3       | 4 | 5    |
| <input type="radio"/> Other, please describe & rate |     |   |         |   |      |

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Please discuss the impact of the skills development on your business/organisation.

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11. Were you able to undertake any new product development as a result of DCA funding?
- Yes
  - No

If yes, rate your level of product development from 1 to 5. Please tick more than one box if applicable.

|   | low |   | average |   | high |
|---|-----|---|---------|---|------|
| <input type="radio"/> New product development (for example a diffusion label) | 1   | 2 | 3       | 4 | 5    |
| <input type="radio"/> Modifications of materials of existing product          | 1   | 2 | 3       | 4 | 5    |
| <input type="radio"/> Modifications of components of existing product         | 1   | 2 | 3       | 4 | 5    |
| <input type="radio"/> Modifications of styling of existing product            | 1   | 2 | 3       | 4 | 5    |
| <input type="radio"/> Modifications in sizing of existing product             | 1   | 2 | 3       | 4 | 5    |
| <input type="radio"/> Modifications of pattern of existing product            | 1   | 2 | 3       | 4 | 5    |
| <input type="radio"/> Other, please describe & rate                           |     |   |         |   |      |

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Please discuss the impact of the product development on your business/organisation (if you need more room please attach additional A4 pages).

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12. Were you able to develop new market knowledge whilst undertaking the funded project?

- Yes
- No

If yes, rate your level of new market knowledge from 1 to 5. Please tick more than one box if applicable

|   | low |   | average |   | high |
|---|-----|---|---------|---|------|
| <input type="radio"/> Product requirements                            | 1   | 2 | 3       | 4 | 5    |
| <input type="radio"/> Target market (consumers)                       | 1   | 2 | 3       | 4 | 5    |
| <input type="radio"/> Communication channels (media/PR)               | 1   | 2 | 3       | 4 | 5    |
| <input type="radio"/> Supply channels (distributors/agents/stockists) | 1   | 2 | 3       | 4 | 5    |
| <input type="radio"/> Business environment                            | 1   | 2 | 3       | 4 | 5    |
| <input type="radio"/> Other, please describe & rate                   | 1   | 2 | 3       | 4 | 5    |

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Please discuss the impact if the new market knowledge on your business/organisation.

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13. Did the funded project allow you to develop new networks?

- Yes
- No

If yes, rate the level of development with the new networks from 1 to 5. Please tick more than one box if applicable

|  | low |   | average |   | high |
|--|-----|---|---------|---|------|
| <input type="radio"/> Media                                  | 1   | 2 | 3       | 4 | 5    |
| <input type="radio"/> Stockists                              | 1   | 2 | 3       | 4 | 5    |
| <input type="radio"/> Agents                                 | 1   | 2 | 3       | 4 | 5    |
| <input type="radio"/> Suppliers                              | 1   | 2 | 3       | 4 | 5    |
| <input type="radio"/> Designers                              | 1   | 2 | 3       | 4 | 5    |
| <input type="radio"/> Photographers                          | 1   | 2 | 3       | 4 | 5    |
| <input type="radio"/> Stylists/Make-Up Artists/Hair Stylists | 1   | 2 | 3       | 4 | 5    |
| <input type="radio"/> Other, please describe and rate        |     |   |         |   |      |

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Please discuss the impact of these networks on your business.

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14. What was the total number of stockists **prior to the DCA grant**? Please write the number(s) in the box provided.

Western Australia  Eastern States  International

15. As a result of the grant has your number of stockists increased?

- Yes
- No

If yes, please write the number(s) of new stockists in the box provided.

Western Australia  Eastern States  International

Please provide the names of the new stockists and their locations (State/Country).

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16. As a result of the grant, were you able to find any new agents/distributors?

- Yes
- No

If yes, how many and in which markets?

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17. Did the funded project/activity generate interest from new potential new stockists?

- Yes
- No

If yes, in which locations (States/Country)?

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18. Did the funded project/activity generate sales?

- None, please go to **question 21**
- \$0-\$10,000
- \$10,000-\$20,000
- \$20,000-\$30,000
- \$30,000-\$40,000
- \$40,000-\$50,000
- \$60,000-\$70,000
- \$70,000-\$80,000
- \$80,000-\$90,000
- \$90,000-\$100,000
- \$100,000+

19. What percentage does this represent of you annual turn over?

- 1-3%
- 3-6%
- 6-9%
- 9-12%
- 12-15%
- 15% or more

20. Were these sales in:

- Western Australia
- Eastern States
- International

21. Did the project result in editorial, publicity or coverage in the following?

- Yes
- No, please go to **question 23**

If yes, please indicate in which media (please tick more than one box if applicable):

Print media (Please include editorial yet to be published)

- None
- Newsletters, brochures, catalogues
- Local print media (glossy/street press/newspaper)
- National print media
- International print media

Television

- None
- Local television
- National television
- International television

Radio

- None
- Local radio
- National radio
- International radio

22. Please provide the approximate dollar value of the received publicity/editorial/coverage

- \$0-\$2,000
- \$2,000-\$4,000
- \$4,000-\$6,000
- \$6,000-\$8,000
- \$8,000-\$10,000
- \$10,000-\$12,000
- \$12,000+

**IMPORTANT: Please ensure samples of your editorial/publicity and/or any DVD/video/CD ROM related to your activity are included with the acquittal report.**



# Section Three: Financial Information

**\*ORIGINAL:** Please refer to your original application for your projected or anticipated budget figures  
**\*\*ACTUAL:** This column should show what you really spent. Please note that variations between original and actual figures are acceptable.

In case of (a) large variation(s), please attach up to one page of explanatory notes to your acquittal budget

| Expenditure  | Original Budget* | Actual** | Income   | Original Budget* | Actual** |
|--|------------------|----------|--|------------------|----------|
| <b>Administration</b>  | \$               | \$       | <b>Earned (sales etc)</b>  | \$               | \$       |
|  |                  |          |  |                  |          |
|  |                  |          |  |                  |          |
|  |                  |          |  |                  |          |
|  |                  |          |  |                  |          |
|  |                  |          |  |                  |          |
|  |                  |          |  |                  |          |
|  |                  |          |  |                  |          |
| <b>Sub-total</b>   |                  |          | <b>Sub-total</b>   |                  |          |
| <b>Marketing, Promotion &amp; Distribution</b>   |                  |          | <b>In-kind</b>   |                  |          |
|  |                  |          |  |                  |          |
|  |                  |          |  |                  |          |
|  |                  |          |  |                  |          |
|  |                  |          |  |                  |          |
|  |                  |          |  |                  |          |
|  |                  |          |  |                  |          |
|  |                  |          |  |                  |          |
| <b>Sub-total</b>   |                  |          | <b>Sub-total</b>   |                  |          |
| <b>Preparation, Development, Production, Exhibition, Travel, Transport and Freight</b> |                  |          | <b>Sponsorship and funding</b>   |                  |          |
|  |                  |          | <b>Please include Department of Culture and the Arts' grants funding in this section</b> |                  |          |
|  |                  |          |  |                  |          |
|  |                  |          |  |                  |          |
|  |                  |          |  |                  |          |
|  |                  |          |  |                  |          |
|  |                  |          |  |                  |          |
|  |                  |          |  |                  |          |
|  |                  |          |  |                  |          |
| <b>Sub-total</b>   |                  |          | <b>Sub-total</b>   |                  |          |
| <b># Salaries, fees, living allowances</b>   |                  |          | <b>Other Income</b>  |                  |          |
|  |                  |          |  |                  |          |
|  |                  |          |  |                  |          |
|  |                  |          |  |                  |          |
|  |                  |          |  |                  |          |
|  |                  |          |  |                  |          |
|  |                  |          |  |                  |          |
|  |                  |          |  |                  |          |
| <b>Sub-total</b>   |                  |          | <b>Sub-total</b>   |                  |          |
| <b>Total Expenditure</b>   | \$               |          | <b>Total Income</b>  |                  | \$       |
| <b>Profit / (Loss)</b>   |                  |          |  |                  |          |

## Section Four: Information for the Database

The following information is needed to help DCA monitor the effectiveness of its grants.

**As a result of the DCA grant, was there any involvement in the following?**

- If an item is not applicable to your project or activity, write N/A, otherwise please write the **number**.

| <b>Activity</b> | <b># Of events<br/>Local</b> | <b># Of events<br/>Regional</b> | <b># Of events<br/>National</b> | <b># Of events<br/>International</b> |
|-----------------|------------------------------|---------------------------------|---------------------------------|--------------------------------------|
| Parade/Event    |                              |                                 |                                 |                                      |
| Trade Fair      |                              |                                 |                                 |                                      |
| Workshop forums |                              |                                 |                                 |                                      |
| Publications    |                              |                                 |                                 |                                      |

## Section Five: Applicant Feedback

Please rate the following.

|  | Very Poor<br>(Dissatisfied) | Poor | Somewhat Poor | Neutral | Somewhat Good | Good | Very Good<br>(Satisfied) |
|--|-----------------------------|------|---------------|---------|---------------|------|--------------------------|
| <b>a.</b> Usefulness of DCA's handbook                       | 1                           | 2    | 3             | 4       | 5             | 6    | 7                        |
| <b>b.</b> Usefulness of DCA's website                        | 1                           | 2    | 3             | 4       | 5             | 6    | 7                        |
| <b>c.</b> Accessibility of DCA staff                         | 1                           | 2    | 3             | 4       | 5             | 6    | 7                        |
| <b>d.</b> Quality of advice provided by DCA staff            | 1                           | 2    | 3             | 4       | 5             | 6    | 7                        |
| <b>e.</b> Fairness of DCA Peer Assessment Process            | 1                           | 2    | 3             | 4       | 5             | 6    | 7                        |
| <b>f.</b> Diversity of art forms and events supported by DCA | 1                           | 2    | 3             | 4       | 5             | 6    | 7                        |
| <b>g.</b> Timeliness of DCA 's response to queries           | 1                           | 2    | 3             | 4       | 5             | 6    | 7                        |
| <b>h.</b> Timeliness of DCA's response to industry issues    | 1                           | 2    | 3             | 4       | 5             | 6    | 7                        |

**How can DCA improve its service to you?**

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# DCA Image Permission Form 2008

The Department of Culture and the Arts would like to promote a sample of successful arts and cultural projects on its website and in publications. Captions are included for each image used, acknowledging the work, artist/s, participants (where applicable) and the photographer. If you would like your project to be considered for inclusion, please submit digital images with this completed form (an additional images form is available on request) on CD-ROM, preferably in eps, tiff or jpeg format and saved at 300 – 400dpi.

**NOTE: Images CAN NOT be used without this signed permission form: please submit together.**

**NB: \* = required fields**

|                                 |  |
|---------------------------------|--|
| <b>Contact Person *</b>         |  |
| Organisation (where relevant)   |  |
| <b>Contact Number *</b>         |  |
| Email                           |  |
| Postal Address                  |  |
| <b>Image copyright holder *</b> |  |

\*The image copyright holder will be the photographer, unless you have commissioned the photographer or have otherwise agreed.

|   |              |
|---|--------------|
| I give the Department of Culture and the Arts a licence to use the images listed on the terms and conditions attached to this document. |              |
| <b>Signature:</b>   | <b>Date:</b> |

|                        |                 |               |                 |
|------------------------|-----------------|---------------|-----------------|
| Visual Arts and Crafts | Performing Arts | Music         | Indigenous Arts |
| Fashion                | Young People    | Regional Arts | Other:          |

|   |  |
|---|--|
| File Name (as submitted)                        |  |
| <b>Title *</b>                                  |  |
| <b>Exhibition/Event *</b>                       |  |
| <b>Artist Name *</b>                            |  |
| Date  |  |
| Medium/Venue (where relevant)                   |  |
| Name of performers / subject/s (where relevant) |  |
| <b>Photographer's Name *</b>                    |  |
| <b>Photographer's Contact *</b>                 |  |
| Website / Links (where relevant)                |  |

## Enquiries and Submissions

El Chantry, A/Information Officer, Development and Strategy Directorate, DCA  
 Level 7, Law Chambers, 573 Hay Street PERTH WA 6849 PH: (08) 9224 7470 Toll Free 1800 199 090  
 FAX: (08) 9224 7311 E: [elise.chantry@dca.wa.gov.au](mailto:elise.chantry@dca.wa.gov.au)



## Additional Images

NOTE: Images CAN NOT be used without the signed permission form: please submit together.

|   |  |
|---|--|
| File Name (as submitted)                        |  |
| Title *   |  |
| Exhibition/Event *                              |  |
| Artist Name *                                   |  |
| Date  |  |
| Medium/Venue (where relevant)                   |  |
| Name of performers / subject/s (where relevant) |  |
| Photographer's Name *                           |  |
| Photographer's Contact *                        |  |
| Website / Links (where relevant)                |  |
| File Name (as submitted)                        |  |
| Title *   |  |
| Exhibition/Event *                              |  |
| Artist Name *                                   |  |
| Date  |  |
| Medium/Venue (where relevant)                   |  |
| Name of performers / subject/s (where relevant) |  |
| Photographer's Name *                           |  |
| Photographer's Contact *                        |  |
| Website / Links (where relevant)                |  |
| File Name (as submitted)                        |  |
| Title *   |  |
| Exhibition/Event *                              |  |
| Artist Name *                                   |  |
| Date  |  |
| Medium/Venue (where relevant)                   |  |
| Name of performers / subject/s (where relevant) |  |
| Photographer's Name *                           |  |
| Photographer's Contact *                        |  |
| Website / Links (where relevant)                |  |

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