



Grant Acquittal Form

An acquittal is a written account of how funds received for a particular purpose have been spent.

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

Acquittals 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 three sections:

- **artistic report**
- **financial report**
- **information for the DCA database**

Please try to ensure that the information you provide is as accurate as possible. You may find that some of the questions are not applicable to your project or activity. If so, please write N/A.

In the future the DCA would like to support artists to better share the lessons they have learned through the projects they undertake. In order to do this we need your permission to make this information public so that others may access and learn from it. In each section of the acquittal below you may indicate if you are happy for the information you have submitted to be made public, this information will remain confidential unless you explicitly give permission for DCA to make it public.

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

Section One: General Inform

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 Date Received:

Section Two: Artistic Repo

Please read all of the questions before you start writing your responses. If you feel that you will need more space than that provided, please present your entire Artistic Report on plain A4 paper.

- 1. Describe the project or activity and identify the creative personnel involved.**
(If your project included a flight or other forms of travel, copies of travel documents or receipts are required).
-

- | |
|----------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> I am happy for the above information to be made available to others |
| <input type="checkbox"/> Please keep the above information confidential |

2. What is your personal assessment of the project or activity?

In answering this question, you may like to consider such things as:

- Did the project or activity achieve its goals?
 - Were there particular strengths or weaknesses?
 - Did you learn anything new or gain unexpected benefits?
-

..... I am happy for the above information to be made available to others

..... Please keep the above information confidential

3. What were the key outcomes of the project
1. 2. 3. 4.
<input type="checkbox"/> I am happy for the above information to be made available to others <input type="checkbox"/> Please keep the above information confidential
4. What were the key strengths of your project
1. 2. 3. 4.
<input type="checkbox"/> I am happy for the above information to be made available to others <input type="checkbox"/> Please keep the above information confidential
5. The key lessons learned from the project/activity were
1. 2. 3. 4.
<input type="checkbox"/> I am happy for the above information to be made available to others <input type="checkbox"/> Please keep the above information confidential

6. If the project resulted in a performance or an exhibition or a product such as a book or a CD, how did the public and/or the critics respond to the work?

I am happy for the above information to be made available to others

Please keep the above information confidential

7. Has your project or activity been documented? If so, in what form (eg, video, slides, catalogues, critical assessments)?

Please include copies of this documentation (where possible) with your report, taking care to identify those items which you would like to be returned.

Section Three: Financial Information – Acquittal Budget

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

The following information is needed to help DCA monitor the effectiveness of its grants. The section below deals with projects and activities which have had a public outcome such as a performance or an exhibition or a saleable product such as an art work, a book or a CD. If your activity has been in the field of **research and development** or has involved attending a **conference, seminar or special event**, part or all of this section of the report may not be relevant to you.

- If an item is not applicable to your project or activity, write N/A.

Database

Activity	# Of events Local	# Of events Regional	# Of events National	# Of events International	# Of Attendances	
					Paid	Unpaid
Performances						
Exhibitions						
Residences, workshop forums						
Festivals						
Publications						
Creative Development (Other)						

Income from sales (if a CD, book, etc, show sales to date)

- from ticket sales \$
 - from product sales \$
- TOTAL: \$**

Number of personnel directly involved in the project/activity

- full-time (paid)
- full-time (unpaid)
- part-time (paid)
- part-time (unpaid)

Amount of media coverage (excluding paid advertising)

Indicate the number of items in each category.

- Newspaper items/articles/reviews, etc
- Magazine or journal items/articles/reviews, etc
- Radio interviews/reviews, etc
- Television appearances/coverage, etc

Artistic success (self-evaluation) Please tick the most appropriate statement

- Artistically, the activity exceeded my/our expectations
- Artistically, the activity met my/our expectations
- Artistically, the activity fell short of my/our expectations

Please tick if your activity involved one or more of these areas:

- Aboriginal Arts
- Young People and the Arts
- Regional Arts (non-Perth metro)
- International Cultural Interchange

Section Five: Applicant Feedback

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

How can DCA improve its service to you?

I am happy for the above information to be made available to others

Please keep the above information confidential

DCA Image Permission Form 2009

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

Contact Details	
Contact Person *	
Organisation (where relevant)	
Contact Number *	
Email	
Postal Address	
Image copyright holder *	

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

Declaration
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.
Signature: _____ Date: _____

Category – please circle			
Visual Arts and Crafts	Performing Arts	Music	Indigenous Arts
Fashion	Young People	Regional Arts	Other:

Image 1 use additional pages as required	
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)	

Enquiries and Submissions

Alysha Worth, A/Information Officer, Development and Strategy Directorate, DCA
 Level 7, Law Chambers, 573 Hay Street PERTH WA 6849, PH: (08) 9224 7467 Toll Free 1800 199 090 FAX: (08) 9224 7311 E: alysha.worth@dca.wa.gov.au

Additional Images

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Image 2	
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)	
Image 3	
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)	
Image 4	
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)	
Image 5	
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)	

Image 6	
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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