

Country Arts Support Program (CASP) PROJECT REPORT FORM



REGIONAL
ARTS **NSW**

Name of Organisation

Name of Project

YearAmount of CASP Grant \$

Completion and return of reports is a requirement for all projects assisted by the Country Arts Support Program of Regional Arts NSW, funded by the NSW Government through Arts NSW. The information in these reports provides a valuable record of activities funded through CASP, and assists with ongoing evaluation and recognition of the work of this program.

Project reports should be returned within three months of the project's completion. Further applications will not be accepted from organisations which have failed to provide reports for funded projects. We also suggest you keep copies of all reports for your records. If you have any queries contact the Funding Manager Tel 02 9270 2502 or Email funding@regionalartsnsw.com.au

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Please complete all questions and return this form to:
The Funding Manager, Regional Arts NSW, Pier 5, 15 Hickson Road, Millers Point NSW 2000

ARTISTIC REPORT

1. Project Description

Date/s of the project or performance:

Venue/Location/s:

2. Activities

Briefly describe the activity of your project

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3. The Artist/s

How many artists worked on this project? Paid Unpaid

Name/s of artist/s involved:

.....

Please describe the **role of the artist/s** in the project:

.....

4. Activity Type

Please tick the activity type(s) that are appropriate to your project:

- | | |
|---|---|
| <input type="checkbox"/> Workshops | <input type="checkbox"/> Arts and cultural directory |
| <input type="checkbox"/> Arts activity as part of a community Festival or event | <input type="checkbox"/> Community seminar and/or forum |
| <input type="checkbox"/> Artist-in-residence program | <input type="checkbox"/> Curator(s) for exhibition |
| <input type="checkbox"/> Public art & or design project | <input type="checkbox"/> Oral History Project |
| <input type="checkbox"/> Professional performance | |
| <input type="checkbox"/> Other local initiatives (please specify) | |

5. Artform

Please tick the artform(s) involved in the project.

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Visual arts | <input type="checkbox"/> Music |
| <input type="checkbox"/> Craft | <input type="checkbox"/> Screen arts |
| <input type="checkbox"/> Photography | <input type="checkbox"/> New media |
| <input type="checkbox"/> Literature | <input type="checkbox"/> Multi-arts |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Textiles |
| <input type="checkbox"/> Theatre | <input type="checkbox"/> Physical Theatre |
| <input type="checkbox"/> Circus | <input type="checkbox"/> Community Cultural Development |

Of the above listed artforms, what was the **main** artform:

6. Participation and Attendance

Participation refers to those who took an active role in the arts activity.

Attendance refers to the audience or viewers if there was an exhibition or performance component.

Actual numbers: **Participants** **Attendees**

Where did the actual participants/attendees originate from? (Please use approximate numbers):

Participants: Local/surrounding areaOther (e.g metro, other regions)

Attendees: Local/surrounding areaOther (e.g. metro, other regions)

7. Project Organisation

How many people were involved in the organising committee of this project?

Please list any other groups other than your organisation (or sub-committee) that were part of the project?

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8. Project Marketing

How did you promote your project? (Please tick): * *Please attach a copy of any printed promotional material.*

- | | | | |
|---|---|--|-------------------------------------|
| <input type="checkbox"/> Radio interviews | <input type="checkbox"/> School newsletters | <input type="checkbox"/> Local newsletters | <input type="checkbox"/> Website |
| <input type="checkbox"/> Free editorial | <input type="checkbox"/> Direct email | <input type="checkbox"/> Posters/ fliers | <input type="checkbox"/> Television |
| <input type="checkbox"/> Newspaper Ads | <input type="checkbox"/> Other (please specify) | | |
| <input type="checkbox"/> Word of Mouth | | | |

Which was the most successful form of marketing:

EVALUATION

Please describe the main impact of the project:

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Please describe the successes and challenges of the project:

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Please give an overall assessment of the project (include any unexpected outcomes and/or anything you would do differently next time):

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Was your project accessible for people with a disability? Yes () No ()
If 'yes' in what way?

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.....

Will you organise this or a similar project in the future? (please tick) Yes () No ()

FINANCIAL REPORT

Please provide a report of the income and expenditure for your project. It is a good idea to refer to your initial application when completing this report.

Note: only include **CASH** transactions on this page. In-kind support is included on the next page. Do not include GST.

PROJECT INCOME	Name of funding source (please list)	Amount
Federal Government eg Australia Council, Festivals Australia etc		\$
State Government eg Arts NSW, Dept State and Regional Development etc		\$
Local Government eg your local shire or city council		\$
Sponsorship eg name of company, business		\$
Other Income eg applicant's own cash contribution, Foundations, Trusts, cash donations, fundraising		\$
Earned Income eg workshop fees, box office income, sale of merchandise, food and drink sales, program sales, membership fees etc		\$
CASP Grant		
	Total PROJECT INCOME	\$

PROJECT EXPENSES	Please list all items relevant to the project in this application	Amount
Artist / artswoker / curator / cultural worker fees and allowances – can also include travel, accommodation expenses and living allowances (include quote where available)		\$
Production / Program costs – can include materials, venue hire, equipment hire, costumes, fees for production staff (eg stage managers, lighting and sound technicians, set construction workers)		\$
Administration expenses – can include general printing and stationery, audit fees, insurance, telephone, fax and other office expenses, travel (other than artists), auspice fee, fees for administrator / coordinator)		\$
Marketing, Promotion & Documentation – can include costs of printing promotional material, media advertising, video, production, fees for marketing or promotional officer.		\$
	Total PROJECT EXPENSES	\$

Please specify what the CASP funds were used for: Remember that CASP should mainly cover artists' / artworkers' fees and expenses.

CASP EXPENSES – please itemise	Amount
	\$
	\$
	\$
	\$
	\$

In Kind Support – non cash items donated to your project. You will only be able to provide estimates of their value but they are important to include as it shows the 'real cost' of your project.	Estimated amounts
Estimated number of volunteers	
Estimated total number of volunteer hours (all volunteers combined)	
Estimated value of volunteer time (Total volunteer hours x suggested hourly rate of \$20 per hour)	\$
Local Government – goods, services that council provides without a fee eg venue, rubbish service, admin support	\$
Local Business – goods, services that local businesses provide without a fee eg paints, materials, advertising	\$
Other Community Groups – goods, services that other groups provide without a fee eg venue	\$
TOTAL IN KIND SUPPORT	\$

DOCUMENTATION

Please forward copies of any material that documents your project (this may include):

- Photographs (digital format preferred i.e. on data CD)
- Posters Brochures/leaflets
- CD ROM
- Other (please specify)
- Newspaper article/s
- Programs
- DVD
- CD

Photographs and Video footage from your project may be used in RANSW publications, either in print or on the internet, for the purposes of promoting both your organisation and the CASP program. Where applicable, please provide details of the names of people in photos (left to right) and the name of the photographer.

If you don't want photographs or video footage published, please tell us below.

Please include a stamped self-addressed envelope if you would like material returned.

I hereby certify that the information contained in this report is true and accurate:

Signed

Print Name Position Date

Permission is given for RANSW to publish documentation from this acquittal: Yes No

REGIONAL ARTS
NSW



Communities
arts nsw

The Country Arts Support Program of Regional Arts NSW is funded by the NSW Government through Arts NSW