

acquittal form | 2009/10/11

category A & B



Community Arts Network WA manages this fund on behalf of the State of Western Australia through the Department of Culture and the Arts

COMPLETING THIS FORM

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

It is a legal requirement for Community Arts Network WA Ltd to obtain acquittals from all individuals, groups and organisations who receive State funds through the CATALYST Community Arts Fund.

IMPORTANT INFORMATION REGARDING YOUR ACQUITTAL

- Acquittals should be received **within 12 weeks of the completion date of the project or activity**.
- Failure to provide an acquittal makes an individual, group or organisation **ineligible** for future financial assistance or for assistance from Community Arts Network, Department of Culture and the Arts or Country Arts WA.
- Project documentation such as receipts, invoices etc., should be kept for **at least five years** after the project has been completed. For auditing purposes, Community Arts Network requires copies of these with your acquittal.
- A well-documented acquittal can be used as support documentation for future funding applications.

CHECKLIST

Before you submit your application, have you:

- Completed all questions from the five sections?
 - Project information and Declaration
 - Arts & Cultural report
 - Financial report
 - Project statistics report
 - CAN WA image permission form
- Included **all copies** of your receipts and tax invoices for the amount funded?
- Ensure your budget is accurate and balances correctly?
- Signed the Declaration?
- Included a CD/DVD (preferably) of the best images from the project (at least 300 dpi quality), along with the permissions for use of the images?
- Made a copy for your own records?
- Submitted your acquittal within 13 weeks of the completion of your project?

PROJECT INFORMATION

For the Catalyst Categories A and B only.

File number: _____

Category A

or

Category B

Applicant: _____

Project title: _____

Amount received from Catalyst (**not** inc GST): _____

Purpose of grant: _____

DECLARATION

I certify that the investment 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.

Applicant: (if the applicant is an organisation or association, the declaration must be signed by the CEO, Chairperson or President)

Signature: _____

Name: _____ Date: _____

Auspicing body: (to be signed by the CEO, Chairperson or President)

Signature: _____

Name: _____ Date: _____

SUBMITTING YOUR APPLICATION

If you have any questions regarding the completion of your report, please phone the Funds Manager at **Community Arts Network WA** on (08) 9226 2422 or country callers 1800 681 021.

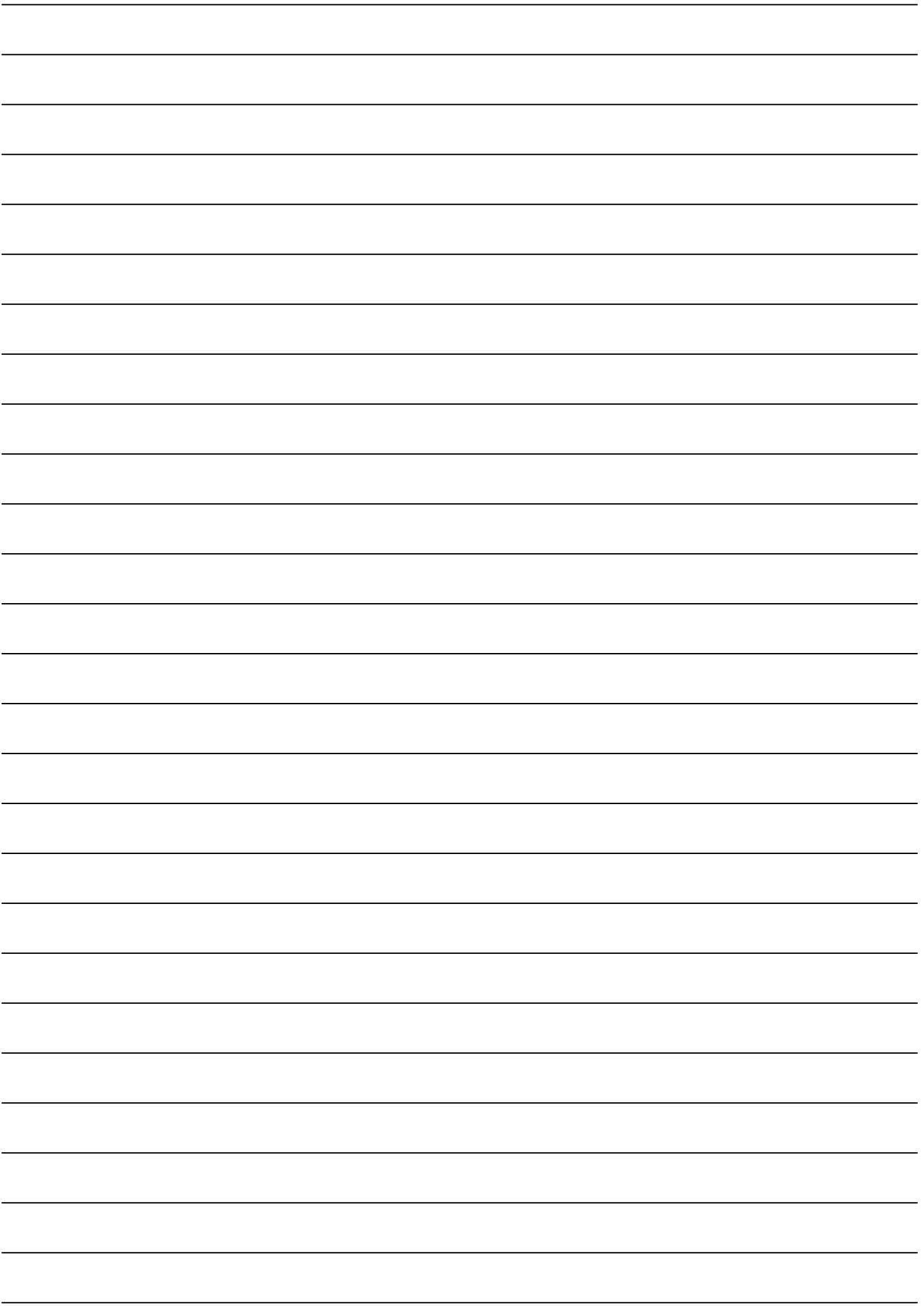
Send your acquittal to:

Funds and Operations Manager
Community Arts Network WA
PO Box 7514
Cloisters Square
PERTH WA 6850

Email your acquittal:

admin@canwa.com.au
With **ATTN: FUNDING MANAGER** in the Subject line

Copies of your receipts/tax invoices and images still must be provided if you submit electronically.





IMPORTANT:

Complete **both** original budget and actual budget columns.

Please refer to your original application for your projected or anticipated budget figures. These figures go in the column titled ***Original Budget***.

Include **ALL** of your other sources of Income, not just CATALYST.

Please provide copies of ALL receipts and tax invoices for the amount funded.

	BUDGET		ACTUAL	
	REFER TO ORIGINAL APPLICATION		WHAT YOU ACTUALLY RECEIVED/SPENT	
INCOME				
CATALYST income				
EARNED Income				
Box office / sales / professional fees				
Subscriptions / Memberships				
Workshop Fees				
Other (please detail)				
OTHER Income				
Australia Council for the Arts				
Department of Culture and the Arts				
Lotterywest / Gordon Reid Foundation				
Country Arts WA				
Local Government				
Healthway				
Other (please detail)				
SPONSORSHIP Income				
YOUR Contribution				
TOTAL INCOME				

EXPENDITURE				
Salaries, wages, artworker fees				
(a) artists				
(b) other				
Direct costs, e.g. venue hire, travel, materials				
Overheads, e.g. office administration				
Promotion, advertising, documentation, printing				
Other (please detail)				
TOTAL EXPENDITURE				
SURPLUS/(DEFICIT)				

PROJECT STATISTICS REPORT

The following information is needed to help Community Arts Network WA monitor the effectiveness of its grants.

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

Number and type of events

	NO. OF METRO	NO. OF REGIONAL
Residences / workshops		
Festivals		
Performances / exhibitions		
Professional Development		

Number of key personnel (artists / coordinators) directly involved in the project

	Artists	Coordinators		Artists	Coordinators
Full time (paid)			Part time (paid)		
Full time (unpaid)			Part time (unpaid)		

Participants

Total Number of Participants (your best estimate)

Indicate the number of project participants that fall within each of the following categories (where participants fall within multiple categories, include them in multiple categories):

CATEGORY	NUMBER
Children (up to 12 years)	
Young people (12 – 25 years)	
Culturally and linguistically diverse	
Indigenous	
Seniors	
Regional	
People with Disabilities	

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/out expectations	
Artistically, the activity fell short of my/our expectations	

CAN WA IMAGE PERMISSION FORM

As part of CAN WA's efforts to further community arts in Western Australia, we would like to promote successful arts and cultural projects.

Images (maximum of 10) should be provided on disc, in EPS, TIFF or JPG format and saved at 300-400 dpi (dots per inch). If you have a website relevant to your art project or have work featured on a website, please include the web address details.

Agreement

This agreement is made between: Community Arts Network WA Ltd of King Street Arts Centre, 357-365 Murray Street, Perth WA 6000 and the **copyright holder of the images** provided with the grant acquittal.

1. This agreement gives Community Arts Network WA Ltd a permanent, irrevocable, royalty free, worldwide, non-exclusive licence (including the right to sub-licence) to reproduce the images in print or digital form to be published in the public domain, news media, arts publications, websites, promotional material and other non-commercial publications of CAN WA and its affiliated organisations.

2. Certify that any person who is recognisable in the image has granted to necessary permissions for the image to be used in the public domain, including news media.

3. Warrant and represent that we have the full right and authority to enter into this agreement concerning the images, and that the permission of no other persons/organisations is necessary.

This agreement is made by the copyright holder of the images submitted with this acquittal.

Name: _____

Signature: _____

Date: _____

File number: _____

Project title: _____

Number of images submitted: _____

Website link (if applicable): _____

For each image submitted, please complete the individual boxes below. If wish to include extra images, please copy the attached sheet and continue.

Please complete this form and return with your acquittal.

Images provided on CD (maximum 10)

Image file name:	
Copyright holder:	
Photographer:	
Caption:	
Names of people (if applicable):	

Image file name:	
Copyright holder:	
Photographer:	
Caption:	
Names of people (if applicable):	

Image file name:	
Copyright holder:	
Photographer:	
Caption:	
Names of people (if applicable):	

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