

SHARING STORIES ACQUITTAL REPORT 08/10

THIS FUND IS SPONSORED BY **HEALTHWAY** TO PROMOTE **RELATIONSHIPS AUSTRALIA'S** MESSAGE **MAKE TIME TO TALK** AND IS MANAGED BY **COMMUNITY ARTS NETWORK WESTERN AUSTRALIA LTD.**

COMPLETING THIS REPORT

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 (CAN WA) to obtain acquittals from all groups and organisations that receive funds through the Sharing Stories community sponsorship program.

Acquittals should be received **within four (4) weeks of the completion of the project or activity.**

Failure to provide an acquittal will make a group or organisation unable to receive future financial assistance.

This acquittal report contains three sections:

1. Art and culture report
2. Financial report
3. Statistical report

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

Project documentation such as receipts, invoices, etc. should be kept for a minimum of 18 months after the project has been completed. *For auditing purposes, CAN WA requires copies of these with your acquittal.*

If you have any questions regarding the completion of your report, please contact CAN WA on (08) 9226 2422 or 1800 681 021 (country callers), or email Nicola Davison at nicola@canwa.com.au.

GENERAL INFORMATION

File number: _____

Applicant: _____

Project title: _____

Amount received from Sharing Stories: _____

Purpose of sponsorship: _____

CERTIFICATION

I certify that the sponsorship 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: _____

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

Signature: _____

Name: _____ Date: _____

IMPORTANT: Complete both budget and actual columns. Please refer to your original application for your projected or anticipated budget figures. These figures go in the column titled 'Budget'.

Please provide copies of all receipts and invoices.

	BUDGET	ACTUAL
INCOME		
SHARING STORIES income		
EARNED Income		
Box office / sales / professional fees		
Subscriptions / Memberships		
Other income (please detail)		
OTHER Income		
Australia Council		
Lotterywest / Gordon Reid Foundation		
Local Government		
Other (please detail)		
SPONSORSHIP Income		
TOTAL INCOME		

EXPENDITURE		
Salaries, wages, artworker fees		
(a) artists		
(b) other		
Direct costs		
Overheads		
Promotion, advertising		
Other expenditure (please detail)		
TOTAL EXPENDITURE		
SURPLUS/(DEFICIT)		

1. Who were the main target groups of the project / activity?

Age ranges

Please estimate the number of males and females who will be involved in your project and their anticipated age groups.

	PARTICIPANTS			SPECTATORS		
	Male	Female	Total	Male	Female	Total
Under 12						
Youth 13-17						
Adult 18-54						
Senior 55+						
Total						

Population groups

Please indicate below which of the following groups you targeted as part of your project.

POPULATION GROUP	SPECIFIC TARGET	ATTENDED
Indigenous people		
Ethnic communities		
Youth		
Other (please specify)		

2. How was the project promoted to attract participants and an audience?

Please indicate below.

- Flyer
- Poster
- Print media advertising
- School promotion
- Radio advertising
- Other (please specify)
- Newsletter/other publication

3. Contributing to a healthy environment

For each of the following, please indicate whether it was already in place, whether you were able to introduce it or whether you were unable to introduce it.

	ALREADY IN PLACE	INTRODUCED	NOT APPLICABLE OR UNABLE TO INTRODUCE *
Totally smoke free venue (indoors)			
Smoke free outdoor areas			
Sale of tobacco products prohibited			
Responsible alcohol serving practices			
Healthy food choices offered			
Sun protection measures introduced in outdoor settings			

* Please provide a brief explanation why the action is not applicable or unable to be introduced.

4. Educational strategies

Please indicate what promotional strategies you used to promote the Make Time to Talk health message.

Presentation / Naming rights

Signage (supplied by RA)

P/A announcements

Website logos/links

Media exposure

Program advertising

Distribute *Make Time to Talk* resources

Other (please specify)

Logo recognition on printed material and/or clothing
