

# CAN



## acquittal form | 2016

## category D

**Catalyst**  
Community Arts Fund

Community Arts Network WA manages this fund on behalf of the State of Western Australia through the Department of Culture and the Arts and is supported by the Mental Health Commission WA.

### 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 (CAN) 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 CAN, 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.
- A well-documented acquittal can be used as support documentation for future funding applications.

### CHECKLIST

Before you submit your acquittal report, have you:

- Completed all questions from the five sections?
  - Project information and declaration
  - Arts and cultural report
  - Financial report
  - Project statistics report
  - CAN image permission form
- Ensured your financial report is accurate and does not include GST?
- Signed the declaration?
- Included the best images from the project in electronic format (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 12 weeks of the completion of your project?

## SUBMITTING YOUR ACQUITTAL

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

Send your acquittal to:

Funding Manager  
CAN  
PO Box 7514  
Cloisters Square  
PERTH WA 6850

Email your acquittal to:

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

## PROJECT INFORMATION

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

Catalyst Funding Category: \_\_\_\_\_

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

Project title: \_\_\_\_\_

Amount received from Catalyst (**not** incl GST): \_\_\_\_\_

Purpose of grant:

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## 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, Statistical 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: \_\_\_\_\_

## ARTS AND CULTURAL REPORT

Please **ANSWER ALL QUESTIONS** provided. Please present your entire Arts and Cultural Report on plain A4 paper.

1. Describe the project or activity that was undertaken. When did it take place and where?
2. Was your project able to express your local culture and identity? How was this demonstrated?
3. Was your project able to support one or all of the values of respect, social justice and resilience? How was this demonstrated?
4. Did your project achieve its aims and / or what you set out to do? How did the project outcomes meet the criteria of the funding **category**? Include testimonials from participants, partners and audience members where possible.
5. Did your project encounter any issues or produce outcomes that were unforeseen?
6. Who was involved in your project?
  - Who were the communities? How many people took part?
  - Who coordinated the project?
  - Who provided the artistic and cultural development skills?
  - List the names of any partner organisations and their role in or contribution to the project.
7. How did you promote your project to your participants? Have you got any documentation? Please provide visual evidence of the process and outcomes if available.
8. How have you evaluated this project? What did you find out?
9. Do you think any of your anticipated short term goals were achieved? How has the project helped progress toward anticipated long term goals?

**IMPORTANT:**

Please fill out the Catalyst Acquittal Financial Report.

Refer to your original Budget Form when filling out the Acquittal Financial Report.

An excel version of this Report can be downloaded from CAN's website  
<http://www.canwa.com.au>

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

**Do NOT** include GST in these amounts.

Receipts are not required to be submitted, but retain with your own records for 5 years, as we may request this documentation for auditing purposes.



# Catalyst Acquittal Financial Report

EXPENDITURE	ACTUAL Project Expenditure	ACTUAL Catalyst Expenditure	INCOME	ACTUAL Project Income
[A] Artworker / Facilitator / Coordinator fees, wages			[K] Other funding sources (e.g. Commonwealth, State, local government)	
[A] Subtotal	0	0	[K] Subtotal	0
[B] Direct costs (e.g. venue hire, travel, materials, production etc)			[L] Your own contribution (in kind or cash)	
[B] Subtotal	0	0	[L] Subtotal	0
[C] Overhead costs (e.g. office, administration etc)			[M] Sponsorship income (private sector funding in kind or cash)	
[C] Subtotal	0	0	[M] Subtotal	0
[D] Promotion, presentation, documentation, advertising costs (eg photography, printing, advertising)			[N] Earned income (e.g. sale of merchandise, workshop fees, ticket sales etc)	
[D] Subtotal	0	0	[N] Subtotal	0
[E] TOTAL EXPENDITURE (Add Boxes A to D)	0	0	[O] TOTAL OTHER INCOME (Add boxes K to N)	0
TOTAL AMOUNT RECEIVED FROM CATALYST [E-O]				0

Complete this budget exclusive of GST in both income and expenditure. Please refer to your original Catalyst application budget.

## PROJECT STATISTICS REPORT

The following information is needed to help CAN 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
Residencies / workshops		
Festivals		
Performances		
Exhibitions		
Other showcase (e.g. screening or publication)		
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)		

Please indicate how many PAID artists/coordinators meet each of the below categories. (Include in multiple categories if applicable).

Indigenous (ATSI)	
Culturally and Linguistically Diverse	
Disability	
Young (up to 26 years)	
Regional / Remote	

Total number of volunteer hours: (include all unpaid Artist, coordinator, community member hours)

### Participants

Total Number of Participants (your best estimate)

### Audience

Total Number of Audience members (your best estimate)

*Include your best estimate of project PARTICIPANTS and AUDIENCE members that fall within each of the following categories (where participants/audience fall within multiple categories, include them in multiple categories):*

	PARTICIPANTS	AUDIENCE
CATEGORY	Number	Percentage
Children (up to 12 years)		
Young people (12 – 26 years)		
Culturally and linguistically diverse		
Indigenous (ATSI)		
Seniors		
Regional/Remote		
People with disabilities		
Sexually diverse		
Alcohol and drug issues		
People with mental health issues and/or their carers		
Others at risk of mental health issues		

**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	
Online coverage	
Other - indicate	

**Project success (self-evaluation)**

*Please tick the most appropriate statement:*

The project exceeded my/our expectations	
The project met my/our expectations	
The project fell short of my/our expectations	

## CAN IMAGE PERMISSION FORM

As part of CAN'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 (including moving 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 and its affiliated organisations.
2. Certify that any person who is recognisable in the image has granted the 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 that follow. If you wish to include extra images, please copy the following sheet and continue.



**Images provided on CD/USB (maximum 10)**

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

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

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