

CAN



Catalyst
Community Arts Fund

acquittal form | 2017 category A or B

Community Arts Network WA manages this fund on behalf of the State of Western Australia through the Department of Local Government, Sport and Cultural Industries.

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 or Department of Local Government, Sport and Cultural Industries.
- Project documentation such as receipts, invoices etc. should be kept for at least five years after the project has been completed. For auditing purposes, CAN 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 and cultural report
- Financial report
- Project statistics report
- CAN image permission form

Included all copies of your receipts and tax invoices for the amount funded?

Ensured 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 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:

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.

PROJECT INFORMATION

For the Catalyst Categories A and B.

File number:

Category A

Category B

Applicant:

Project title:

Amount received from Catalyst (not incl 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:

ARTS AND CULTURAL REPORT

Please ANSWER ALL QUESTIONS provided. If you feel that you will need more space than that 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 (A or B)?

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?

7. How did you promote your project to your participants? Have you got any documentation? Please provide visual evidence (photos/dvd) 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 separate excel spreadsheet entitled Catalyst Acquittal Financial Report.

A hardcopy can be obtained from the CAN office, or download it from
<http://www.canwa.com.au>

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

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



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)		
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)

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):

	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	

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	

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 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 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 that follow. If you wish to include extra images, please copy the following sheet and continue.

Images provided on CD (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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