2018 EISTEDDFOD ACQUITTAL REPORT

It is mandatory to submit an accurate and completed acquittal report that provides a full evaluation of the grant to your group within sixty days of your eisteddfod.

Please ensure you attach copies of press or promotional material of your eisteddfod to your acquittal report.

2018 Eisteddfod Details

|  |  |
| --- | --- |
| Full Name |       |
| Eisteddfod Title |       |
| Organisation Name |       |
| Contact Phone Number |       |
| Date |       |
| Address |       |
|  |  |
| State |       |
| Postcode |       |

SECTION A – EISTEDDFOD EVALUATION

Please answer the following questions. Try to be as objective as you can as this evaluation contributes to continual improvement of funding management. (The boxes below will expand if you fill in this form electronically. Otherwise you can attach information, if needed)

|  |
| --- |
| 1. Describe the funded eisteddfod, including any changes to the project which was outlined in the Grant Application & Contact and Event Information form. Please include:a) Eisteddfod date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_b) Number of entries\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_c) Number of performers\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_d) Number of total audience \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_e) Number of community volunteers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| f) List of the adjudicators (can attach list) |

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| 2. Provide an assessment of the impact of your eisteddfod and include any unexpected outcomes. |
|       |

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| 3. In evaluating your eisteddfod, is there anything you would do differently? If so, please describe. |
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| 4. Please attach copies of your eisteddfod’s program and any promotional material. |
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Community Impact

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|  |
| --- |
| 5. Were any of the funded Eisteddfod programs/performances targeted towards any of the following performers from these groups? If possible, please estimate the number of performers from each group. |
| Tick | Groups |  |
| [ ]  | Children (up to 12 years old) |  |
| [ ]  | Youth (12 to 25 years old) |  |
| [ ]  | Women |  |
| [ ]  | Aboriginal / Torres Strait Islander people |  |
| [ ]  | [People from culturally and linguistically diverse backgrounds](#Glossary) |  |
| [ ]  | People with disabilities |  |
| [ ]  | Senior citizens |  |
| [ ]  | Regional Victorians |  |
| If yes, please describe briefly |
|       |

SECTION B – FINANCIAL WORKSHEET

You must disclose the Creative Victoria Grant as income (under Government Grants) in your Acquittal Financial Report.

#### Budget/Actual

These terms are used in the budget and refer to the figures contained in the original Grant Application & Contact and Event Information form (‘Budget’) and how the money was actually spent on the eisteddfod (‘Actual’).

#### Definition of terms on financial worksheet and on community impact

(1). Earned Income: Entry Fees, Program Sales, Door Takings, (provide details on how this figure was calculated)

(2). Project Contribution: your group’s financial contribution to the event.

(3). Non-Government Grants & Support: Sponsorship/ Donations/Fundraising/Philanthropic.

(4). Eisteddfod Costs: Hall or Venue costs/Production/ Technical/Materials/Insurance.

(5). Marketing & Promotion: Promotions/Publicity/Advertising/Printing and design/Programs.

(6). Administration: Office costs/Admin overhead/Insurance.

(7). Adjudicators Salaries, Fees, On-costs: salaries and costs. You must list all principal personnel and breakdown of salary/costs living allowance.

EISTEDDFOD ACQUITTAL FINANCIAL REPORT

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Eisteddfod Income | $ Budget | $ Actual | Eisteddfod Expenditure | $ Budget | $ Actual |
| Earned Income ([1](#Notes)) |  |  | Project / Production Costs ([4](#Notes)) |  |  |
| Entrant tickets |  |  |  |  |  |
| Programs |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Eisteddfod Soc Contribution ([2](#Notes))(please specify) |  |  |  |  |  |
| Cash |  |  |  |  |  |
|  |  |  | Marketing & Promotion ([5](#Notes)) |  |  |
|  |  |  |  |  |  |
| In-kind |  |  |  |  |  |
|  |  |  |  |  |  |
| Government grants & support |  |  |  |  |  |
| **Creative Victoria** |  |  |  |  |  |
|  |  |  | Administration ([6](#Notes)) |  |  |
|  |  |  |  |  |  |
| Other Federal Government |  |  |  |  |  |
|  |  |  |  |  |  |
| State Government |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Local Government Grant |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Local Government In-kind |  |  |  |  |  |
|  |  |  |  |  |  |
| Other (please specify) |  |  |  |  |  |
|  |  |  |  |  |  |
| Non-Government grants & support ([3](#Notes)) (please specify) |  |  | Adjudicators Salaries, Fees, On-costs ([7](#Notes)) |  |  |
| Cash |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| In-kind |  |  |  |  |  |
|  |  |  |  |  |  |
| Total Income |  |  | Total Expenditure |  |  |

SECTION C – DECLARATION

[ ]  I am authorised to acquit this grant and certify that the above grant was used for the approved purpose. The information provided in this acquittal report is correct and discloses a full and accurate picture of the funded activity.

[ ]  I also agree to provide Royal South Street Society with additional information on the funded activity if so requested.

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(Name ) (Title)

Thank you for completing the report.