

A project completion/acquittal report is to be provided to Carclew within six weeks of the project's completion.

**Please note that failure to acquit your grant will result in ineligibility to apply for future funding from Carclew and Arts South Australia.**

The Acquittal Report must contain:

### **1. Application contact details**

### **2. Artistic Report**

A detailed artistic report on the project needs to include:

2.1. A description of the actual project undertaken

2.2. Artists involved

2.3. An artistic evaluation of the project which must include reflection on challenges as well as successes and achievements. Your project should be evaluated against the expected outcomes stated in your original grant application and include an explanation of any variations which have occurred.

2.4. A copy of all publicity/promotional material displaying Carclew and Government of South Australia logos

2.5. Documentation of artistic outcomes i.e. DVD, photos, etc.

2.6. A short statement about the impact of your project, including (where applicable):

- how the project enhanced your individual practice
- how the project contributed to arts and culture in South Australia
- potential for future collaborations and engagements as a result of the activity
- benefits of the project for participants and community (provide testimonials or anecdotal feedback on the project)

### **3. Statistical Information**

Please include where applicable:

- number of artists (specify whether emerging or established)
- number of participants
- number of free events and audience numbers
- number of ticketed events and audience numbers
- did the project involve people with a disability?
- did the project involve people from culturally or linguistically diverse backgrounds?
- did the project involve Aboriginal and/or Torres Strait islanders?
- did the project involve people living in regional or remote communities?
- did the project include mentoring opportunities?

#### 4. A Financial Report

A summary report which includes:

- receipts or evidence of all expenses relating to the grant money spent;
- a statement of income and expenditure showing how the money was spent

#### 5. Applicant Declaration

This declaration must be signed.

I/we the person(s) making this grant acquittal declare that the facts shown are true and correct in every detail.

- I certify that the Grant was used only for the purpose for which the Grant was provided and that the financial records presented as part of this report are true and correct.
- I certify that the project has been carried out in compliance with all relevant South Australian laws.
- I certify that the project has complied with Carclew's Police Clearance Policy, Arts South Australia's Protocols for Working with Children in Art and the National Companion Card program.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For any queries please contact Carclew's Funding Program Coordinator on (08) 8267 5111 or email: [rmeston@carclew.org.au](mailto:rmeston@carclew.org.au) The acquittal report can be submitted via email or posted to Carclew at: 11 Jeffcott Street, North Adelaide SA 5006.