Sustaining Creative Workers Initiative

Online Acquittal Guidance for Sustaining Creative Workers

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Figure Creative Victoria's logo

# Creative Victoria logo

# Introduction

If you receive a grant from Creative Victoria, at the conclusion of your funded activity you will need to complete an acquittal report that evaluates the project and accounts for how the funds have been spent. Acquittals are completed via the online Creative Victoria Grants Portal at <http://grants.creative.vic.gov.au>.

## Why you need to acquit your grant

Having completed your funded project, Creative Victoria needs to gather information from you.

The information you provide in your online Acquittal Report will:

* account for your use of public funds, demonstrating that the funding was used for the purpose for which it was provided and in accordance with your funding agreement
* assist Creative Victoria in assessing how successful funding programs are in meeting the needs of the creative sector and the Victorian community
* provide you with the opportunity to make suggestions regarding improvements to the funding program

## When you need to acquit your grant

Your Acquittal Report due date and full acquittal requirements are specified in your funding agreement and at [www.creative.vic.gov.au/acquittal](http://www.creative.vic.gov.au/acquittal).

The acquittal form questions will be available online as soon as your grant is confirmed, and you can fill it in progressively along the way but you won't be able to submit them until after the date you have nominated as your project completion date.

In recognition of the uncertain times we face, if you have any difficulty providing your report on time or complying with any specified requirements, you should discuss this with your contact at Creative Victoria as soon as possible.

## What happens if you don’t acquit?

If you do not satisfactorily acquit your grant you will not be eligible to apply for further Creative Victoria funding and action may be taken to recover the grant.

## Acceptance of your acquittal

We will notify you once we have received and accepted your Acquittal Report. You will then have completed all your obligations under the funding agreement and be eligible to apply to future Creative Victoria funding rounds.

## Auspiced Grants

As with the application process, if your grant is being auspiced, the auspicing body will receive the online form. Both the auspicing body and the individual artist may complete the forms, but the acquittal can only be submitted by the auspicing body.

# How to submit an online acquittal

## Getting started

Acquittals are submitted online using the Creative Victoria Grants Portal. You'll need to log into the Grants Portal using the email address you registered with (this will be the same email address that the acquittal reminder email sent to).

You can find the link the Acquittal Report forms in the MY GRANTS section of the Grants Portal.

After clicking into the grant and selecting Acquittal, you will be taken to the acquittal Summary Screen where you will see there are eight short sections to complete in a standard acquittal, plus the opportunity to submit acquittal support material.

## Do you have to answer every question?

While the form itself requires most questions to be answered, some questions may not be relevant to your project. In these cases, please answer **N/A** (not applicable), **0** (zero, for answers that require a number) or, in cases where you are unable to provide the information, please answer **DK (don’t know).**

The Check Acquittal’ on button at the bottom of the summary screen will let you know if you've missed any questions.

## Section 1 – General Section

This allows you to revise the original project title and dates.

You only need to enter a new project title if it has changed, but confirmation of the project start and end dates is mandatory.

## Section 2 – Project Evaluation

The three questions in this section allow you to reflect on your project in qualitative terms. They are:

* Describe the funded activity, including any changes to the project that was outlined in your original application.
* Provide an assessment of the impact of your project (with particular reference to the objectives stated in your application) and include any unexpected outcomes.
* In evaluating your project, is there anything you would do differently? If so, please describe.

Try to be as objective as you can as this evaluation contributes to the continual improvement of program management.

**Note:** there is a 2000-character limit (including spaces and punctuation) for each of the answer fields.

## Section 3 – Activity and Attendance

**If your project did not have any presentation outcomes during the funded period, you can skip this section or just enter 0 (zero, for answers that require a number).**

To help us monitor Creative Victoria's geographic distribution of funds we collect the location(s) of where presentation of funded activities take place, and the type of attendances (ticketed vs non-ticketed, and paid vs unpaid).

Your project might have involved one or many activities. Enter a separate activity by clicking the “Add an Activity” button.

If your activity involved touring an activity, please enter a separate activity record for each suburb visited. Similarly, if you completed different activities in one place, enter separate records.

If your project involved essentially one activity that ran over a number of days or nights, just enter one record and enter the commencement date as the Activity Date. Use the Number of Activities field to show how many performances, days or sessions it had.

## Section 4 – Activity Targets

This is where you record how many specific community participants – i.e., those who are not professional artists/creatives – were involved in the funded project.

**If your project did not involve any community participants, you can skip this section or just enter 0 (zero, for answers that require a number).**

Specific communities include:

* 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
* People with disabilities
* Senior citizens.
* LGBTI

## Section 5 – Employment

Include figures relating to the employment of artists/creatives, volunteers and others that resulted from the Creative Victoria funding.

## Section 6 – Project Measures

We collect this information to report on funding programs and their reach. If a question is not relevant to you, enter 0 (zero).

Measures include:

* Total participants
* Works presented
* New works produced
* Publications produced

## Section 7 – Financial Reconciliation

Let us know how you have utilised the funding. Refer to your original application to compare how you intended to use the funding and what you actually spent the funding on.

If your reconciliation is particularly complicated, you may upload an explanatory document.

**NOTE:** Refer to the program guidelines for ineligible costs/what will not be funded.

Please indicate how you utilised the funding:

Fees/on-costs for Victorian creatives for the proposed activity

* Fees/on-costs for Victorian non-creatives for the proposed activity
* Materials/project costs
* Project administration
* Marketing costs
* Access costs
* Other

If you selected Other, please explain briefly. (500 characters max)

## Section 8 – Program Evaluation

The feedback about the funding program and processes contributes to the continual improvement of program management.

Please try to answer the question, but if you have no comments type 'N/A'.

## Section 9 – Program Measures

Did the funded activity allow you and the creatives involved to sustain your creative practice?  Answer: Yes or No

Did the funded activity allow you to explore digital or alternative platforms for sharing or distributing creative content? Answer: Yes or No

Did the funded activity allow you to explore new ways to engage with audiences or new markets? Answer: Yes or No

# How to submit an online acquittal

You may accompany your Acquittal Report with supporting material to:

* provide us with further details about the outcomes of your project
* illustrate the listing of your project that is published on our website
* have your project included in Creative Victoria presentations and publications.

You can upload and submit up to ten files and/or ten URLs (external links) of relevant support material. Wherever possible, please use URLs and link to existing online material rather than uploading files.

Add brief notes to explain the context of the file or URL. If the URL is password protected, remember to provide the password here.

## Files/URLs

**Files**

Any file you upload can be no more than 25MB in size

The following file types are accepted as attachments:

Documents: Word (.doc .docx); Excel (.xls .xlsx); PowerPoint (.ppt .pptx); Acrobat (.pdf)

Images: .jpg .png .tiff

Audio: .mp3 .wma

Video: .mp4 .wma .avi .mov

**URLs**

Enter the URL in the field provided. You can copy and paste a URL or type directly into the field. You can include the "http://" at the start of the URL but it is not required.

If URLs are not publicly available, please include login/password details.

## Types of supporting material

#### **Images**

Creative Victoria is always seeking dynamic images of arts activities, projects and events to enliven our website, promote funded activities and to accompany media releases, presentations and publications.

The ideal image resolution is 300 dpi (print quality), with a size of 500kb-1000kb (1MB) per picture. Images should be in JPEG or PNG format. If the ideal resolution can’t be met, JPEG files at lower resolutions are acceptable.

***Creative Victoria website, publications and presentations – Image rights***

If you would like to allow Creative Victoria to publish your images you need to provide us with relevant captions and photographer credits in the Title and Notes fields of the File Details of your upload or submitted separate upload.

By submitting images for publication, you confirm that, per the Intellectual Property clause in your funding agreement, you have the rights that allow us to publish them.

#### **Music**

Digital audio files should be in MP3 or WMA, compressed to a minimum of 192 kbps.

#### **Video**

Videos can be of multimedia presentations, live performances, rehearsals or any other activities related to your project.

Due to 25MB per file limit, it is preferable that you submit URL links to existing video footage rather than uploading individual video files.

# Submitting your acquittal

***Click on the Check Acquittal button* to make sure you have answered all the mandatory questions.** If there are any issues a red message will appear at the top of the page.

Once all questions have been answered, you can click on theSubmit Acquittalbutton. A pop-up will ask you for confirmation. You will not be able to make changes to your acquittal once you submit.

# Questions

If you need help completing your acquittal, contact your Creative Victoria Program officer or contact Creative Victoria reception on 03 8683 3100.