Report Form Festival Investment Scheme (FIS) 2018

This form provides the Arts Council with a factual record of what your organisation was able to achieve with your Festivals Investment grant for 2018.

Please take some time to complete this form and return it along with your income and expenditure details (as outlined in your letter of offer) via the online system to receive your final payment. Your information will help us to document festival activity and improve the quality of our supports for other rounds of the scheme.

In order to complete this form you will need a copy of your application form for which you received funding along with data collected during your festival.

Please complete all parts of the form. Mark any sections ‘N/A’ if not applicable. Incomplete forms will be returned.

1. **Organisation Details**

|  |  |
| --- | --- |
| Name of Festival |  |
| ARN |  |
| Dates that festival took place |  |
| Local Authority area |  |

1. **Activity**
2. Activity Results Please provide the estimates you included in your application in the right hand column and the actual figures in the left hand column.

|  |  |  |
| --- | --- | --- |
| **Activity results**  | **Actual 2018** | **Estimated 2018 (as outlined in section 4 of your application form)** |
| Number of new artworks or commissions (if any) |  |       |
| Total number of Artists employed (those paid a fee for their services) |  | N/A |
| Period of employment for artists (in days) *(How many days work did the artists provide?)* |       |       |
| Total number of technicians employed (those paid a fee for their services) |  | N/A |
| Period of employment for technicians (crew) /arts managers (in days). *(How many days work did the technicians provide?)* |  |  |
| Total Number of performances or exhibition days  |       |       |

1. Programme

|  |  |  |
| --- | --- | --- |
| Did you make any significant changes to your programme since you applied for funding? (If yes, please give details). No More than 100 words. | Yes | No |
|  |  |
|  |

c) Programme Total

*(Please provide your total figure for your programme only)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Programme | Total Audience Figures (Box 1) | Total Audience Capacity | Ticketed (paid) | Non Ticketed |
|  |  |  |  |  |

1. **Stakeholders**
2. Participation

|  |  |
| --- | --- |
| Please provide confirmed total figures of volunteers who have contributed to your festival activity in 2018*.* |  |

1. Audience Profile by location.

|  |  |
| --- | --- |
| Audience from the local area |       |
| Other audience from Ireland |       |
| Audience from overseas |  |
| TOTAL AUDIENCE FIGURE *(This figure should match the figure in 2C Box 1)* |  |

1. Methodology

|  |
| --- |
| When providing your figures for your total audience, participants/volunteers and artists please outline the methods used to arrive at these figures (ie, how did you count these numbers to ensure their accuracy?) |
|  |

1. Education and Outreach.

If your festival was involved in educational programmes or aspects of outreach and community work, please supply the following details:

|  |
| --- |
| **Education** |
| How many schools were visited?  |  |
| How many children were involved/ attended? |       |
| How many workshops took place? |       |
| **Outreach** |
| How many participants were involved/ attended? |  |
| How many workshops took place? |  |

1. **Funding and Finance**
2. Money Management

|  |  |
| --- | --- |
| If your festival produced a surplus, how will this be managed? |  |
| If your festival produced a deficit, what steps will be taken to reduce this figure? |  |

1. Arts Council Grant

|  |  |
| --- | --- |
| What costs did your 2018 Arts Council grant cover? (Please list below)  | € |
|  |  |
|  |  |
|  |  |
|  |  |
| TOTAL GRANT |  |

c) Benefit in Kind

(Benefit in kind is defined as any payable service that is provided free of charge – e.g. volunteering time, providing equipment or services without charge).

*Please provide the estimates you included in your application in the right hand column and the actual figures in the left hand column.*

|  |  |  |
| --- | --- | --- |
| Benefit In Kind Description | Value of benefit (€) ACTUAL | Value of benefit (€) as estimated in section 5 of your application form) |
| Volunteering/Labour(please apply a cash equivalent rate of €11.00 per hour per volunteer to calculate hours provided in kind)  |  |  |
| Venues/Spaces |  |  |
| Equipment/Technical Services |  |  |
| Other (please outline)    |  |  |
| TOTAL BENEFIT-IN-KIND |  |  |

**5. Evaluation**

1. Festival outcomes and benefits

|  |
| --- |
| What changes has your project made to your local community, audiences or participants? Did you specifically target particular groups or audiences? Have there been any benefits or legacy projects or outcomes as a result of your activity? (No More than 200 words). *Bullet points are acceptable - we may contact you if we require more information.* |
|  |

1. Festival Investment Scheme

|  |  |  |
| --- | --- | --- |
| Has the changing of the Festival Investment Scheme application deadline helped to improve your planning or improve your festival in some way? (If ‘yes’, please describe) | Yes | No |
|  |  |
|  |  |  |
| Are you aware that Festival Investment Scheme application form includes a development plan/business plan structure (in Bands A, B and C) to support festivals to enhance their planning and evaluation? |  |  |
| Do you have any general comments about the scheme or suggestions to improve the scheme? (If ‘yes’, please describe)  |  |  |
|  |  |  |

c) Capacity Building and Future-proofing

Tick up to three areas which would aid your festival’s development in the future. *Please provide alternative suggestions if required.*

|  |  |
| --- | --- |
| Business planning |  |
| How to develop your board and governance |  |
| Marketing and audience development |  |
| Programme Development (such as residencies) |  |
| Financial Management |  |
| Festival networks to share resources and knowledge |  |
| Mentoring  |  |
| Health and safety/risk planning  |  |
| Information clinics |  |
| Other (please list) |  |

**6. Declaration**

1. Accreditation

|  |  |  |
| --- | --- | --- |
| Has your organisation accredited the Arts Council in line with ‘A guide to acknowledging Arts Council funding’ on all publicity material over this period? (Please tick and give details of how. If you tick No please explain why below) | Yes  | No |
|  |  |
|  |

b) Declaration of Assurance\*

|  |
| --- |
| A declaration of assurance signed by two responsible persons involved with the funded activity is required. This is to certify that the Arts Council funding was used for the purpose for which it was granted and that any conditions attached to the funding were met. Where the funding is less than €25,000 per annum the name of one responsible person is sufficient.I certify that the Arts Council funding was used for the purposes for which it was granted and that any conditions attached to the funding were met.Name:                                  Date:  Name:                                  Date:(Typed names are acceptable) |