



Australian Government

Contemporary Music Touring Program

Your touring grant acquittal report

This is a **very important responsibility** you take on when you receive a grant.

Getting the report **in on time** supports any future applications you make.

Under the Funding Agreement you have signed, you must provide a grant acquittal **within 60 Business Days** of the end of the tour.

Your touring grant acquittal report must consist of a Project Evaluation Report and a certified or signed Financial Statement.

- **The Project Evaluation Report** asks you to report on the project for which you were funded.
- **The Financial Statement** must be signed by the same person, or by a person holding or acting in the same position, as the person who signed the Agreement. They must **certify that the grant was used for the agreed and approved purposes**.

Please **use the forms** provided.

You may **attach additional information** to this report if there is insufficient space for your response.

You may include Photographs (No more than two) which may be used to promote the program and/ or your tour. Please provide High Resolution files – sent to music.touring@environment.gov.au or on CD.

Your Project Report assists the Contemporary Music Touring Program Committee in assessing the Programs effectiveness and identifying priorities for the future.

Please Note

You **will not be eligible** to apply for another grant until a satisfactory acquittal has been submitted.

Failure to acquit may result in legal proceedings being taken against you for recovery of the unacquitted funds.

Failure to acquit within the specified period will be taken into account by the Contemporary Music Touring Program Committee when considering future applications for funding.

intentionally blank



Australian Government

Contemporary Music Touring Program

Touring grant acquittal report

Grant Recipient:Date

Tour/Project Name:

Grant Amount: \$.....Reference No. /

Information about the Tour

provide details of the final itinerary

	Date: from	Date: to	Venue Name and Town	State	Have you toured here previously?
1	/ /	/ /			
2	/ /	/ /			
3	/ /	/ /			
4	/ /	/ /			
5	/ /	/ /			
6	/ /	/ /			
7	/ /	/ /			
8	/ /	/ /			
9	/ /	/ /			
10	/ /	/ /			
11	/ /	/ /			
12	/ /	/ /			
13	/ /	/ /			
14	/ /	/ /			
15	/ /	/ /			

Tour summary

	Projected (from application)	Actual
Total number of performances		
Total audience number (estimate if necessary)		

how many people were employed as part of the tour? (4 people x 3 weeks = 12 person weeks)

Roles	No. People	No. Weeks	Total Person Weeks
Performers			
Production and tech assistance etc			
Venue and box office etc			
TOTAL			Person weeks

provide **details of any changes** to the agreed itinerary that you have not advised the Department of.

did you perform **any additional activities** (eg, workshops, master classes, school visits)?
If so please give details.

did the tour **focus on** any of the following audiences? You may tick more than one item.

- Aboriginal or Torres Strait Islander Peoples
- People from Non-English Speaking Backgrounds
- People with Disabilities
- Women
- Youth

Benefits of the Tour

how do you believe the tour **contributed to** the Australian music industry and the development of viable touring networks within Australia?

describe the **benefits of the tour** for audiences in terms of gaining access to Australian contemporary music.

how did the tour benefit **your professional development** / add to your previous touring experience?
(eg, did you tour - different types of venue, more extensively than usual or develop new touring skills)

describe how the tour **utilised current industry partnerships** and/or established new partnerships, including venues, record labels, radio stations, managers, agents, performers etc.

describe any **commercial opportunities** arising from the tour.

Public Response to the Tour

describe how the tour was promoted.

was there any media coverage of your tour?

If, yes, how would you rate the coverage of your tour in the

very poor poor fair good outstanding

how would you rate the community response to the tour:

very poor poor fair good outstanding

Documentation

indicate the documentation you have included

- Promotional material developed for the tour
- Advertisements
- Press clippings/ media reports
- Posters
- Photographs (No more than two – High Resolution – sent to music.touring@environment.gov.au)
- Other

Tour Evaluation

how would you evaluate the organisation of the tour? Please indicate any difficulties that affected the tour's outcome and ways in which those difficulties could have been avoided?

rate the success of the tour? Did it achieve what it set out to do? Would you consider undertaking such a tour again?

evaluate your involvement with the Contemporary Music Touring Program? How do you think the Program could be improved to make tours such as yours more effective?

would your tour have taken place without funding support from the Contemporary Music Touring Program?

Applicant Questionnaire

please tick boxes

Approximately how long does it take you to organise a touring activity?

2-3 weeks 3-6 weeks 6-8 weeks 8 + weeks

Generally, how far in advance do you plan a tour?

One month 3-6 months 6-12 months 12 + months

What is your preference for submitting an application form?

Postal or Email (posted support materials) or Secure on-line (posted support materials)

how did you find out about the program?

Newspaper ad street press ad contacted Department
Website word of mouth

Have you previously applied to any other music programs for a grant? YES NO

If Yes,

CMTP	<input type="checkbox"/>	Australia Council	<input type="checkbox"/>
State/territory programs	<input type="checkbox"/>	Regional Arts Fund	<input type="checkbox"/>
Playing Australia	<input type="checkbox"/>	Festivals Australia	<input type="checkbox"/>

is there anything you would like us to consider?

Certified Financial Statement

GROSS INCOME		\$BUDGET	\$ACTUAL	EXPENSES	\$BUDGET	\$ACTUAL
GOVERNMENT GRANTS				TOURING COSTS		
Local Government State Government Australia Council Contemporary Music Touring Program Grant				Transport fares/hire/fuel Accommodation/ Meals Freight Ticketing Tour insurance Other tour expenses		
SUB TOTAL				SUB TOTAL		
Applicant's contribution Cash In-kind Sponsorship				Production Costs Venue hire Equipment hire Other		
SUB TOTAL				SUB TOTAL		
PERFORMANCE	GROSS	NET	NET	WAGES		
Fees Door Fees Workshops CDs T-shirts Videos				Band /Performers Production Manager Tour Manager Road crew Merchandise staffing Door staff		
SUB TOTAL				SUB TOTAL		
OTHER INCOME				MARKETING COSTS		
Record label Publisher tour support Promotional marketing contributions from outside sources				Media Production Publicist Promotional photos/transparencies/ posters/artwork Other		
SUB TOTAL				SUB TOTAL		
				COMMISSIONS		
				Management Earned Agent commission		
				SUB TOTAL		
TOTAL GROSS INCOME				TOTAL EXPENSES		
				INCOME LESS EXPENSES		

Please outline the reasons for any **major discrepancies** between projected and actual figures.

Certification:

I certify that the grant was used for the approved purposes. The Statement of Income and Expenditure covering the grant is true and correct to the best of my knowledge.

Grantee Signature _____ date _____ / ____ / ____