

# Activity report form (general)



Applicant: \_\_\_\_\_

Activity name: \_\_\_\_\_

Unique reference number (URN): \_\_\_\_\_

Arts Council regional office: \_\_\_\_\_

## Introduction

Many of our funding programmes require you to complete an activity report after your activity has finished. **Please read this form straight away – you may need to collect information (or ‘evidence’) throughout your project.** Examples of this information include venue addresses, postcodes and attendance figures. Please refer to your original application, and any changes you agreed with us, when you complete this activity report form.

Your activity report tells us:

- what happened both during and as after your project
- your final income and expenditure figures
- what you learned by doing this activity
- what you thought about us

We will process the information you give us by computer and we may use it for statistical purposes. This tells us about the overall effect of our grants, and the effectiveness of our services and grants administration.

We want to build up our knowledge of your work and it is not always possible to see or experience it firsthand. As a result you may want to send us supporting evidence relating to your activity with your completed activity report. Please do not send originals, as we will not return them to you.

This is a generic form and may contain some questions that are not relevant to your activity. If you applied online, you should complete your activity report online. Please phone our Enquiries team on 0845 300 6200 if you need any help with this.

Please send this report form to the Relationship Manager or other member of Arts Council staff dealing with your grant. If you do not know who is dealing with your grant, please contact us on [enquiries@artscouncil.org.uk](mailto:enquiries@artscouncil.org.uk) or 0845 300 6200.

Anything you send should be clearly labelled and should fit into an A4-sized envelope. Some examples include:

- images of the activity
- views on the quality of your work by other people, such as audiences, people taking part, readers, critics or other artists
- links to other sources of information about your work, such as websites
- a small sample of or images of the activity

The activity report is based on your evaluation of your activity. There is an information sheet on self-evaluation on our website, [www.artscouncil.org.uk](http://www.artscouncil.org.uk)

Please complete all questions in sections A, B and C. These questions are marked with a tick symbol ✓. If you do not fill in these questions, we will return the activity report form to you, and this will delay the payment of your grant. **Please do not remove any pages from this form.**

### **Grants for buying equipment, instruments and vehicles, or grants for buildings for arts use**

Some questions under **section B** may not be relevant to your activity. If so you do not need to complete these. However, we may get back to you for further information.

### **Grants for touring**

If your grant has been awarded for touring activity, you must also complete the tour schedule, which is included in this form as appendix 1.



## Section B – your activity

This section gives us statistical information about your activity: where it happened, who was involved and the outcomes. Please give us as accurate figures as you can.

### ✓ 2 Where did this activity take place?

Your answers to this question provide us with important information. We use it to report to the Government, including local authorities, about where Grants for the arts activities take place.

#### Grants for touring activity

If your activity was touring:

- do not fill in this question
- fill in the tour schedule form, which is included in this form as appendix 1
- go to question 3

#### All other grants

If your activity wasn't touring, please answer the following question.

Did your activity happen in a specific place (or places)?

Yes (Please continue to part a.)

No (Please go to part b.)

#### a Your activity happened in a specific place (or places)

If your activity happened in a particular place, please give us the address and postcode of where most of your activity took place.

Full address

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Full postcode

(Question continues on next page.)

If the place where your activity happened does not have an address (for example, it was in a park), please tell us where it took place and give us the name of the local authority area instead.

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**Other places where your activity happened**

If your activity happened in other places, please give us the postcodes of each place. If any of the places do not have a postcode, please give us the name of the local authority area instead. We have made space for you to give details of up to five other places. Please use a separate sheet if you need more and write 'See attachment' on the first line below.

Full postcode or local authority area: \_\_\_\_\_

**If you have filled in part a, go to question 3. If part a is not relevant to your activity, please fill in part b.**

**b Your activity was not specific to a place**

If your activity was not specific to a place, please give details. (For example, 'This activity happened across a wide area or across a region', 'This activity took place on the internet' or 'We produced a publication'.)

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**Who was involved?**

**✓ 3 How many people do you estimate benefited from the activity?**

Please give an estimate for your activity.

'Taking part' means doing the activity. 'Audience' includes people going to an exhibition or performance, and people getting access to work that is printed, recorded, broadcast or on the internet.

<b>This activity</b>	<b>Number</b>
Artists	<input type="text"/>
Others taking part	<input type="text"/>
Audience	<input type="text"/>

**✓ 4 What are the age ranges of the people who benefited from your activity? Mark all relevant boxes.**

- All age ranges
- Children under five
- Children (five to 11)
- Young people (12 to 15)
- Young people (16 to 19)
- Young people (20 to 24)
- Adults (25 to 64)
- Adults (65 and over)

✓ 5 Was your activity directed at, or particularly relevant to, any of the following groups of people? Please mark any relevant boxes.

- Disabled people
- People at risk of 'social exclusion' (not being able to take part fully in society because of, for example, poverty, prejudice or isolation)
- Asian or Asian British (includes Bangladeshi, Indian, Pakistani or any other Asian background)
- Black or Black British (includes African, Caribbean)
- Chinese
- Any other ethnic group  
(Please describe below in no more than 10 words.)
- 
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✓ 6 Please give details of the results of your activity.

If none applies, write 'Not applicable' or 'N/A'.

**This activity**

**Number**

Number of performance or exhibition days

Number of new products or commissions

Period of employment for artists (in days)

Number of sessions for education, training or taking part. 'Taking part' means doing the activity (Divide the day into three sessions – morning, afternoon and evening. A 'session' is any one of, or part of one of, these. For example, a half-day education workshop would be one session.)

## Section C – statement of income and expenditure

In this section we ask for a summary of the income and expenditure of your activity.

This should be for the total cost of the activity we agreed to support. Please show the budget from your application form (in the column titled 'original'), along with any agreed revised budget (in the column titled 'revised') after the grant was offered to you.

You should explain any significant differences between the actual figures and the budget figures by using the notes column. Assign a letter to the note in the column, then type the same letter and your explanation in the notes box underneath the totals.

The budget categories should be the same as those used in the application form. You may wish to refer to the guidance included in the Grants for the arts application pack.

If you cannot provide enough details on the form, please use it as a summary and provide the details on a separate sheet or sheets, using the same headings. This may be necessary for:

- activities lasting a number of years
- some touring activities
- building projects
- grants for buying several items of equipment

Unless we have asked you for them, please do not send original or photocopies of invoices for goods or services you have purchased for your activity. Remember, you must keep these documents safe as we may ask for them at a later stage.

You are responsible for getting your own financial and legal advice. This includes getting appropriate financial advice on your tax status as a result of receiving a grant from us. This is a complicated area and you will need to speak to your own tax office if you have any questions about this. For information about taxes, contact HM Revenue and Customs (HMRC) through their website at [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

## Specific requirements

### VAT

If you are registered for VAT, your expenditure figures should not include VAT that you can claim back. If you are not registered for VAT, your figures should include VAT. You may need to get advice from your own accountant or the relevant tax office. For information about VAT and other taxes, contact HM Revenue and Customs (HMRC) through their website at [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

### Grants over £50,000

If the grant you were offered was for more than £50,000, the statement of income and expenditure must be certified by an independent accountant.

If your organisation receives regular funding from Arts Council England, your income and expenditure statement must be produced in line with normal accounting practice and reflected in the annual accounts of your organisation. You must sign the additional declaration in section 5.

## Income for this activity

Earned income (please give details)	Income: original £	Income: revised £	Income: actual £	Income notes (a) (b) (c) etc
<b>Subtotal 1</b>	£	£	£	

  

Local authority (please give details)	Income: original £	Income: revised £	Income: actual £	Income notes (a) (b) (c) etc
<b>Subtotal 2</b>	£	£	£	

  

Other public (please give details)	Income: original £	Income: revised £	Income: actual £	Income notes (a) (b) (c) etc
<b>Subtotal 3</b>	£	£	£	

Private (please give details)	Income: original £	Income: revised £	Income: actual £	Income notes (a) (b) (c) etc
Subtotal 4	£	£	£	
Support in kind for your activity (please give details)	Income: original £	Income: revised £	Income: actual £	Income notes (a) (b) (c) etc
Subtotal 5	£	£	£	
✓ Total income from other sources (add subtotals 1- 5) (A)	£	£	£	
✓ Arts Council grant for this activity (B)	£	£	£	
✓ Total income (A) + (B) (C)	£	£	£	

#### Income notes

You should explain any significant differences between the actual figures and the budget figures in this space. Assign a letter to the note in the column above, then type the same letter here and write your explanation next to it.

## Expenditure for this activity

Value of support in kind  
(use the subtotals from  
Support in kind for Income  
above.)

	Expenditure: original £	Expenditure: revised £	Expenditure: actual £	Expenditure notes (a) (b) (c) etc
Subtotal 1	£	£	£	

Artistic expenditure (please give details)	Expenditure: original £	Expenditure: revised £	Expenditure: actual £	Expenditure notes (a) (b) (c) etc
Subtotal 2	£	£	£	

Organisational and professional development (please give details)	Expenditure: original £	Expenditure: revised £	Expenditure: actual £	Expenditure notes (a) (b) (c) etc
Subtotal 3	£	£	£	

Marketing and audience development (please give details)	Expenditure: original £	Expenditure: revised £	Expenditure: actual £	Expenditure notes (a) (b) (c) etc
Subtotal 4	£	£	£	

Overheads (please give details)	Expenditure: original £	Expenditure: revised £	Expenditure: actual £	Expenditure notes (a) (b) (c) etc
Subtotal 5	£	£	£	

<b>Assets (please give details)</b>	<b>Expenditure: original £</b>	<b>Expenditure: revised £</b>	<b>Expenditure: actual £</b>	<b>Expenditure notes (a) (b) (c) etc</b>
<b>Subtotal 6</b>	£	£	£	
<b>Subtotal 7</b>	£	£	£	
<b>Subtotal 8</b>	£	£	£	
<b>Subtotal 9</b>	£	£	£	
<b>✓ Total expenditure (add subtotals 1- 9) (D)</b>	£	£	£	

**Expenditure notes**

**You should explain any significant differences between the actual figures and the budget figures in this space. Assign a letter to the note in the column above, then type the same letter here and write your explanation next to it.**

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For office use only:

Reviewed by \_\_\_\_\_ (signature) \_\_\_\_\_ (date)

I & E checked \_\_\_\_\_ (signature) \_\_\_\_\_ (date)

Data entry completed \_\_\_\_\_ (date)

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## Section D – how did we do?

Thinking about the grant you have received from us, how did we:

**a explain about eligibility to apply for funding?**

- very well
- well
- neither well nor badly
- badly
- very badly

**b explain the application process?**

- very well
- well
- neither well nor badly
- badly
- very badly

**c manage your application for funding?**

- very well
- well
- neither well nor badly
- badly
- very badly

**d respond when you contacted us for advice or information?**

- very well
- well
- neither well nor badly
- badly
- very badly



## Section E – declaration

### Data protection and freedom of information

As a public organisation we have to follow the Data Protection Act 1998 and the Freedom of Information Act 2000. We have a data protection policy, which is available from our website at [www.artscouncil.org.uk](http://www.artscouncil.org.uk)

Under the Freedom of Information Act, we may have to provide information about your grant to a member of the public if they ask for them under the Act. However, we will not release those parts of your information covered by one or more of the exemptions under the Act. For information on the exemptions and freedom of information generally, please visit [www.foi.gov.uk](http://www.foi.gov.uk)

We consider that the information you give us in sections B and D, and in appendix 1 will not be protected by any exemptions and therefore we would release it if a member of the public asks for it.

However, the information you give us in sections A and C could possibly be covered by exemptions if it is sensitive or confidential. If you consider some or all of this information to be confidential, please mark the box below and specify what parts you think are confidential and why.

Mark this box if you want us to treat some or all of the information in sections A and D as confidential. You must tell us what the information is that you think is confidential and give us your reasons below.

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## Checklist for claiming your final payment

Before you send in this activity report and claim your final payment, please check the following:

- Have you filled in all the questions marked with this tick symbol ✓ and any other questions that are relevant?
- Have you met any payment conditions attached to your final payment?
- If your activity was touring, have you completed the tour schedule in appendix 1?
- If your grant was for more than £50,000, and you are not a regularly funded organisation, has the statement of income and expenditure been certified by an independent accountant?
- Have you signed the declaration below?
- Have you kept a copy of this report for your own reference?

Please remember to sign and date this form below. Individuals should use the section below and organisations should use the section on the next page.

✓ **Individuals**

I confirm that, as far as I know, the information in this activity report form is true and correct, and that I have complied with the standard conditions and all payment conditions attached to the grant.

**Your signature**

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**Name (Use CAPITAL LETTERS)**

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**Day**

**Month**

**Year**

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✓ **Organisations**

I confirm that, as far as I know, the information in this activity report form is true and correct, and that we have complied with the standard conditions and all payment conditions attached to the grant.

I confirm that the organisation named on this activity report form has given me the authority to sign this document on their behalf.

**Your signature**

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**Name (Use CAPITAL LETTERS)**

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**Position**

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**Day**

**Month**

**Year**

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## **Appendix 1 – Tour schedule**

You should only complete this section if your activity was touring.

Notes about completing the form:

Please use a separate line for each venue or location

Column 3 – please include the full postcode and region for each venue. By ‘area’ we mean the Arts Council England area the venue is situated in. Our website at [www.artscouncil.org.uk](http://www.artscouncil.org.uk), has maps showing the areas

Column 4 – please enter one or more letters to indicate whether your income was based on: a box office split (s), a guarantee (g), a fee (f), whether you hired the venue (h) or there was another arrangement (o)

Column 5 – give the total number of performances or exhibition days

Column 6 – only applies to venues like theatres with a fixed capacity. For other venues please enter ‘N/A’ (not applicable)

Column 7 – give the actual number of people attending if you know this. If the number is an estimate please put (e) after it. If the activity was part of a larger carnival or street arts programme please estimate the number of people your specific activity reached

Column 8 – only applies to venues like theatres with a fixed capacity. Multiply the total number of capacity by the average ticket price and give the total. For other venues please enter ‘N/A’ (not applicable)

Column 9 – this only applies to events involving an admission charge. Please enter actual box office take, net of VAT

Column 10 – give the number of education/taking part sessions (one session is a morning, afternoon or evening, or a part of one of these)

Column 11 – give the number of people who took part in the sessions entered in column 10

**Please give totals for columns 5, 6, 7, 8, 9, 10 and 11.**

✓ Touring details

Day / Month / Year

Start date of all performances, events or exhibitions / /

End date of all performances, events or exhibitions / /

Date or dates	Venue name	Venue postcode and region	Financial arrangement	Number of performances or exhibition days	Venue capacity (number)	Number attending	Box office potential	Box office take – actual	Education / taking part sessions (number)	Number taking part
1	2	3	4	5	6	7	8	9	10	11
<b>Totals</b>										

