



CREATIVITY : HERITAGE : EDUCATION

Grants For The Arts Individuals & Organisations

Activity Report

Name/Group:

Type of Project:

Amount Received: CI \$

Date Grant Awarded:

Introduction

Everyone who receives a grant for the arts of over \$1,000 from the Cayman National Cultural Foundation must complete this Activity Report. **Please read it straightaway – you will need to collect the information (or ‘evidence’) throughout your activity/project.** Examples of this information include venue addresses and attendance figures. Please refer to your original application, and any changes you agreed with us, when you complete this Activity Report.

Your Activity Report tells us:

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

We will process the information you give us, and we may use it for statistical purposes. This tells us about the overall impact 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 initiative with your completed Activity Report. These may include:

- 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

Anything you send should be clearly labelled. Do not send us your originals, as we will not return them to you.

Please submit this Activity Report to:

**F.J. Harquail Cultural Centre
17 Harquail Drive
P.O. Box 30201
Grand Cayman KY1-1201
Cayman Islands**

Or email it to: vfoster@artscayman.org

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 to you to complete. Failure to submit this form will hinder your applications for future grants. **Please do not remove any pages from this form.**

Grants for buying equipment and instruments:

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

Grants for touring:

Your grant may have been awarded for a touring activity which may include performances, exhibits and educational sessions. For touring activities, you must attach a touring schedule that includes the following information:

- Date(s)
- Venue name(s) location/district(s), and capacity
- Number of performances/exhibits/sessions
- Attendance/reach

Section B – Your project/activity

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

- ✓ 1 **Attach or email two (2) or more images of your activity.**
*This is the only section of the Activity Report that will be used for CNCF marketing and promotion purposes.

- ✓ 2 **Where did this activity/project take place?**

Grants for touring activity:

If your activity/project was touring, do not fill in this question. Go to question 3.

Your answers to this question provide us with important information. We use it to gather data on where Grants for the arts activities/projects take place and which communities may have benefited from the activities/projects.

All other grants

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

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

Yes (Continue to part a.)

No (Go to part b.)

a Your activity/project happened in a specific place (or places)

Give us the physical address where most of your activity/project took place.

Other places where your activity/project happened

If your activity/project happened in other places, list the physical addresses of each place. We have made space for you to give details of up to five other places. You can use a separate sheet if you need more space and write 'See attachment' on the first line below.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

If you have filled in part a, and part b is not relevant to your activity/project, go to question 3. If part a is not relevant to your activity/project, please fill in part b. Complete both parts if they are relevant to your activity/project.

b Your activity was not specific to a place

Please give details. For example, "this activity took place online" or "we produced a publication".

✓ 3 Who was involved and how many people do you estimate benefited from this activity?

This activity	Number
Artists	_____
Others taking part/doing the activity	_____
<i>Audience (includes people going to an exhibition or performance, and people getting access to work that is printed, recorded, broadcast or online)</i>	_____

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

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> All age ranges | <input type="checkbox"/> 16 to 19 |
| <input type="checkbox"/> Under five | <input type="checkbox"/> 20 to 39 |
| <input type="checkbox"/> Five to 11 | <input type="checkbox"/> 40 to 64 |
| <input type="checkbox"/> 12 to 15 | <input type="checkbox"/> 65 and over |

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

- Groups or people at risk of 'social exclusion' (not being able to take part fully in society because of, for example, wheelchair use, poverty, prejudice or isolation)
- Any other defined group(s) or communities
(Please describe below)

✓ 6 **Please give details of the results of your activity/project.** If none applies, write 'Not applicable' or 'N/A'.

Activity	Number
Number of performance or exhibition days	_____
Number of new products or commissions	_____
Period of employment for artists (in days)	_____
Number of sessions during which participants were engaged in a learning activity, ie. education or training.	_____

Income for this activity/project

Source of Income	Purpose/use	Amount
Earned Income (e.g. Ticket Sales)		CI\$
CNCF Funding		CI\$
Other Public Funding		CI\$
Private Income		CI\$
Income Total:	CI\$	

Expenditure for this activity/project

Expenditure	Description	Amount
Supplies & Equipment		CI\$
Organisational and Professional Development		CI\$
Marketing and Audience Development		CI\$
Overheads		CI\$
Other		CI\$
Total Expenditure:	CI\$	

Section D – How did we do?

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

a Explain the application process?

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

b Manage your application for funding?

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

c Respond when you contacted us for advice or information?

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

Are there any other comments you would like to make?

Section E – Declaration

Data protection and freedom of information

As a public organisation we have to follow the Freedom of Information Law 2007. For more information please visit our website www.artscayman.org

The Freedom of Information Law gives people in Cayman and overseas access to a wide range of records held by a public authority but also provides exemptions for certain types of information such as personal information and certain commercial information. In some cases, an exemption can be waived because of an overriding public interest in the information sought.

The information you provide us in this document will be treated as sensitive or confidential unless otherwise previously published in the public domain.

✓ Individuals

I confirm that, as far as I know, the information in this Activity Report is true and correct, and that I have complied with all terms and conditions attached to the grant.

Your signature: _____

Name: (Use CAPITAL LETTERS) _____

Date: DD/MM/YY _____

✓ Organisations

I confirm that, as far as I know, the information in this Activity Report is true and correct, and that we have complied with all terms and conditions attached to the grant.

I confirm that I have the authority to sign on behalf of the organisation named in this Activity Report.

Your signature: _____

Name: (Use CAPITAL LETTERS) _____

Position: _____

Date: DD/MM/YY _____

For office use only:

Received by _____ (signature) CNCF Staff Member _____ (date)

Reviewed by _____ (signature) Committee Member _____ (date)

Date Activity Report requested _____ (date)

Date Activity Report received _____ (date)