 

Acquittal Report

Dobell Exhibition Grant Program

Please complete this Acquittal Report and forward to Museums & Galleries of NSW.

Please note that comments and opinions expressed within this report may be used by M&G NSW or Sir William Dobell Art Foundation for promotion of the Dobell Exhibition Grant (DEG) program.

Please supply via file sharing service images appropriate to the curatorial project (ie images of public programs, organized research activities, open studio days, educational or opening events, subsequent exhibition, works produced etc).

1. Venue

|  |
| --- |
|  |

2. Curator

|  |
| --- |
|  |

3. Development dates

|  |  |
| --- | --- |
| Overall start date | Overall conclusion date |
|  |  |

|  |  |
| --- | --- |
| Total no. of days of program? |  |

4. Exhibition:

|  |  |
| --- | --- |
| Associated exhibition title |  |
| Associated exhibition start date |  |
| Associated exhibition closing date |  |

|  |  |
| --- | --- |
| Total no. of days of exhibition |  |

5. Project Summary

Provide a description of the curatorial project and outcome

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6. Key Activities

List the key activities the curator undertook as part of the development of the project

7. Successes and Challenges

Describe the key successes gained from the Dobell Exhibition Grant and any challenges faced

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8. Gallery comments

This section is for feedback and overall comments from the recipient organisation. Please provide observations and feedback about your curatorial project. Particularly, how has your organisation benefited from the DEG project and grant received?

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Acquittal Report – Exhibition

Dobell Exhibition Grant

Complete the following questions about any exhibition and public activities held in association with the curatorial project. Please note that if an exhibition or event is yet to be held or completed please give details of all prospective activities planned in association with the project.

9. Education & Public Engagement

Describe any educational and public engagement opportunities held in association with the curatorial project and/or subsequent exhibition

|  |  |  |  |
| --- | --- | --- | --- |
| **Program** | **Title /Details** | **Dates held** | **How many attended** |
| Workshops |  |  |  |
| Floor talks/open studio |  |  |  |
| Seminars |  |  |  |
| Other (Please specify) |  |  |  |

10. Visitation from exhibition (if applicable)

|  |  |  |
| --- | --- | --- |
|  | Visitation Numbers | Entry Fee Charged? If yes, how much was the entry fee? |
| **Total Number of visitors to the exhibition** |  |  |
| General Public |  |  |
| Primary School Students |  |  |
| Secondary School Students |  |  |
| Tertiary Students |  |  |
| Total Number of Schools |  |  |
| Other Target Groups (please specify) |  |  |
| Official opening number in attendance |  |  |

11. Associated Publications/Catalogues (if applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| Publication description  (e.g. catalogue, education resource) | No. of copies distributed | Revenue raised (gross) | Revenue raised (net) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

12. Staffing

How many staff were required to assist with this project?

|  |  |
| --- | --- |
| Full time paid |  |
| Part time paid |  |
| Casual paid |  |
| Volunteer |  |

13. Promotional activities

Please outline your promotional strategy for any residency activities or associated exhibition and any advertising placed etc and forward copies of all advertisements, flyers, invitations, website, etc.

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| --- |
|  |

14. Publicity Generated

Please fill out the publicity activity gained and attach copies of print media coverage for the project

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DATE OF PUBLICATION | TITLE/HEADING  (e.g title of editorial, title of review) | NAME OF PUBLICATION | DESCRIPTION DETAILS  (e.g interview, listing, review, editorial, advertisement size) | TYPE OF MEDIA  (e.g radio, TV, newspaper, publication, website) |
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15. Other comments

Please provide any other thoughts, observations and feedback about the DEG program and grant process

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17. Signature

Name of person who prepared this report:

Position:

Signed: Date:

Name of Curator/Director (if different from above):

Signed: Date:

Please return your completed Acquittal Report to:

Museums & Galleries of NSW

Level 1, The Arts Exchange, 10 Hickson Road

The Rocks NSW 2000

Susanw@mgnsw.org.au

Acquittal Report – Budget

Dobell Exhibition Grant

Please fill out the Budget Sheet to show the original/planned DEG project budget and the actual amount spent. All figures should be exclusive of GST.

Please fill out the Budget Sheet to show the original/planned DEG project budget and the actual amount spent. All figures should be exclusive of GST.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DEG BUDGET** | | | | | | |
| **INCOME** | **BUDGET\*** | | **NOTES** |  |  | |
|  | **PLANNED** | **ACTUALS** |  |  |  | |
| **FUNDING** |  |  |  | | | |
| Funds requested from M&G NSW in this application |  |  | **DEG AMOUNT FUNDED** | | | |
| Other funding (Local Govt, State, Federal) |  |  | please specify | | | |
| Australia Council Funding |  |  |  | | | |
| Foundation/other |  |  | eg Gordon Darling, Myer Foundation | | | |
| **Sub-total Funding** | **$0** | **$0** |  | | | |
|  |  |  |  | | | |
| **EARNED INCOME** |  |  |  | | | |
| Admission charges |  |  |  | | | |
| Merchandise sales |  |  |  | | | |
| Other earned income |  |  |  | | | |
| **Sub-total Earned Income** | **$0** | **$0** |  | | | |
|  |  |  |  | | | |
| **OTHER INCOME** |  |  |  | | | |
| Gallery contribution- in kind (please specify on separate sheet) |  |  |  | | | |
| Cash sponsorship |  |  |  | | | |
| In-kind sponsorship (dollar value) |  |  |  | | | |
| Other (please specify) |  |  |  | | | |
| **Sub-total Other Income** | **$0** | **$0** |  | | | |
| **TOTAL INCOME** | **$0** | **$0** |  | | | |
| **EXPENSES** | **BUDGET\*** | | **FUNDED BY DEG? Y/N** | **AMOUNT FUNDED BY DEG** | | **NOTES** |
|  | **PLANNED** | **ACTUALS** |  | | | |
| **EXHIBITION EXPENSES** |  |  |  |  | |  |
| Artist loan fees |  |  |  |  | |  |
| Exhibition hire fee |  |  |  |  | |  |
| Freight |  |  |  |  | |  |
| Installation & de-installation costs (do not include labour costs) |  |  |  |  | |  |
| Signage specific to exhibition |  |  |  |  | |  |
| Other - please specify |  |  |  |  | |  |
| **Sub-total Exhibition** | **$0** | **$0** |  |  | |  |
|  |  |  |  |  | |  |
| **PROFESSIONALS' EXPENSES** |  |  |  |  | |  |
| Professional fees - artists |  |  |  |  | |  |
| Professional fees - curators |  |  |  |  | |  |
| Professional fees - public program |  |  |  |  | |  |
| Other professional fees (please specify) |  |  |  |  | |  |
| Professional travel |  |  |  |  | |  |
| Accommodation |  |  |  |  | |  |
| Per Diems |  |  |  |  | |  |
| Other (please specify) |  |  |  |  | |  |
| **Sub-total Professionals** | **$0** | **$0** |  |  | |  |
|  |  |  |  |  | |  |
| **PUBLIC PROGRAMS EXPENSES** |  |  |  |  | |  |
| Audience transport |  |  |  |  | | eg bus hire/ transport for audiences to /from venue |
| Equipment Hire |  |  |  |  | | eg AV/computer etc |
| Workshop support materials |  |  |  |  | | eg programming resources |
| Other (please specify) |  |  |  |  | |  |
| **Sub-total Public Programs** | **$0** | **$0** |  |  | |  |
|  |  |  |  |  | |  |
| **MARKETING & PUBLICITY EXPENSES** |  |  |  |  | |  |
| Advertising |  |  |  |  | |  |
| Printing/photocopying |  |  |  |  | |  |
| Design |  |  |  |  | |  |
| Copyright fees |  |  |  |  | |  |
| Other (please specify) |  |  |  |  | |  |
| **Sub-total Marketing & Publicity** | **$0** | **$0** |  |  | |  |
| **ADMINISTRATION COSTS** |  |  |  |  | |  |
| Admin costs (please specify) |  |  |  |  | |  |
| **Sub-total Administration** | **$0** | **$0** |  |  | |  |
| **TOTAL EXPENSES** | **$ -** | **-** |  |  | |  |
| **\*All figures should be EXCLUSIVE of GST**  ***PLEASE NOTE: INCOME MUST EQUAL EXPENDITURE*** | | | | | | |