



CREATIVITY : HERITAGE : EDUCATION

## Grants For The Arts Individuals & Organisations

### Activity report form

Name/Group:

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Type of Project:

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Amount Received: CI \$

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Date Grant Awarded:

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### Introduction

Everyone who receives a grant for the arts of over \$500 from the Cayman National Cultural Foundation must complete this activity report. **Please read it straight away – you will need to collect the 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.

Please deliver this activity report form to:

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

**Or email it to: [volunteercncf@candw.ky](mailto:volunteercncf@candw.ky)**

Anything you send should be clearly labelled.

Some examples you may wish to 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.

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 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, 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, you 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.

- ✓ 1 **Please attach or email two (2) or more images of your activity.**  
\*This is the only section of the Activity Report Form, which will be used for CNCF marketing and promotion purposes.
  
- ✓ 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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(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 district instead.

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**Other places where your activity happened**

If your activity happened in other places, please give us the addresses of each place. 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.

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

**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	<hr/>
Others taking part	<hr/>
Audience	<hr/>

✓ **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 an overview of the income and expenditure of your activity. This should illustrate the total cost of the activity we agreed to support.

Estimated cost of project and illustrated in your original application form:

CI\$ \_\_\_\_\_

Actual cost of project:

CI\$ \_\_\_\_\_

Please explain any significant differences between the actual figures and the figures presented to us in your application.

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If you cannot provide enough details on this form, please use it as a summary and provide the details on a separate sheet or sheets, using the same heading (**Section C- Statement of income and expenditure**). 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. Please note you are responsible for getting your own financial and legal advice.



### Income for this activity

Income Heading	Description	Amount
Earned Income (ex. Ticket Sales)		CI\$
CNCF Funding		CI\$
Other Public Funding		CI\$
Private Income		CI\$
<b>Income Total:</b>	<b>CI\$</b>	

### Expenditure for this activity

Expenditure Heading	Description	Amount
Artistic Expenditure		CI\$
Organizational and Professional Development		CI\$
Marketing and Audience Development		CI\$
Overheads		CI\$
Other		CI\$
<b>Total Expenditure:</b>	<b>CI\$</b>	

**For office use only:**

Received by \_\_\_\_\_ (signature) CNCF Staff Member \_\_\_\_\_ (date)

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

Date Activity Report Form requested \_\_\_\_\_ (date)

Date Activity Report Form received \_\_\_\_\_ (date)

## 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