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# Report Form

# Festival Investment Scheme (FIS) 2023

**FILLING OUT THIS FORM**

This form provides the Arts Council with a factual record of what your organisation was able to achieve with your Festival Investment award. Your information will help us to document festival activity and improve the quality of our supports.

Please complete and return this form along with your income and expenditure sheet (as outlined in your Payment Guide). Both documents should be uploaded to the Arts Council’s online system (OLS) in order for you to receive your final payment.

You should have your Arts Council email of offer, festival programme, audience data, budgets and the ***Income and Expenditure form*** to hand when filling out this form, this will help you as you WILL need to refer to this information as you answer certain sections of the report form.

The form should take approximately **45-60 minutes to complete.**

**IMPORTANT NOTE**

YOU MUST complete all parts of the form. Mark any sections ‘N/A’ if not applicable. **Incomplete forms will be returned.**

The information in this form must match the information provided with your Income and Expenditure sheet. **Forms that do not match will be returned and can delay the processing of final payments.**

Please do not change the questions in this report in any way. Explanatory notes are provided for each section to assist you.

There are seven sections to this report:

1. Organisation Details
2. Festival Activity Outcomes
3. Equality, Diversity, and Inclusion
4. Financial Management
5. Evaluation
6. Feedback
7. Declaration

In this document we will provide important notes or explanatory notes. These will help you complete the form accurately. These sections will be highlighted throughout the document.

## 1. ORGANISATION DETAILS

Please fill in the relevant information below:

|  |  |
| --- | --- |
| Name of Festival |  |
| ARN (Arts Reference Number) *This can be found in your email offer of funding* |  |
| Dates that festival took place |  |
| Location: County |  |

## 2. FESTIVAL ACTIVITY OUTCOMES

*Here we want to know details of the number of artists employed along with others that contributed towards the delivery of your festival programme (this includes technicians and those that volunteered). We also want to know the amount of artworks you provided in your programme and if you commissioned the creation of new work along with the types of events you offered and your audience numbers.*

A. ACTIVITY

In the below table please fill in the relevant information. N/A for non-applicable.

|  |  |  |
| --- | --- | --- |
| **Outcomes** | **Number** | **Guidance Note** |
| A1) Total number of Artists who were paid a fees for their services. |  | **NOTE (1)**  *(These services can be for performances, exhibitions, workshops, talks etc. – any activity that was part your festival programme)*  *If the answer to this question is ‘none’ please enter a zero* |
| A2) The period for which artists were engaged (in days). How many days work did the artists provide? |  | **NOTE (2)**  *To calculate this assume that a one day’s work is equivalent to 8 hours. If the artist presented work (such as a performance or talk) you should count the hours for presentation. If you commissioned the creation of work you would include here the hours spent creating the work as well. Please calculate the hours and divide by 8 to provide the amount of days, for example. 40 artists provide a two hour workshop/talk each (40 x 2 hours = 80 hours / 8 =* ***10 days engagement***  *If the answer to this question is ‘none’ please enter a zero* |
| A3) Total number of technicians who were paid a fee for their services |  | **NOTE (3)**  *(These services can be for technical supports for performances, exhibitions, workshops, talk, digital services etc. – any activity that was part your festival programme)*  *If the answer to this question is ‘none’ please enter a zero* |
| A4) The period for which technicians (crew) were engaged (in days). How many days work did the technicians provide? |  | **NOTE (4)**  *(To calculate the period of employment for technicians please use the same calculation as outlined in* ***Note 2*** *above)*  *If the answer to this question is ‘none’ please enter a zero* |
| A5) Total number of volunteers who have contributed to your festival activity |  | **NOTE (5)**  *(This the total number of volunteers that assisted in delivering your festival programme. This includes stewards, box office staff, front of house personnel, invigilators for exhibitions etc. (This figure should* ***NOT*** *include Board Members)*  *Please note that* ***you should also include*** *your volunteer figures in the Benefit-in-Kind section of this form (Section 4)*  *If the answer to this question is ‘none’ please enter a zero or put N/A* |
| A6) Total number of performances (if any). |  | **NOTE (6)**  *(We refer to performances here as presenting activities for an audience, for example: concerts, talks, lectures, screenings, parades, sessions, shows. This figure should not include activities such as: marketing launches, workshops, book clubs or exhibitions.*  *To calculate the total number you should count the amount of time performances took place irrespective of whether it is the same performance that is repeated.*  *For example*  *New Theatre Company perform the same play for 3 nights and 1 matinee – this is 4 performances.*  *A Band performs for one night – this is 1 performance*  *4+1 =5* ***total performances.***  *These figures should include digital performances as well as those that are ‘in-person’*  *If the answer to this question is ‘none’ please enter a zero* |
| A7) Total number of exhibition days (if any). |  | **NOTE (7)**  *(Here we refer to exhibitions as displays of works of art or items of interest (this could be photographic presentations, fine art, window art trails, public sculpture trails, archives for display etc.). To calculate the total you should count the days a collection is exhibited for,*  *For example*  *1 photographic exhibition running for 30 days =30 days*  *1 fine art exhibition on display for 15 days = 15 days*  *30+15 =45* ***total exhibition days***  *These figures should include digital exhibitions as well as those that are ‘in-person. If the answer to this question is ‘none’ please enter a zero or put N/A* |
| A8) Total number of workshops (if any). |  | **NOTE (8)**  *(Here we refer to workshops as a meeting where a group of people engage in an activity on a particular subject or project (this could be a seminar, drama or dance class, school workshop, a book club or class). To calculate the total number you should count the amount of time workshops took place irrespective of whether it is the same workshop that is repeated for different participants. –*  *For example*  *A Visual Artist leads the same art workshop 4 times - this is 4 workshops*  *A Dance Company hosts 2 different dance classes – this is 2 workshops*  *4+2 =6* ***workshops***  *These figures should include digital workshops as well as those that are ‘in-person*  *If the answer to this question is ‘none’ please enter a zero or put N/A* |
| A9) Total number of new artworks (if any). |  | **NOTE (9)**  *Here we ask you to separate out the number of new artworks in your programme which are new; we refer to newly created artworks which are presented to the public for* ***the first time****. This can include premiers of performances or new visual art collections, it can also refer to commissions where your festival may have requested the creation of new piece of art from an artist or arts organisation. It should NOT include workshops. To calculate the total you should count each new work as one irrespective of the number of days it is in your programme.*  *For example*  *1 new music composition performs for three nights – this is 1 commission*  *= 1 total new artwork.*  *If the answer to this question is ‘none’ please enter a zero or put N/A* |

B. PROGRAMME

In the below table please fill in the relevant information regarding the breakdown of your festival programme delivery. N/A for non-applicable.

|  |  |  |
| --- | --- | --- |
| **Type of Event** | **Number of events** | **Guidance Note** |
| B1) How many ‘live’ or ‘in-person’ events were delivered? |  | **NOTE (10)**  *(By ‘live’ or ‘in-person’ events we mean activities where the public physically attended a performance, workshop or exhibition in your festival programme).*  *To calculate this you should count the number of different events types in your programme rather than performances or exhibition days, i.e. 3 plays, 4 concerts, 2 readings, 1 workshop.*  *For example*  *New Theatre Company perform the same play for 3 nights and 1 matinee – this is 1 event*  *1 photographic exhibition running for 30 days = 1 event*  *A Dance Company hosts 2 different dance classes – this is 2 events*  *1+1+2 = 4 events (1 play, 1 exhibition and 2 workshops)*  *If an audience attended a live event that was also live streamed or recorded you can include these attendances here.*  *If the answer to this question is ‘none’ please enter a zero or put N/A* |
| B2) How many digital events were delivered? |  | **NOTE (11)***(By digital events we mean activities that are digitally transmitted, for example, web broadcast or any online transmission, audio, virtual reality works.*  *To calculate this you should count the number of different events types in your programme rather than performances or exhibition days.*  *For example*  *1 online book reading and 1 live streaming concert - this is 2 digital events*  *2 podcasts and 1 online workshop – this is 3 digital events.*  *1+1+2+1 = 5 digital events (1 reading, 1 concert, 2 audio events and 1 workshop)*  *If a live event was live streamed or recorded you can include digital attendances here.*  *If the answer to this question is ‘none’ please enter a zero or put N/A* |
| B3) How many other events were delivered? |  | **NOTE (12)**  *(By ‘other we mean events that are not ‘in person’ or ‘digital’) In the box provided you should outline what this event type is as well as the number delivered.*  *If the answer to this question is ‘none’ please enter a zero or put N/A* |

C. AUDIENCE

*This helps us understand the types of audience that attend your festival programme, how they attend, where they come from and the ways in which you record and gather their information. There are two sections to complete (Audience Numbers and Audience Profile). The Arts Council provides a* [***Mapping your audience tool***](https://www.artscouncil.ie/Arts-in-Ireland/Strategic-development/Mapping-your-audience/) *to assist in this data collection.*

Please fill out the *Audience Numbers* boxes and provide the total figures.

We do not require the name of individual events.

AUDIENCE NUMBERS

Paid, Non-Paid, and Non ticketed numbers MUST equal total audience figures.

|  |  |  |
| --- | --- | --- |
| **Category** | **Audience Numbers** | **Guidance Note** |
| C1)Number of paid tickets |  | **NOTE (13)**  *(Please enter the total number of tickets that were sold). These figures should include digital audiences that paid for online events.*  *If the answer to this question is ‘none’ please enter a zero* |
| C2)Number of non-paid tickets |  | **NOTE (14)**  *(By ‘Non-Paid’ tickets we mean tickets that are issued for free, this could be complimentary tickets or free events that require a ticket.*  *If the answer to this question is ‘none’ please enter a zero* |
| C3)Number of non-ticketed attendances |  | **NOTE (15)**  *(By non-ticketed events we mean events that do not require tickets. This could be visual arts exhibitions or parades and spectacle, where audiences may attend for free and their numbers are recorded in other ways, such as head count rather than ticketing. These figures should include digital free audiences for online events.*  *If the answer to this question is ‘none’ please enter a zero* |
| C4) Total Audience Figures |  | **NOTE (16)**  *(This should be the total of your Paid + Non-Paid + and Non ticketed numbers added together to give the total audience. (Boxes C1+C2+C3)* |

AUDIENCE PROFILE - ATTENDANCE

**These two figures should equal the ‘Total Audience’ figure provided in section C4 above.**

|  |  |  |
| --- | --- | --- |
| **Type of attendance** | **Audience Numbers** | **Guidance Note** |
| C5)Number of live/in-person audience attendances |  | **NOTE (17)**  *(By ‘live’ or ‘in-person’ attendance we mean the number of people that physically attended a performance, workshop or exhibition in your festival programme). You should provide the* ***total number only*** *– we* ***do not*** *require a breakdown of events or the names of events*  For this section use numbers. DO NOT use percentages*.*  *If the answer to this question is ‘none’ please enter a zero* |
| C6)Number of digital audience attendances |  | **NOTE (18)**  *(By digital attendance we mean the number of people that attended activities in your festival programme online. This would include activities that were digitally transmitted, for example, web broadcast, streaming service, audio or virtual reality. You should provide the* ***total number only*** *– we* ***do not*** *require a breakdown of events or the names of events or the digital platforms.*  **PLEASE NOTE** – that by digital attendance we mean audiences that engaged for the **entire duration** of the event. You should **NOT** include Facebook impressions or likes, you should **NOT** include those that engaged with the online material for a few minutes.  For this section use numbers. DO NOT use percentages  *If the answer to this question is ‘none’ please enter a zero* |

AUDIENCE PROFILE - AGE

These figures should equal the ‘Total Audience’ figure provided in section C4 above.

If you do not track the age information of your audience you should put N/A into boxes C7-12 and the total audience figure entered in section C4 into the box C13.

|  |  |  |
| --- | --- | --- |
| **Audience Breakdown by age profile** | **Audience Numbers** | **Guidance Note** |
| C7) Audiences 0-7 (early years) |  |  |
| C8) Audiences 8-14 |  |  |
| C9) Audiences 15-24 |  |  |
| C10) Audiences 25-44 |  |  |
| C11) Audiences 45-64 |  |  |
| C12) Audiences 65+ |  |  |
| C13) Unknown |  | **NOTE (19)** If you do not track the *age profile* of your audience you should put **N/A into boxes C7-12** and the **total audience figure entered in section C4 into this box)** |

AUDIENCE PROFILE - LOCATION

These four figures should equal the ‘Total Audience’ figure provided in section C4 above.

If you do not track the geographical location of your audience you should put N/A into boxes C7-9 and the total audience figure entered in section C4 into the box C10) unknown.

|  |  |  |
| --- | --- | --- |
| **Audience Breakdown by location** | **Audience Numbers** | **Guidance Note** |
| C14)Audiences from the local area (County) |  | **NOTE (20)**  *(These are audiences that are resident in the local area in which your festival programme takes place)*  For this section use numbers. DO NOT use percentages*.*  *If the answer to this question is ‘none’ please enter a zero* |
| C15)Audiences from outside the local area (Other parts of Ireland) |  | **NOTE (21)**  *(These are audiences that are resident in other parts of Ireland but not living in the local area in which your festival programme takes place)*  For this section use numbers. DO NOT use percentages*.*  *If the answer to this question is ‘none’ please enter a zero* |
| C16)Audiences from overseas |  | **NOTE (22)**  *(These are audiences that are not resident in Ireland but attended your festival programme)*  For this section use numbers. DO NOT use percentages*.*  *If the answer to this question is ‘none’ please enter a zero* |
| C17) Audience Location Unknown. |  | **NOTE (23)**  If you do not track the geographical location of your audience you should put N/A into boxes C7-9 and the total audience figure entered in section C4 into this box)  For this section use numbers. DO NOT use percentages*.*  *If the answer to this question is ‘none’ please enter a zero* |

METHODOLOGY FOR COLLECTING AUDIENCE DATA

In the box below, please detail how you arrived at figures provided in Section C (Audiences) (i.e. how did you count these numbers, how did you ensure their accuracy?). This could be by online box office ticketing system, surveys or other means. **Please provide NO more than 3 short bullet points – 50 WORDS MAX**

|  |
| --- |
|  |

## **3. EQUALITY, DIVERSITY & INCLUSION**

In this funding scheme the Arts Council is monitoring Equality, Diversity and Inclusion actions taken by Festival organisations.

The below section will catalogue the Equality, Diversity and Inclusion policy and actions taken by Festival organisations.

In this section we ask you to outline how your organisation has made steps towards ensuring equality of opportunity and representation among artists and volunteers.

Please tick:

*(If yes or in progress please answer the next table)*

|  |  |  |  |
| --- | --- | --- | --- |
| Does your organisation have a policy relating to Equality, Diversity, and Inclusion? | **Yes** | **No** | **In Progress** |

Please tick:

|  |  |  |  |
| --- | --- | --- | --- |
| **If you selected ‘yes’ or ‘in progress’ above, please indicate whether your policy will address/ addresses the following:** | **Yes** | **No** | **In Progress** |
| Hiring practices (employees, artists, production staff) |  |  |  |
| Board or committee recruitment and membership |  |  |  |
| Volunteer recruitment and membership |  |  |  |
| Festival programming |  |  |  |
| Audience Development |  |  |  |

|  |
| --- |
| If you provide dedicated programmes or events addressing diversity please briefly outline these. (**Please provide NO more than 3 short bullet points – 50 WORDS MAX** |
|  |

# **4. FINANCIAL MANAGEMENT**

*In this section we ask you to outline the financial outcomes of your 2023 festival programme. You* should have your Income/Expenditure sheet to hand when filling out this part of the form.

A. FINANCIAL OUTCOME

NOTE: The information you provide below **MUST match the Income/Expenditure form** you provide with this report form to claim your final payment.

Any surplus or deficit will be listed in the OUTCOME section (Line 53) of your Income and Expenditure Form.

If you did not produce a surplus or deficit please put N/A in both boxes below

|  |  |
| --- | --- |
| **Question:** | **Answer:** |
| If your festival produced a surplus, how will this be managed?  *(If you complete this box please* ***DO NOT*** *complete the deficit box below)* |  |
| If your festival produced a deficit, what steps will be taken to reduce this figure?  *(If you complete this box please* ***DO NOT*** *complete the surplus box above)* |  |

FESTIVAL INVESTMENT SCHEME AWARD

What costs did your 2023 Arts Council grant cover? (Please insert into table). Extra rows can be added if needed.

|  |  |
| --- | --- |
| **Cost Category:**  ***(E.G. Artists Fees)*** | **Amount (€)** |
| 1. |  |
| 2. |  |
| 3. |  |
| **TOTAL GRANT**  (The figure you enter into this box should match the ARTS COUNCIL FUNDING OFFER entered in line 52 of your Income and Expenditure sheet. |  |

BENEFIT-IN-KIND

Here we want to find out whether your festival received any benefit-in-kind. Benefit in kind is defined as any payable service that is provided free of charge – e.g. volunteering time, providing equipment or services without charge.

Below please outline the amount of benefit received next to each category.

If not applicable insert N/A.

|  |  |
| --- | --- |
| **Benefit In Kind Type:** | **Amount (€)** |
| Volunteering/Labour  *(Please apply a cash equivalent rate of €22.00 per hour per volunteer to calculate hours provided in kind).* |  |
| Venues/Spaces |  |
| Equipment/Technical Services |  |
| Other (please outline) |  |
| TOTAL BENEFIT-IN-KIND  The figure you enter in this box should also match the amount of benefit in kind you entered in your ***Income and Expenditure form*** | € |

## **5. EVALUATION**

Thinking about your festival’s current and past programmes please name any projects which have created a **lasting legacy** for your community. *This might be for example a physical legacy such as a sculpture or mural or it could be the introduction of regular art or dance classes which did not exist before your festival project started and are continuing independently.*

This section is to help us find out what arts activity your festival has contributed to your local area or artform development.

**Please provide NO more than 3 short bullet points – 100 WORDS MAX**

|  |
| --- |
|  |

## **6. FEEDBACK**

Do you have any general comments about the Festival Investment scheme or suggestions to improve the scheme?

If ‘Yes’, please describe in the box below. If ‘No’ please enter N/A

|  |
| --- |
|  |

## **7. DECLARATION**

ACCREDITATION

|  |  |
| --- | --- |
| Please provide confirmation that your organisation has uploaded two photographic images of your most recent festival to the Arts Council’s Image bank. <http://www.artscouncil.ie/imagebank/> | Name of Files:  Date Uploaded: |

Please tick yes or no:

|  |  |  |
| --- | --- | --- |
| Has your organisation accredited the Arts Council in line with ‘A guide to acknowledging Arts Council funding’ on all publicity material over this period including the **use of the correct funding logo**? (as pictured) | Yes | No |

If yes give details of how below. If you tick No please explain why below

|  |
| --- |
|  |

DECLARATION OF ASSURANCE

|  |
| --- |
| A declaration of assurance signed by two responsible persons involved with the funded activity is required.  This is to certify that the Arts Council funding was used for the purpose for which it was granted and that any conditions attached to the funding were met. Where the funding is less than €25,000 per annum the name of one responsible person is sufficient.  I certify that the Arts Council funding was used for the purposes for which it was granted and that any conditions attached to the funding were met. Additionally, where I am in the receipt of other sources of public funding I certify that there has been no duplication in the use of public funding for the same activity.  Name:                                  Date:    Name:                                  Date:  (Typed names are acceptable) |