

Arts Organisation Investment Program Online Application Info Sheet



Apply Online

The [Arts Organisation Investment Program](#) is an open and competitive multiyear funding program to support Western Australia's arts, cultural and creative sector organisations. The information below will assist you to navigate, draft and submit your application via Online Grants.

Online application

Applications must be submitted through the Culture and the Arts [Online Grants](#) web portal: <https://onlinegrants.dlgsc.wa.gov.au/>

Opening and closing dates are listed in the [Key Dates Calendar](#).

Preferred browsers

The Online Grants web portal is designed to work on recent versions of Internet Explorer, Google Chrome, Safari or Mozilla Firefox in combination with Windows or Mac OSX. Google Chrome and Internet Explorer are recommended for the best performance and user experience.

Update your browser and clear your cache

Before starting your application, it is recommended that you update your browser to the latest version of Chrome or Internet Explorer and clear your browser history/cache.

Register for an account in Online Grants

Applicants who have not previously registered will need to register and set a unique username and password for the Online Grants account. Click [here](#) to review [Online Grants Registration](#) information to ensure you create the correct account type and understand your role and responsibilities as the Online Grants account holder.

Sign in

Applicants who have previously registered to use Online Grants will be able to sign in with the username and password set during registration. If you experience any difficulties with your sign in contact [Online Grant Support](#) via email for assistance.

E: onlinegrantsupportca@dlgsc.wa.gov.au

Update your account details in Online Grants

Before you proceed to draft your application, please review and update your organisation's account details. Sign in and click on **Account Details** on the top right to review and update the details. Click [here](#) to review [Online Grants Account Details](#) information. Once you have updated your details click on **Home** in the breadcrumb menu on the top left of the page to go to your homepage.

Homepage

From your homepage you can review your current notifications that will appear at the top of the page, review general announcements and links that appear at the bottom of the page, and proceed to draft your application by clicking on:

Draft a New Application

Note: once your draft application is in progress you can return to continue editing your draft application any time prior to submission by clicking on:

Edit / View Applications

Do you want to...



Important steps to avoid technical issues

- Do not use the browser 'back' or 'forward' buttons to navigate in Online Grants.
- Save your data regularly using the web portal Save buttons.
- Observe the character limits stated for each text field.
- Do not include URLs in any text field other than the Support Material section.
- Avoid using unusual symbols in text fields.
- Ensure you clear all formatting before you copy and paste into text fields and do not paste over the character limit stated for the field.
- Each time you exit your draft application ensure you click on **Save and Close** to ensure all data is saved.
- After exiting the application wizard, you will need to use the browser refresh button to ensure updated details are displayed.
- Each time you are finished using Online Grants ensure you click on **Logout** to close the web portal.
- Ensure that all Online Grants web pages are closed after each session. If there is more than one instance of the Online Grants account or Online Grants web page open, details entered will not be saved.
- Clear your browser history/cache before each session in Online Grants.

Getting started

Read the [Arts Organisation Program Guide](#) before you start drafting your application. It has all the essential information about the program objective, categories, who can apply, who can't apply, required support material and formats, application submission and assessment, notification, and assistance for applicants.

Apply online

Click on **Draft a New Application** and ensure you read the details on the **New Grant Application** page before you click **Next**.

Save your data

When using the application wizard, you must use the **Save & Next**, **Save & Previous**, **Save**, and **Save & Close** buttons to move from one page to another to ensure that the data you

enter is saved. Do not use the browser 'back' or 'forward' buttons to move between the wizard pages.

Help

Look for the help icons that appear next to a field or at the top of a page for further details about the information required. When the help icon appears next to a field, hover your mouse over the icon to display the help details. When the help icon appears at the top of a page you can click on the icon to open the page in a new tab.

Calendar year or financial year funding and reporting cycle

Depending on your organisation's financial reporting cycle, enter details for either:

- **Calendar** year to indicate a financial reporting cycle commencing on 1 January and ending on 31 December, with your audited financial accounts and Annual Report completed by the following April, or
- **Financial** year if your organisation's reporting cycle commences on 1 July and ends on 30 June, with your audited financial accounts and Annual Report completed by the following October.

Review your data

You can review the details entered in the application wizard by downloading a formatted copy of the draft application from the Grant Applications listing page. Click [here](#) for download instructions.

Online application wizard

The Arts Organisation Investment Program online application wizard contains the following sections for you to complete:

- **Applicant Details**
- **Key Personnel**
- **Financial Information**
- **Target Outputs**
- **Support Material**
- **Grant Application Terms and Conditions**

Applicant Details

Account Information

Review and update your contact details here. This will also update your Account Details.

Funding Category

Select the following from each dropdown list for the Arts Organisation Investment Program:

Program: Arts Organisation Investment Program – 2020 to 2022

Program Category: Producing and Presenting **or** Service (refer to the Program Guide)

Funding Round: Arts Organisation Investment Program – Producing and Presenting

or

Arts Organisation Investment Program – Service

Area of Practice: this field is optional. However, you can select an option if relevant to your organisation.

Discipline: select the most relevant option from the dropdown list.

Description of Discipline: this field is optional. However, you can use this field to add further specific details about the discipline your organisation may specialise in.

Activity Outline

All applicants to the Arts Organisation Investment Program are required to enter the details specified for each field below.

Activity Title: Arts Organisation Investment Program

Activity Summary: briefly outline your organisation's core business or purpose as per your current strategic plan.

Activity Start Date: 01/01/2020 for organisations on a **calendar year reporting cycle**

01/07/2020 for organisations on a **financial year reporting cycle**

Activity End Date: 31/12/2022 for organisations on a **calendar year reporting cycle**

30/06/2023 for organisations on a **financial year reporting cycle**

Note: the following fields are **read only** and do not apply to the Arts Organisation Investment Program. Please disregard these fields in the application wizard.

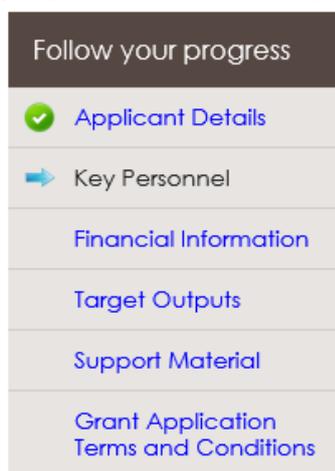
Total Activity Cost: read only field

Funding Requested: read only field

Mark this section as complete

When you have completed all required details on this page check the box to mark this section as complete, then click on **Save and Next**.

Note: once you click on Save and Next the relevant set of application wizard pages will be created for your Arts Organisation Investment Program application and the **Follow your progress** menu on the right will be updated as shown below.



Important: please choose the program, category and funding round carefully as you will need to start a new application if you select and save the incorrect program or funding round. Contact [Online Grant Support](#) via email for assistance if you select and save the incorrect program category.

Key Personnel

Use the **Add More** button to list your organisation's current board members and key personnel. Key personnel includes your organisation's core salaried management, administrative and artistic staff.

Financial Information

The Financial Information section of the Arts Organisation Investment Program application wizard includes the Financial Information summary page, Profit and Loss, and Balance Sheet pages.

All organisations are required to complete financial estimates for the first year of funding in the Financial Information section of the application wizard. The financial items and definitions in the Profit and Loss and the Balance Sheet have been closely aligned to those of the Australia Council for the Arts..

Financial Information summary page

As you enter and save details in the Profit and Loss and Balance Sheet the summary page will update with the key financial totals such as the estimated surplus/deficit for the first year of funding and the projected net assets at the end of the first year of funding.

Funding Request (per annum)

In the Funding Request (per annum) section you need to select the reporting period from the dropdown list according to your organisations financial reporting cycle, then enter your organisation's funding request for the first year of funding only. Note that the program has a minimum request of \$100,000 per annum. If successful, the funding agreement will outline the funding allocated for each year of the three-year fixed term agreement.

Additional Notes

You can use the Additional Notes field to include information relevant to the overall financial estimates for the first year of funding. **Do Not** enter any URLs or web addresses in the Additional Notes field.

Financial Definitions

It is important that you refer to the financial definitions accessed via the Profit and Loss and Balance Sheet pages when entering your financial estimates.

Note: The full list of Financial Definitions are also attached at the end of this document for you to refer to when developing your application.

Profit and Loss

The Profit and Loss page represents the **Statement of Profit or Loss and Other Comprehensive Income**. Click on the **Update Profit and Loss** button on the Financial Information summary page to commence entering your organisation's budget for the first year of funding.

Balance Sheet

The Balance Sheet page represent the **Statement of Financial Position**. Click on the **Update Balance Sheet** button on the Financial Information summary page to commence entering your organisation's projected year-end financial position.

Adding Notes

Use the Notes field  next to each financial item to add explanations or additional information where relevant. The Notes field has a limit of 1000 characters including spaces. If you copy and paste information into the Notes field, ensure you clear all formatting first and ensure you do not paste more than 1000 characters.

Note: before you can proceed to open and update the **Profit and Loss** and **Balance Sheet** pages you must select the **Reporting Period**, enter the **Amount Requested (per annum)** and click on **Save**.

Target Outputs

All organisations are required to provide targets for activity and program outputs for the first year of funding. Indicate the target outputs for all categories and items that are relevant to your organisation. If successful, you will be required to report against the agreed targets entered below.

The target outputs included here are based on a balance between data previously collected through the DLGSC Culture and the Arts Quantitative Data Summary and the Australia Council's activity reporting requirements. A priority has been to include activity outputs that have been collected for a number of years, as well as those that align to new government priority areas for data collection.

At the assessment stage, the target outputs provide an indication of the level of activity that will be delivered by an organisation.

At the contracting stage, applicants will be required to report against the agreed target outputs.

Overall, the aggregated target outputs data provides important information on historical trends in the arts, cultural and creative sector for research, analysis and advocacy purposes.

Target Output Definitions

It is important that you refer to the Target Output definitions as you enter the targets for activity and program outputs. Hover your mouse over the **help** icon  next to each category for definitions and specific points to consider for each item. Alternatively, you can click on the help icon  on the top right of the Target Outputs page to open the full set of Target Output definitions in a separate tab.

Note: The full list of Target Output Definitions, as well as notes and examples, are also attached at the end of this document for you to refer to when developing your application.

Adding Notes

Use the Notes field  next to each target output item to add explanations or additional information where relevant. The Notes field has a limit of 1000 characters including spaces. If you copy and paste information into the Notes field, ensure you clear all formatting first and ensure you do not paste more than 1000 characters.

Additional Notes

You can use the Additional Notes field to include information relevant to the overall targets for activity and program outputs for the first year of funding. **Do Not** enter any URLs or web addresses in the Additional Notes field.

Support Material

Support material forms an important part of our application. Make sure you read the program guide for detailed information regarding formats, limits and upload instructions. The Support Material section of the application wizard allows upload of files up to 5MB per file, and web links (URL) for audio and video.

Strategic Plan

Please note that your strategic plan should include a reflection of your historical financial performance and financial forecast for each year covered by the plan. Attach your strategic plan in the Support Material section of the application wizard.

Additional Financial Information

Attach a copy of your most recent audited accounts in the Support Material section of the application wizard. For organisations on a calendar year reporting cycle this will be 2018 audited accounts. For organisations on a financial year reporting cycle this will be 2017/2018 audited accounts.

Grant Application Terms and Conditions

Before you submit your application, you will need to read and confirm that you understand the terms and conditions outlined in the following sections:

- Grant Application Terms and Conditions
- Media Contact Consent
- Working with Children
- Privacy and Freedom of Information

Final check before you submit

Make sure everything you need for your application is included because once you submit your application there is no opportunity to add or amend anything.

Submit your application

When you have completed all sections, click 'Submit as Final'. **Note:** all sections of the application wizard must be marked as complete before the **Submit as Final** button will be enabled.

Application submission confirmation

After you click on Submit as Final you will be directed to the application submission confirmation page.

From this page you can:

- Review details about what happens next and note your application reference
- Generate a submission receipt
- Export a copy of your submitted application
- Close and return to your homepage

Generate a submission receipt

Click on **Generate Receipt** to download a copy of your application submission receipt.

Export a copy of your application

Click on **Export Application** and select your preferred format (PDF or Word) to download and save a formatted copy of your submitted application.

Close

Click on **Close** to return to your homepage. When you are finished using Online Grants ensure you click on **Logout** to close the web portal.

Notification

You will be advised in writing of the outcome of your application approximately 14 weeks after the closing date.

Contact us**Technical support**

Contact [Online Grant Support](#) via email if you require technical assistance with your online application.

E: onlinegrantsupportca@dlgsc.wa.gov.au

Grants Officers

For advice or assistance with your application, contact a Grants Officer:

Telephone: (08) 6552 7400

Toll Free (Country WA callers only): 1800 199 090

Email: grantsprogramsca@dlgsc.wa.gov.au

DEFINITIONS

Profit and Loss Financial Item Definitions

Income

1. Government Income: All funding received from state, federal or local government sources.

1.01 WA - Culture and the Arts - AOIP (per annum): Funding received through the Arts Organisation Investment Program (AOIP) per annum.

1.02 WA - Culture and the Arts – Project: All project grants received from Culture and the Arts.

1.03 WA - Other State Agencies - Capital Grants: All capital grants received from any WA State Agency received for capital works.

1.04 WA - Other State Agencies - In-kind: All services, support and assets (other than cash) received free of charge, or at an amount below market value from any WA State Agency (for example waived venue hire).

1.05 WA - Other State Agencies – Project: All project grants received from other WA State Agencies.

1.06 WA - Royalties for Regions: All grants received through the WA Royalties for Regions Program.

1.07 WA - Lotterywest: All grants and or sponsorship received from Lotterywest.

1.08 WA - Healthway: All grants and or sponsorship received from Healthway.

1.09 WA - Local Government: Any grants or funding received from local governments in WA.

1.10 Australia Council - Multi Year: Funding received through the Australia Council's Multi Year program.

1.11 Australia Council - Project: All funding received through any of the Australia Council's project grants programs.

1.12 Australia Council - Capital Grant: All funding received through the Australia Council for capital works.

1.13 Commonwealth Departments: All funding received from any Commonwealth Department.

1.14 Commonwealth Departments - In-kind: All in-kind support received from any Commonwealth Department (for example waived venue hire).

1.15 Other State or Territory Funding: All grants or funding received from any other Australian State or Territory.

1.16 Overseas - Government: All grants or funding received from overseas governments.

1.17 Other Funding: Any other grants or funding received. Please specify (for example Country Arts WA).

2. Earned Income: Self-generated income from the organisation's activities.

Performance income generated from presenting an artistic work:

2.01 Single Tickets: Includes single ticket and entry fees for self-presented shows or exhibitions (excluding educational performances, which should be reported under Education Fees).

2.02 Subscription Tickets: Includes subscription ticket sales for self-presented shows. This should only be used if your organisation has a subscription season.

2.03 Merchandising: All fees received or income generated from program and catalogue sales, advertising sales, sales of recordings and such.

2.04 Performance Fees: Includes performance fees, contract fees, recording and broadcast fees, commercial hire fees, orchestra pit services. Note that co-producer fees should not be recorded here.

2.05 Co-Producer Fees: Fees received for completing a substantial portion of the creative producing function.

Income generated from publications (including published recordings):

2.06 Publication Sales: Income generated from sales of books, magazines, journals, newsletters, published recordings (including music) and other publications.

2.07 Advertising Revenue: Income generated from advertisements included in publications (for example, advertisements in magazines).

2.08 Rights and Royalties: Income generated from the sale of rights, fees received for lending rights, and royalties received from publications.

Other program related income:

2.09 Exhibition Admission: Income generated from admission and entry fees at exhibitions.

2.10 Education Fees: Income from school programs, workshops, classes and seminars and other education-related activities.

2.11 Event Fees: Income generated from admission and fees to events.

2.12 Service Income: Income generated from the provision of services (for example, consultant fees).

2.13 Program Sundry and Other Income: Other program-related sundry income not included elsewhere.

2.14 Retail: Income generated from sales of food, beverages and such.

2.15 Resources: Includes income from venue, theatre and facilities hire, building and office rental, props and instrument hire, costume hire, equipment hire, parking, and royalties and licensing income not included elsewhere, such as public usage income from photocopying and ticketing income for third party events.

2.16 Interest and Investments: All income earned through interest on investments, including dividends received.

2.17 Other Sundry Income: Earned income not included elsewhere such as recoveries, reimbursements received, one-off sales, freight collected, late fees collected, management and auspicing fees and other sundry income.

3. Contributed Income: Income that is not directly associated with a direct exchange of the organisation's product or service. This may include private sector income or income from partners.

3.01 Donations: Gifts where the donor does not receive a material benefit in return. Excludes membership fees. Gifts may include cash (for example, regular or one-off donations from individuals or organisations, workplace giving, public collections) or in-kind (for example, the use of property and cultural items like art works, books, jewellery).

3.02 Fundraising: Income from fundraising events and dinners, auctions, raffles and such, where the donor receives a material benefit in return. This can include cash income such as ticket sales or in-kind contributions such as the donation of materials or services.

3.03 Foundations: Income from foundations.

3.04 Sponsorship (cash): Monies received in exchange for rights, services, or goods. This excludes State Government sponsorship such as Healthway and Lotterywest. These should be listed under Government Funding.

3.05 Sponsorship (in-Kind): The dollar value of any goods and services you receive free of charge. For example, furniture, equipment, materials, venue and office space.

3.06 Bequest: Donation of money or property (including goods) that is transferred to the organisation on the donor's death, as specified in the donor's will. Includes bequests given unconditionally and those given with conditions which are legally binding.

3.07 In-kind volunteer or pro bono services: The dollar value of volunteer or pro bono services you receive free of charge. This can include professional services (for example, legal and financial) and volunteers used in a production or administrative capacity.

3.08 Philanthropy (restricted): Funds donated for a specific purpose that can only be spent for that purpose.

3.09 Philanthropy (unrestricted): Funds received as a general donation to the organisation that is not tied to any specific purpose.

Expenditure

1. Salaries, Wages and Fees: This represents all salaries and wages paid to all staff employed by the arts organisation on a permanent or casual basis (including replacement staff). This only includes employees on the organisation's payroll system.

1.01 Artists and Creatives: Salaries, wages and fees specifically associated with artists, creative directors, performers, arts workers, writers, designers, musicians, composers and conductors.

1.02 Production and Technical: Salaries, wages and fees specifically associated with technical or production staff. Can include stage management, exhibition installers, recording engineers, producers and mechanists, production and technical, wardrobe, out labour.

1.03 Marketing: Wages specifically associated with marketing and promotion.

1.04 Development: Salaries, wages and fees specifically associated with business development costs such as generating fundraising or donations income.

1.05 Management and Administration: Salaries, wages and fees specifically associated with management or administrative staff.

1.06 Allowances and On-Costs: Allowances include travel, living allowances and per diems, accommodation allowances, childcare allowances and such. On-costs include workers' compensation, superannuation, annual leave costs, long service leave costs, salary packaging expenses, payroll tax, fringe benefits tax.

1.07 Other Staff Costs: All the staff costs such as staff amenities, other employer expenses, recruitment costs including advertising and agency commissions.

2. Program Costs: Direct program costs that are not salary related.

2.01 Performances: Costs may include venue and equipment hire charges, staging materials, venue security, venue cleaning costs, venue repairs and maintenance, rehearsal venue costs, and other venue costs.

2.02 Exhibitions and Events: Costs associated with organising and delivering exhibitions and events such as venue hire, equipment hire, staging, insurance and such.

2.03 Publications: Costs incurred with the creation of items made by your organisation for the purpose of sale (other than printed programs). This includes costs for journals, magazines and other print media for sale to the general public or by subscription, costs to produce published recordings (such as CDs), but does not include costs incurred for printed programs.

2.04 Education and Community: Direct costs associated with educational workshops and activities, including education programs for schools, conferences and performances, and direct costs associated with projects that involve working with communities (which are not covered elsewhere), including consultant fees and materials.

2.05 Mentorships and Professional Development Programs: Costs associated with mentorships or professional development.

2.06 Other Direct Program Costs: All other direct program costs.

3. Marketing and Promotion

3.01 Marketing and Promotion: Costs associated with marketing, promotion and communications such newsletters, promotional materials, website (design, content, maintenance, and hosting if not capitalised), documentation and annual reports.

3.02 Advertising Costs: Costs associated with advertising including design and artwork, photography and visuals, agency booking fees.

3.03 Development Costs: Cost associated with generating or servicing contributed income.

4. Administration

4.01 Office Rent and Running Costs: Costs associated with rent and running costs including cleaning and rubbish removal, office security, office relocation costs, rates and taxes, office maintenance, gas, electricity and water.

4.02 Office Consumables and Resources: May include office supplies, printing and copying, computer consumables, journals and subscriptions, memberships and affiliations, records and filing costs, software purchases and maintenance, equipment repairs and maintenance, minor equipment purchases (under \$500), equipment rental expenses.

4.03 Communications (telephone and internet): May include postage, courier, freight paid, telephone, mobile phone costs, ISP internet costs.

4.04 Travel Costs: Includes local travel, and vehicle hire which is not a direct production or project cost.

4.05 Insurance: All costs associated with general insurance, public and product liability, directors liability insurance. Does not include workers compensation.

4.06 Legal, Finance, and Governance Costs: Cost associated with legal, financial and governance undertakings.

4.07 Depreciation: Cost of using up or loss in value over the fiscal year of tangible and intangible assets. Depreciation allocates the cost of a tangible asset over its useful life. Amortisation is a routine decrease in value of an intangible asset.

4.08 Sundry and Other: Sundry and other expenses not recorded elsewhere, including rent and other administration overheads.

Balance Sheet Financial Item Definitions

Assets

1. Current Assets

1.01 Cash and Cash Equivalents: Cheque and bank account(s) including bank overdraft, electronic payments clearing, deposited funds, petty cash, cash floats, term deposits and short-term investments that are expected to be converted to cash in the next 12 months.

1.02 Receivables and Prepayments: Also known as trade debtors. The account shows the gross accounts receivable still owing by debtors to the organisation at the end of the financial period which are expected to be collected in the next 12 months. Also includes Doubtful Debts, Deposits with Suppliers, Security Bonds Paid, Agency Sales Held in Trust, Accrued Income and Other Deposits.

1.03 Inventories: Goods held for sale in the ordinary course of business, goods in the process of production for such sale and materials or supplies to be consumed in the production process or in the rendering of services.

1.04 Other Current Assets: Other current assets not specifically included in previous rows. May include some prepayments, deposits and bonds.

2. Non-Current Assets

2.01 Long Term Investments: Financial assets that are available-for-sale or trading that are not expected to be converted to cash in the next 12 months such as investment trusts, managed funds, securities, shares in companies.

2.02 Long Term Receivables and Prepayments: The account shows the gross accounts receivable still owing by debtors to the organisation at the end of the financial period which are not expected to be collected in the next 12 months. Also includes Doubtful Debts, Deposits with Suppliers, Security Bonds Paid, Agency Sales Held in Trust, Accrued Income and Other Deposits.

2.03 Property, Plant and Equipment (net): Includes land and buildings, leasehold improvements, movable plant and equipment, IT and office equipment, libraries and educational resources, musical instruments, art collections, costumes, scenery sets and

production properties, furniture and fixtures and motor vehicles, less accumulated depreciation for each asset class.

2.04 Intangibles (net): An intangible asset is an identifiable non-monetary asset without physical substance.

2.05 Other Non-Current Assets: Other non-current assets not specifically included in previous items which may include biological assets and long-term assets to be sold but not in the next 12 months.

Liabilities

1. Current Liabilities

1.01 Current Trade Creditors and Other Payables: Trade creditors refers to the amount owed to suppliers for goods delivered to, or services consumed by, the company in the ordinary course of business. Examples of other payables are accrued expenses, dividends payable, or wages payable.

1.02 Current Interest Bearing Loans and Borrowings: Debts that must be repaid within 12 months for which the company has to pay interest to finance.

1.03 Current Employee Benefits: Employee benefits that may be payable within the next 12 months including provision for annual leave, provision for long service leave, provision for personal or carer's leave, and salary sacrifice.

1.04 Current Income in Advance (including Grants in Advance): Any revenue or income that relates to future reporting periods such as earned income received in advance, membership fees in advance, subscriptions in advance, sponsorship received in advance, box office income in advance, grants received in advance and unexpended grants.

1.05 Other Current Liabilities: Other creditors payable within 12 months.

2. Non-Current Liabilities

2.01 Non-Current Employee Benefits: Refers to all employee-related long-term provisions, for example long service leave that has been accumulated by employees and is not expected to be paid within the next 12 months.

2.02 Non-Current Interest Bearing Loans and Borrowings: Debts that will be repaid in a period greater than 12 months for which the company has to pay interest to finance.

2.03 Other Non-Current Liabilities: Any other liabilities that are not expected to be actioned in the next 12 months and that are not specifically listed in other items.

Equity

1. Equity

1.01 Restricted or Designated Reserves: Prior years' carried forward retained earnings (accumulated surplus/deficit and comprehensive income) restricted to a specific use, where the implications of not adhering to such restrictions could have both business and legal implications. Examples include capital campaign monies and endowments or bequests for particular projects.

1.02 Asset Revaluation or Asset Impairment Reserve: This refers to the cumulative changes in value of fair value assets.

1.03 Contributed Equity: The amount of cash and other assets that owners have invested in the company.

1.04 Retained Earnings: Accumulated surplus/deficit and comprehensive income.

1.05 Current Surplus (loss): Current year surplus/deficit, including any current year comprehensive income.

1.06 Unrestricted Reserves: Prior years' carried forward retained earnings (accumulated surplus/deficit and comprehensive income) for general (unrestricted) use.

Target Output Definitions

The target output data will be used to gather valuable information that can be used for industry advocacy and for benchmarking on a state, national and international level.

It is important that you refer to the Target Output definitions as you enter the targets for activity and program outputs.

Notes and Examples

Please note that some of the work done by your organisation may need to be included in multiple target output categories. This is because the target output categories are designed to capture specific information about different aspects of the work.

For example, a new theatre production that was created by your organisation over two separate creative developments, had one season in Perth (10 performances from which box office takings were collected) and one regional tour (15 performances that received presentation fees rather than box office takings), would result in the following target outputs:

- 2 creative developments
- 1 Western Australian new work
- 1 self-entrepreneuried show (the Perth season)
- 1 contract-fee show (the regional tour)
- 25 performances (the total performances)

01.01 Creative Developments: Provide the number of discrete creative developments, which may include showing of work in progress, but not presentation of completed work.

01.02 West Australian New Works: Provide the number of presentations of new WA work (original WA content, both world and Australian premiere, including online works). Note that live productions, recordings or broadcasts presented within a continuous time frame, regardless of the number of performances and locations, are considered to be one work. For example, a tour of five venues over four weeks, with six performances in each venue, is one work. A subsequent further tour six months later is a second work. A live production, recording or broadcast containing a number of shorter works is considered to be one work. For example, a single concert performance of five short pieces is one work, and a recording is a single work, regardless of the number of tracks.

01.03 Existing West Australian Works: Provide the number of presentations of already existing WA work. Note that live productions, recordings or broadcasts presented within a continuous time frame, regardless of the number of performances and locations, are considered to be one work. For example, a tour of five venues over four weeks, with six performances in each venue, is one work. A subsequent further tour six months later is a second work. A live production, recording or broadcast containing a number of shorter works is considered to be one work. For example, a single concert performance of five short pieces is one work, and a recording is a single work, regardless of the number of tracks.

01.04 Australian Work (excluding WA work): Provide the number of presentations of Australian work (excluding WA work). Note that live productions, recordings or broadcasts presented within a continuous time frame, regardless of the number of performances and locations, are considered to be one work. For example, a tour of five venues over four weeks, with six performances in each venue, is one work. A subsequent further tour six months later is a second work. A live production, recording or broadcast containing a number of shorter works is considered to be one work. For example, a single concert performance of five short pieces is one work, and a recording is a single work, regardless of the number of tracks.

01.05 International Work (excluding Australian work): Provide the number of presentations of international work. Note that live productions, recordings or broadcasts presented within a continuous time frame, regardless of the number of performances and locations, are considered to be one work. For example, a tour of five venues over four weeks, with six performances in each venue, is one work. A subsequent further tour six months later is a second work. A live production, recording or broadcast containing a number of shorter works is considered to be one work. For example, a single concert performance of five short pieces is one work, and a recording is a single work, regardless of the number of tracks.

02.01 Self-entrepreneuried Shows: Provide the total number of shows from which your organisation receives part of or total box office takings and bears the associated risks. Note that the number of performances of each show should not be recorded here.

02.02 Contract-fee Shows: Provide the total number of shows your organisation receives a fee to produce/present and receives no box office takings. Note that the number of performances of each show should not be recorded here.

02.03 Co-production Shows: Provide the total number of shows involving two or more companies investing in the creation and/or presentation of a production where at least one of the companies has an investment in both the creation and presentation. Note that the number of performances of each show should not be recorded here.

02.04 Outside Hire Shows: Provide the total number of shows that are commercial hires of a venue (as opposed to Self-entrepreneuried shows). This will only relate to performing arts centres/venues. The number of performances of each show should not be recorded here.

02.05 Self-curated Exhibitions: Provide the number of exhibitions that your organisation has developed and conducted bearing most of the risks. Note that the number of works exhibited in each exhibition is not counted. Displays of permanent collections should not be included unless relating to specific works being curated/presented as special exhibitions.

02.06 Other Exhibitions: Provide the number of exhibitions that are not curated or initiated by your organisation, where most of the risk is borne by another party, such as where you are paid a fee for specific services relating to an exhibition, or where an exhibition is held in partnership with others. Note that the number of works exhibited in each exhibition is not counted.

02.07 Publications (including published recordings): Provide the number of books, journal editions, arts magazines, literary publications, one-off publications (like major catalogues), music or other recordings and scores published. Each book, journal edition or published recording counts as one publication regardless of how many short works are included within it. In the case of serial publications, each issue is considered one publication. Industry or sector newsletters can be included but annual reports, exhibition or theatre programs and membership newsletters which are not generally available to the public cannot.

02.08 Screenings: Provide the number of screenings (of films or other media) organised by your organisation.

02.09 Seminars and Conferences: Provide the number of public lectures, seminars and conferences organised by your organisation.

02.10 Workshops (not in schools): Provide the number of courses and workshops that are delivered outside of a school context. Each session counts as one workshop. For example, two different professional learning workshops delivered on the same day will count as two workshops.

02.11 School Program Activities: Provide the number of courses and workshops that are delivered to schools. Each session counts as one activity. For example, an artist attending three different classrooms would count as three activities.

02.12 Self-defined Activities: Provide the number of any other presentation activities here and use the notes section to describe the nature of these activities.

03.01 Number of Activities Targeting Specific Demographics: Provide the number of activities targeting specific demographic groups.

04.01 Number of Performances: Provide the total number of performances here. This should include each instance that the show or work is performed.

05.01 Exhibition Days - Self-curated: Provide the total number of self-curated exhibition days by totalling the days that each self-curated exhibition is open.

05.02 Exhibition Days - Other Exhibitions: Provide the total number of other exhibition days by totalling the days that each exhibition that is not self-curated is open.

06.01 Publication Sales - Non-digital: Provide the number of non-digital publications sold.

06.02 Publication Sales - Digital: Provide the number of digital publications sold, including streaming for which payment is received.

07.01 Free Publications - Non-digital: Provide the number of non-digital publications given away for promotional purposes. Note that this should not include free programs or information sheets but should include catalogues or other publications that would normally be sold.

07.02 Free Publications - Digital: Provide the number of times digital publications are accessed at no cost, including streaming and downloading.

08.01 Publication Lending: Provide the number of times publications are borrowed from public and educational lending libraries.

09.01 Inbound Tours: Provide the number of tours that your organisation is hosting or that are coming to your venue.

09.02 Outbound Tours: Provide the number of tours that your organisation is delivering.

10.01 Festivals: Provide the number of festivals that your organisation delivers.

11.01 Total Artists Engaged: Provide the total number of artists engaged including those paid and unpaid.

12.01 Number of artists engaged from specific demographics: Provide the number of artists engaged from specific demographic groups. This should include both paid and unpaid involvement.

13.01 Total Services Delivered: Provide the total number of services delivered by your organisation.

14.01 Number of services targeting specific demographics: Provide the number of services provided to people who belong to targeted demographic groups.

15.01 Paid Attendance - Self-entrepreneuried: Provide the number of tickets sold to self-entrepreneuried activities including those purchased through subscriptions.

15.02 Paid Attendance - Contract Fee: Provide the number of tickets sold to contract-fee activities including those purchased through subscriptions.

15.03 Unpaid Attendance at Ticketed Activities: Provide the number of complimentary and free tickets used at activities where entrance is by ticket or fee.

15.04 Unpaid Attendance at Non-ticketed Activities: Provide an estimate of attendances at activities where entrance is free to all.

15.05 Participants Who Pay a Fee: Provide the number people who pay to attend or participate in seminars, conferences, workshops, masterclasses, projects or other activities (where the intention of the activity is the development of skills for participants and/or collaboration between artists and participants in a creative process). To calculate the number of participants, multiply the number of sessions by the number of participants in each session. For example, if your organisation runs a series of ten workshops with the same five

people in attendance at all sessions, then the total number of participants is considered to be fifty.

15.06 Participants Who Don't Pay a Fee: Provide the number people who attend or participate in seminars, conferences, workshops, masterclasses, projects or other activities (where the intention of the activity is the development of skills for participants and/or collaboration between artists and participants in a creative process) at no cost. To calculate the number of participants, multiply the number of sessions by the number of participants in each session. For example, if your organisation runs a series of ten workshops with the same five people in attendance at all sessions, then the total number of participants is considered to be fifty.

16.01 Broadcast Audience: Provide an estimated number of audience members for activities broadcast by radio, television or web-casting.

17.01 Artists Supported or Represented: Provide the number of practising artists supported or represented by the services of your organisation.

17.02 Non-artists Supported or Represented: Provide the number of people (other than professional artists) supported by the services of your organisation.

18.01 Financial Members: Provide the number of members who pay a fee to join and/or an annual renewal fee. This can include friends of your organisation.

18.02 Non-financial Members: Provide the number of non-paying members including corporate, associate, life and honorary members.

19.01 Subscribers: Provide the total number of subscribers.

20.01 Creative Employees FTE: Provide the FTE (Full Time Equivalent) for all creative employees. Each full-time employee is counted as 1.0 FTE. In order to work out the FTE worked by part-time staff you will need to work out the hours worked by part-time employees as a portion of a full-time employee's hours. For example, if two part-time staff each work one day per week every week of the year then that equates to 0.4 FTE in total, since one full-time employee working five days a week is 1.0 FTE. In order to work out the FTE worked by casual staff you can use the total weeks worked as a portion of the full year. For example, if you employ one casual employee for 13 weeks then that is 0.25 FTE, as 13 weeks is a quarter of a year.

20.02 Arts Support Employees FTE: Provide the FTE (Full Time Equivalent) for all arts support employees. Each full-time employee is counted as 1.0 FTE. In order to work out the FTE worked by part-time staff you will need to work out the hours worked by part-time employees as a portion of a full-time employee's hours. For example, if two part-time staff each work one day per week every week of the year then that equates to 0.4 FTE in total, since one full-time employee working five days a week is 1.0 FTE. In order to work out the FTE worked by casual staff you can use the total weeks worked as a portion of the full year. For example, if you employ one casual employee for 13 weeks then that is 0.25 FTE, as 13 weeks is a quarter of a year.

21.01 Creative Employees Head Count: Provide the total number of creative employees.

21.02 Arts Support Employees Head Count: Provide the total number of arts support employees.

22.01 Employee Head Count Demographics: Provide the total number of employees belonging to targeted demographic groups.

23.01 Volunteers: Provide the total number of volunteers engaged.

24.01 Estimated Volunteer Hours: Provide the estimated number of hours worked by volunteers in total.

25.01 Board Members: Provide the number of board members.

26.01 Board Member Demographics: Provide the number of board members belonging to targeted demographic groups.