

# Placemaking Grants Acquittal Report 2024-25

## Form Preview

### Introduction

This form is your chance to share the highs and lows of your Placemaking Grant project.

Your honest input will help us improve and ensure you can receive all of your funding. Submit by the deadline in your funding agreement to stay eligible for future grants.

This report is ideal for both halfway updates and final reports, so make sure someone closely involved in the project fills it out and schedule a meeting with the Grant Manager for a review at 'Milestone Three' of your project.

#### Privacy Notice

The City Renewal Authority will only use and/or disclose personal information in accordance with relevant legislation, including the [Information Privacy Act 2014](#).

Applicants should be aware that the provisions of the [Freedom of Information Act 2016](#) apply to documents in the City Renewal Authority's possession.

### Project Outcomes

\* indicates a required field

#### Project Title

Word count:

This question is read only.

#### Your grant category type was:

- Art Grant
- Event Grant
- Marketing Grant
- Place Grant
- Space Grant

This question is read only.

#### Brief project description \*

Word count:

Must be no more than 150 words.

Please provide a short description of your project, which may be used for City Renewal Authority marketing and communications activity.

### Placemaking - Arts Grant

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We are keen to learn about the how your project engaged with our community, and any benefits and/or challenges you experienced during the planning, development and delivery phases.

Please know that we don't consider project challenges or difficulties as failures, as sometimes these can enhance it and/or lead to beneficial learnings.

### **How did your project enhance the cultural vibrancy of our community? \***

Word count:

Must be no more than 150 words.

Please describe the audience/s that your project appealed to and why, as well as ways in which it energised our community.

### **How did you involve members of the community in your project's creative process? \***

Word count:

Must be no more than 150 words.

Describe ways you encouraged community participation and how you attracted them.

### **Did your project lead to the development of new or emerging artistic skills, whether it was yourself or others engaged in it? \***

Word count:

Must be no more than 150 words.

Please describe any skills, confidence or connections that will advance yours and/or others ongoing engagement in the arts.

## Placemaking - Events Grant

We are keen to learn about the how your project engaged with our community, and any benefits and/or challenges you experienced during the planning, development and delivery phases.

Please know that we don't consider challenges or difficulties which led to any project change to be failures, as sometimes these can enhance the project and/or lead to learnings that may benefit you and others in the future.

### **How did your project add benefit to the community and local existing program(s)? \***

Word count:

Must be no more than 150 words.

Please describe the audiences that your project appealed to and why, as well as ways in which it had an impact on one-off or ongoing local programs/ events. If you discovered that your project appealed

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to an unanticipated audience or you experienced challenges connecting it with other community events please describe these.

### **How did your project activate public space and enhance the vibrancy and identity within the local community? \***

Word count:

Must be no more than 150 words.

Describe how you activated public space, including the stakeholders you engaged with. And describe ways that your project has, or continues to, raise our cultural vibrance and local identity.

### **Did you develop partnerships with local businesses and/or event organisations, and how did your project benefit them? \***

Word count:

Must be no more than 150 words.

In addition to detailing partnership engagement and impact during your project delivery period, please also describe whether any ongoing relationship is anticipated.

### **Did your project appeal to the audience segment(s) you anticipated? \***

Word count:

Must be no more than 75 words.

Project audiences can change, differ or attract unanticipated new population groups. Please comment on all those for whom your project appealed to and attendance levels at your event(s).

### **How many people attended your event? \***

Must be a number.

We understand you may not have specific attendee figures. If that's the case please provide a reasonable approximation.

## Placemaking - Marketing Grant

We are keen to learn about the how your project engaged with our community, and any benefits and/or challenges you experienced during the planning, development and delivery phases.

Please know that we don't consider challenges or difficulties which led to any project change to be failures, as sometimes these can enhance the project and/or lead to learnings that may benefit you and others in the future.

### **How did promoting the CCMIL precinct benefit local business, and how do you know this occurred? \***

Word count:

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Must be no more than 150 words.

Describe any promotions, initiatives and campaigns utilised to support local businesses. And describe the ways you measured whether these activities were succesful or not.

**As your project was directed at specific visitor segments, did your project reach these people? If it didn't please explain why and whether it reached others that you didn't anticipate. \***

Word count:

Must be no more than 150 words.

Visitor segments can change, differ or attract unanticipated new population groups. Please comment on how you reached these, including any marginalised groups that were attracted.

**How did you engage, and maintain, relationships with stakeholders over the project duration? \***

Word count:

Must be no more than 150 words.

Describe the types of stakeholders involved in your project, level of their activity and why it attracted them. Please comment on any key benefits or challenges experienced when trying to attract specific stakeholders and/or working with them directly.

## Placemaking - Place Grant

We are keen to learn about the how your project engaged with our community, and any benefits and/or challenges you experienced during the planning, development and delivery phases.

Please know that we don't consider challenges or difficulties which led to any project change to be failures, as sometimes these can enhance the project and/or lead to learnings that may benefit you and others in the future.

**Did your project appeal to the audience segments you anticipated and how did you ensure it was welcoming and accessible for diverse visitors? \***

Word count:

Must be no more than 150 words.

Please consider the actions you undertook to help ensure your project was appealing and inclusive. However, if your project didn't reach your anticipated audience and/or any accessibility issues emerged please explain why this occurred and how you addressed it.

**How did you ensure the materials and products used in the construction of your project were safe, maintained and permitted throughout? \***

Word count:

Must be no more than 150 words.

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Please describe items used, and ways in which you aimed to ensure they were environmentally friendly, secure, and met community safety standards.

### **How did you consult with residents and businesses, and what types of responses did you receive? \***

Word count:

Must be no more than 150 words.

Please describe the ways that you consulted with local stakeholders, and did you need to revise your project to accommodate their needs and recommendations.

## Placemaking - Space Grant

We are keen to learn about the how your project engaged with our community, and any benefits and/or challenges you experienced during the planning, development and delivery phases.

Please know that we don't consider challenges or difficulties which led to any project change to be failures, as sometimes these can enhance the project and/or lead to learnings that may benefit you and others in the future.

### **What activity did you engage in to help ensure your project was appealing, welcoming, and encouraged social interaction amongst attendees/ participants? \***

Word count:

Must be no more than 200 words.

Please describe whether the selection of location played a part, how you promoted it to a diverse audience and methods used to encourage connectivity amongst visitors. Please also outline whether you experienced challenges in relation to these and how you addressed it.

### **Did your project appeal to the audience segments you anticipated and how did you ensure it was inclusive and accessible for diverse visitors? \***

Word count:

Must be no more than 150 words.

Please consider the actions you undertook to help ensure your project was appealing and inclusive. However, if your project didn't reach your anticipated audience and/or any accessibility issues emerged please explain why this occurred and how you addressed it.

### **Describe the types of stakeholder consultation you engaged in, and any key benefits and/or challenges experienced when connecting with them? \***

Word count:

Must be no more than 150 words.

Please describe the ways you consulted with property owners, property managers, residents and businesses, how this impacted on your project and whether you needed to revise plans to accommodate their requirements and recommendations.

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### Project Outcomes

Please provide details about the outcomes achieved through out your project, as agreed to with your Deed Manager. These include the type of outcome, whether you thought they would occur, the results for beneficiaries and how you captured (measured) result details.

List project outcomes and related details in the table below.

Outcome	Were these outcomes anticipated?	Result(s)	Collection Method
Outcomes are the changes that you believe were generated or influenced by your project. See information above. Must be no more than 25 words.	Choose from the list	How you measured this outcome - e.g. "attendee rates at A increased from X to Y" Must be no more than 25 words.	How you collected outcome measurements - e.g. survey; interviews; focus groups; social media Must be no more than 25 words.

### Project Materials

We are interested in any materials developed, by yourselves or others, as part of your project. These may be brochures, posters, plans, social media posts, media articles, photographs, recordings or videos.

Please provide an example of any relevant materials below. You can upload documents, include URL links and/or provide description(s).

**Upload files:**

Attach a file:

**Provide web link:**

Must be a URL

**Please provide on overview of materials.**

Please include captions, if relevant

### Acknowledgment of City Renewal Authority

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**Did you acknowledge the City Renewal Authority as a project funder? \***

Yes  No

Examples of this may include: a media release; in a speech; on your website; in social or traditional media articles; in a project report/ annual report; and/or, other ways.

**How did you acknowledge the City Renewal Authority. \***

Word count:

Must be no more than 150 words.

Please outline how you acknowledged your Placemaking Grant funding. This may include an online article, posts, web pages (with links to those)..

**If you would like to upload more documents demonstrating how you acknowledged the City Renewal Authority as a funder please feel free to share these.**

Attach a file:

## Project Learning and Evaluation

\* indicates a required field

### Lessons Learned

We are particularly interested in any changes or learning acquired during your project. The sharing of your experience, regardless of whether these were positive or more challenging, are very welcomed and may help others undertaking similar work in the future.

**Did you change your approach and practices as your project evolved and, if so, why? \***

Word count:

Must be no more than 150 words.

We may use this information to help inform others undertaking similar work. For example, you may have experienced unexpected situations which required project changes, expected or unexpected risks, learning alongside others and used new knowledge to adapt your project, faced unexpected growth in project participation, or lost staff or stakeholders along the way. Any changes often necessitate project adjustments or modifications to help the project continue, even if it differs from the original plan.

**What did you learn as a result of undertaking this project? \***

Word count:

Must be no more than 150 words.

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We may use this information to help inform others undertaking similar work. You may want to think about inputs (e.g. money, skills, personnel, time), your assumptions (e.g. anticipated or unanticipated issues), context (timing, beneficiaries, location) or others. You might think that inputs were too much, too little, about right. Your project assumptions might have been 100% right, only partly right, or were a complete surprise. The context of the project might have been right, wrong, or about right.

### Project Evaluation

Project evaluation may be formal or informal. They may be conducted independently, internally (e.g. yourself or staff) or by external individuals or bodies. Please provide any additional materials which support your acquittal below.

**Please provide details of your project evaluation below.**

You can upload documents, provide links or describe evaluation results.

#### Upload files:

Attach a file:

#### Provide web link:

Must be a URL

#### Other details:

Word count:

Must be no more than 100 words.

## Financial Report

\* indicates a required field

### Project Income & Expenditure

In this section you have the opportunity to provide financial acquittal information in one of two ways:

- upload an acquittal prepared by your accountant (PDF Excel spreadsheet), or
- fill out details in the table below.

If using an accountant, and don't have an internal book-keeper, you could send all your invoices to your accountant and they can manage this for you.

In either format, please provide details of project income (funds received) and project expenditure (funds spent) over the course of the project.

Regardless of which approach you use, you'll need an accountant to provide an audited financial statement (as outlined in the Deed).



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Income Source	Income Type	Income Amount (\$)	Notes
		\$	
		\$	

Expenditure Item	Expenditure Amount (\$)	Notes
	\$	
	\$	

### Income & Expenditure Totals

**Income Total**  
\$   
This number/amount is calculated.

**Expenditure Total**  
\$   
This number/amount is calculated.

**Income - Expenditure**  
\$   
This number/amount is calculated.

### Accountant document

**If providing a PDF Excel spreadsheet from an accountant please upload this here.**

\*

Attach a file:

### Declaration and Feedback

\* indicates a required field

#### Declaration

This section must be completed by an appropriately authorised person on behalf of the applicant organisation. If the project has been auspiced it must be completed by a member of that organisation.

#### **Name of authorised person \***

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Must be a senior staff member, board member or appropriately authorised volunteer

#### **Position \***

Position held in applicant organisation (e.g. CEO, Treasurer)

#### **Date \***

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Must be a date

**I declare that to the best of my knowledge the statements made within this report are true and correct. \***

Yes

### Feedback

You are now nearing the end of this form. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

**Please indicate how you found the acquittal process.**

Very easy     Easy     Neutral     Difficult     Very Difficult

**Did you find the reporting process useful in helping to understand your own work?**

Yes

No

**How many minutes in total did it take you to complete this form?**

Estimate in minutes (i.e. 1 hour = 60)

**Please provide us with your suggestions about any improvements and/or additions to this form that you think we need to consider.**