

Tips for entering activity information

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Please refer to the [What activity data do I complete](#) section of the Portal User Guide for general information on entering activities in the Portal.

What activities do I not need to enter?

There are some activities that we **do not need** entered as individual activity records. These include, but are not limited to:

- Rehearsals for a performance
- Sending newsletters or regular communications to members or stakeholders for the purposes of ongoing membership or stakeholder engagement
- Individual awards that are presented at the same event or deliver to the same outcome
- Publication and distribution of brochures or performance programmes
- Website traffic and/or page views (unless the digital platform is the main platform of delivering activities)

When can I group activities?

If your activity comprises several similar activities that meet the conditions listed below (such as a season of performances, a series of classes or workshops, or a programme of public engagement), please group these together. This will make reporting and assessment of these activities more straightforward in future.

Only activities that meet **all** of the following conditions can be grouped together:

- Artform *AND*
- Activity type *AND*
- Strategic outcome *AND*
- Activity location *AND*
- 6-month period

You can use the commentary field to provide details of the individual activities (concerts, performances, works, etc) that make up the grouped activity. Further detail can also be provided in your own format on the 'Attachments' tab of the Application.

Examples:

- A series of residencies in the same location during a 6-month period
- A suite of awards, prizes, or other opportunities administered by an organisation during a 6-month period
- New works developed in association with an exhibition programme during a 6-month period
- Delivery of a schools programme in the same area during a 6-month period.

Can I group Tours?

You may group a tour of a show as one activity, with 'National' selected as the location. You must elaborate in the activity commentary the regions that you are intending to include in the tour.

If your Proposal is successful you will be required to create separate activity records for each presentation of the tour when reporting on the delivery of your programme.