

Accountability: Documentation & Evaluation

The following documents are used by Leaf Arts for monitoring and evaluating the projects we deliver. Not all documents are used for every project but are selected according to what is required.

The list below will give you an idea how we achieve our aim to be accountable and responsible.

Artists Documentation

Risk Assessment Form
Incident Report Form
Time Sheet
Expense Claim Form
Attendance Register
Session Planning & Review
Participant Evaluation
Artists Evaluation
Artists mid-project assessment

Project Manager Documentation

Risk Assessment Form
Artists Supervision Form
Teacher's or Group Leaders Evaluation Form
Project Report
Project Planning Spreadsheet
Budget Spreadsheet
Project Balance sheet
Parental Photography Consent Form
Freelance Artist's Contract
Service Level Agreement
School or Organisation Project Agreement