

RFO Survey General Guide

Introduction

This guide is intended to help you in completing the Survey of Revenue Funded Organisations. Completion of this survey is a requirement of all Arts Council revenue funded organizations. The guide also covers some frequently asked questions. In addition to this general guide each section of the Survey has its own specific guide to help you through it.

Please read the guidance notes carefully. You should refer to these in the first instance but if after this you still require assistance please e-mail research@artswales.org.uk.

Overview of the survey

- Logging on
- Getting Started
- Navigating within the Survey
- Submitting a section of the Survey

Frequently asked Questions

- Logging out of the Survey
- Printing and saving the Survey
- Entering Additional Comments

Logging On

To log on to the survey, you will need to follow this link <http://www.artswales.org/what-we-do/research/annual-surveys/survey-of-rfos> and click on Log in to your RFO survey account towards the bottom of the page.

Log in to your
RFO Survey
account

Enter your e-mail address and password which you set up when you registered, (see below):

Mewngofodwch / Please Sign In

Croeso i'n parth newydd ar-lein i geisiadau grant a monitro

Os buoch yma gynt, rhowch eich manylion isod.

Os dyma yw'r tro cyntaf i chi ddefnyddio'r dudalen hon, cliciwch y botwm "**Cyfrif newydd**" er mwyn creu eich cyfrif ar-lein.

Mae'n gyffredin i systemau ar-lein fod â therfynau amser iddynt. Golyga hyn y bydd y system, ar ôl cyfnod o segurddod, (hynny yw heb glicio ar y llygoden), yn eich hallgofnodi yn awtomatig. Yn anffodus, bydd unrhyw waith nad ydych wedi'i arbed bryd hynny yn cael ei gollu. Y terfyn amser ar ein system yw 120 munud (2 awr). Bydd nodyn i'ch atgoffa o hyn ugain munud cyn ei fod yn digwydd.

Welcome to our new online area for grant applications and monitoring

If you have used this page before, please enter your details below.

If this is the first time you have used this page, please click the link "**New Account**" to create your online account.

It's common for online systems to have a 'timeout' feature. This means that after a certain period of inactivity (by this we mean no mouse clicks) the system will log you out automatically. Any work you haven't saved by then will unfortunately be lost. The 'timeout' period on our system is 120 minutes (2 hours). We'll give you a reminder 20 (twenty) minutes before this is due to happen.

E-bost Cyfrif newydd / New Account

Cyfrinair Anghofio Cyfrinair? / Forgot Password?

Mewngofnodi / Login

If you have forgotten your password you can simply click on the 'Forgot Password?' button. This will direct you to another page where you can set up a new password for your account.

Once you have logged on you will be taken into your account and you will see the page below. To access the sections of the survey that you are required to complete you will need to click on the Requirements tab:

My Account

Cyngor Celfyddydau Cymru
Arts Council of Wales

Account: hillsarah21@yahoo.co.uk | [Change E-mail/Password](#) [Exit](#)

Applications Requirements

Applications

Show In Progress Applicator

Application Name	Project Title	Requested	ID	Last Updated	Action
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Getting Started

Once you have clicked on the requirements tab you will be able to view a list of all the survey sections published to your account. Newly published sections will appear at the top of the page as indicated below. If there are other sections of the survey which you need to complete but are not currently shown in your account please get in touch at: Research@artswales.org.uk

Cyngor Celfyddydau Cymru
Arts Council of Wales

Account: claire.pagler@artswales.org.uk | [Newid / Change](#) [Cysylltu â ni / Contact Us](#) | [Gadael / Exit](#) English

Applications **Requirements**

Requirements

New
To begin your requirement(s), click on one of the links below: ←

- [1. Exhibitions of Visual Arts and Crafts](#)
- [2. Participatory Arts Activity with Children and Young People](#)
- [3. Open Access Participatory Arts Activity](#)

Show **In Progress Requirements**

Form Name	Project Title	Type	ID	Due	Updated
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Use the drop down menu to ensure that “in progress requirements” are shown.

As well as being able to view all the sections of the survey which you need to complete you also have the ability to change either the e-mail address or password you have set up for your organisations account.

My Account

Cyngor Celfyddydau Cymru
Arts Council of Wales

Account: hillsarah21@yahoo.co.uk | [Change E-mail/Password](#) [Cysylltu â ni / Contact Us](#) | [Gadael / Exit](#) English

Applications **Requirements**

Applications

Show **In Progress Applicati**

Application Name	Project Title	Requested	ID	Last Updated	Acti
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To start completing the survey you simply click on one of the sections listed under requirements and it will take you to the questions for that particular section.

Cyngor Celfyddydau Cymru
Arts Council of Wales

Account: claire.pagler@artswales.org.uk | [Newid / Change](#) [Cysylltu â ni / Contact Us](#) | [Gadael / Exit](#) English

Applications **Requirements**

Requirements

New
To begin your requirement(s), click on one of the links below:

- [1. Exhibitions of Visual Arts and Crafts](#)
- [2. Participatory Arts Activity with Children and Young People](#)
- [3. Open Access Participatory Arts Activity](#) Click here to begin filling out this application

Show **In Progress Requirements**

Navigating within the survey

Some sections of the survey are split across a number of pages. In the example below the three **Chevrons** at the top of the screen split this section into three parts.

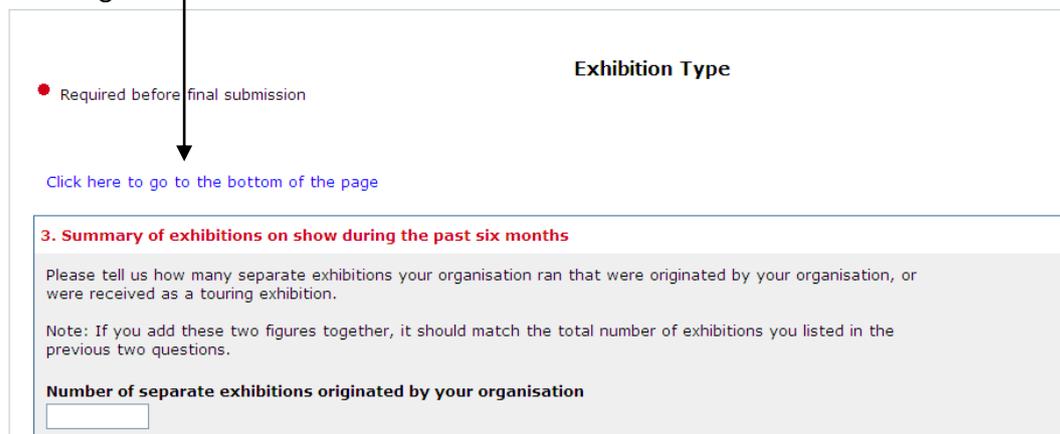


The screenshot shows the top of a survey page. At the top left is the logo for 'Cyngor Celfyddydau Cymru Arts Council of Wales' and the survey title 'Survey of Revenue Funded Organisations April 1st - September 30th 2011'. On the right, there is a link 'Exit without S'. Below this is a navigation bar with three chevrons labeled '1 Employment Information', '2 Board of Management/Advisory Committee', and '3 Review Survey Section'. The main content area is titled 'Employment Information' and includes a 'Printer Friendly Versior' link. A red asterisk indicates a required field: '* Organization Name' with an input box. Below this is a section header '1. Please tell us more about the people your organisation employs.' followed by a grey box containing instructions: 'Please record the number of permanent full time, part time, volunteers or casual/contract staff, along with trainees. Board members/advisory committee members are not classed as volunteers and are covered later on in the survey'.

You can either work your way down the page and click on the next button to move on to the next page or you can click on the page titles at the top of the screen and this will also move you on to the next page.

If you want to go back to the previous page please click on the previous page title.

There are a number of links on each page, if you click on these links they will take you to the top or the bottom of the page. For pages where there are numerous questions these links have been placed between questions for ease of navigation.



The screenshot shows a section titled 'Exhibition Type'. A red asterisk indicates a required field: '* Required before final submission'. Below this is a blue link: 'Click here to go to the bottom of the page'. An arrow points from this link to the bottom of the page. Below the link is a section header '3. Summary of exhibitions on show during the past six months' followed by a grey box containing instructions: 'Please tell us how many separate exhibitions your organisation ran that were originated by your organisation, or were received as a touring exhibition. Note: If you add these two figures together, it should match the total number of exhibitions you listed in the previous two questions.' Below this is a bolded label 'Number of separate exhibitions originated by your organisation' and an input box.

If you wish to leave the section you are working on and want to save any data you have entered, it is important you click on the **save and finish later** button. If you click on the exit button it will **not** save your work.

9. Art in the community

Please indicate if any of your exhibitions were located at sites other than your main venue. Please also state the number of exhibitions which focused on the work of community artists.

At external sites?

Focused on the work of community artists?

Any comments

Word count 0 of 100

[Click here to go to the top of the page](#)

If you do click on the save and finish later button it will direct you back to your account. You will be able to see the section you are working on under the 'In Progress Requirements' tab. If you wish to resume this section at any time just click on the section and it will take you back to the page you were working on.

If you click on the exit button you will be taken back to the login page.

Please work your way through every question.

3. Have any of your members of staff undertaken any training in any of the following areas?

If so, please state how many members of staff have attended each type of training during the year

Child Protection Training	Disability Equality Training	Diversity Training	Equal Opportunities Training	Race Equality Training	Welsh Language Training
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Any Comments

Word count 0 of 100

When you have completed the page, please click **Next** to take you to the next section.

Submitting a Section of the Survey

When you have completed all the data for a particular section you will be taken to the 'Review Survey Section' page. Here you can check all the data you have entered, when you are happy with it click on the submit button at the bottom of the page. This will bring you to the screen below and you should also receive an e-mail confirming you have submitted that section.

Account: hillsarah21@yahoo.co.uk | [Change E-mail/Password](#)

Applications Requirements

Applications

Thank you! Your report has been submitted. You should receive an e-mail confirmation shortly.

Show

Application Name	Project Title	Requested	ID	Last Updated
Final Survey Registration Page Welsh Copy	2011-2012 Survey if Revenue Funded Organisations. 1st April - 30 September		21067	07/10/2011
Final Survey Registration Page Welsh Copy	2011-2012 Survey if Revenue Funded Organisations. 1st April - 30 September		21068	07/10/2011

You will then be taken back to your account page. If you choose the 'In progress Requirements' tab from the drop down menu you can then see which sections of the survey you have left to complete.

Account: hillsarah21@yahoo.co.uk | [Change E-mail/Password](#) [Exit/Gada](#)

Applications **Requirements**

Requirements

To begin your requirement(s), click on one of the links below:
[Exhibitions of Visual Arts and Crafts](#)
[Exhibitions of Visual Arts and Crafts](#)

Show

Form Name	Project Title	Type	ID	Due	Last Updated
Exhibitions of Visual Arts and Crafts	2011-2012 Survey if Revenue Funded Organisations. 1st April - 30 September	Rev Survey - Exhibitions of Visual Arts and Crafts	497329	06/10/2011	07/10/2011 6:03:30 AM

You can then select another section to complete or if you want to view the completed section choose the 'Submitted Requirements' from the drop down list on the right hand side of the page and select submitted requirements.

Changing the drop down menu will generate a list of all the sections you have submitted so far. If you click on one of these sections it will bring up a printer friendly version and you can either save this or print it.

Cyngor Celfyddydau Cymru
Arts Council of Wales

Account: hillsarah21@yahoo.co.uk | Change E-mail/Password Exit/

Applications **Requirements**

Requirements

New
To begin your requirement(s), click on one of the links below:
[Exhibitions of Visual Arts and Crafts](#)
[Exhibitions of Visual Arts and Crafts](#)

Show Submitted Requirements

Form Name	Project Title	Type	ID	Due	Submitted
Exhibitions of Visual Arts and Crafts	2011-2012 Survey of Revenue Funded Organisations. 1st April - 30 September	Rev Survey - Exhibitions of Visual Arts and Crafts	497329	06/10/2011	07/10/2011 6:03 AM

Click here to view a printer friendly version of this requirement

Frequently Asked Questions

Logging out of the Survey

If you wish to exit the section you are working on make sure you click on the 'save and finish later' button on the bottom of the screen. You will then be directed to the Arts Council homepage.

Number of Separate Exhibitions on show Number of Attendances

Other 3

Number of Separate Exhibitions on show Number of Attendances

Other 4

Number of Separate Exhibitions on show Number of Attendances

Any Comments

Word count 0 of 100

[Click here to go to the top of the page](#)

Save & Finish Later Next

If you are logged into your account and you wish to leave it you can just click on the exit link at the top right corner of the screen.

elfyddydau Cymru
Council of Wales

yahoo.co.uk | Change E-mail/Password Exit/Gadael

Requirements

Show In Progress Applications

Project Title	Requested	ID	Last Updated	Action
2011-2012 Survey if Revenue Funded Organisations. 1st April - 30 September		21067	07/10/2011	
2011-2012 Survey if Revenue Funded Organisations. 1st April - 30 September		21068	07/10/2011	
2011-2012 Survey if Revenue Funded Organisations. 1st April - 30 September		21072	07/10/2011	

Printing and Saving the Survey

If you wish to print the survey, simply click on the Printer Friendly link at the top right of the screen and this will take you to a print preview layout. You should then be able to print the section from here.

Problems? Click here for support via e-mail | Guidance notes for this section | Artform Definitions | Exit without saving

Exhibition Type 3 Exhibition Information 4 Review Survey Section

Visual Arts and Crafts Printer Friendly Version

e

Form type during the past six months

Exhibitions of **Visual Arts** which are advertised as part of your exhibitions as part of a festival programme, you will need to complete

must give the number of attendances to that exhibition.

Consult the [guidance notes](#)

Entering Additional Comments

If there is any particular context you would like to add to data you have entered you can do so by noting it into the comments box which can be found at the end of each group of questions as shown below:

[Click here to go to the bottom of the page](#)

3. Summary of exhibitions on show during the past six months

Please tell us how many separate exhibitions your organisation ran that were originated by your organisation, or were received as a touring exhibition.

Note: If you add these two figures together, it should match the total number of exhibitions you listed in the previous two questions.

Number of separate exhibitions originated by your organisation

Number of separate exhibitions received as a touring exhibition

Any comments

Word count 0 of 100

Requesting Assistance with the Survey

At the top of each page you will see a number of links in red – use these to go direct to a PDF copy of the Guidance Notes or to e-mail a question direct to the Arts Council research team.

mrn Survey of Revenue Funded Organisations April 1st - September 30th 2011

Problems? [Click here for support via e-mail](#) | [Guidance notes for this section](#) | [Artform Definitions](#) | [Exit without saving](#)

2 Exhibition Type 3 Exhibition Information 4 Review Survey Section

Exhibition Type Printer Friendly Version

of the page

Please refer to the guidance notes in the first instance and if you still require assistance contact us at research@artswales.org.uk