

GRANT ACQUITTAL REPORT

Please complete form in Arial Font, Size 11

|  |
| --- |
| grant recipient details |
| **Organisation/Grant Recipient Name:** |
| **Postal Details:**  **Postcode**: |
| CONTACT DETAILS |
| **Contact for discussion of the project:**  Mr / Mrs / Ms / Professor / Assoc. Prof / Doctor:  Position:  Email:  Direct Phone: |
| project DETAILS |
| Project Title:  Grant Received from Newsboys Foundation: $  Date Grant Received:  Start Date of Project:  Completion Date: |

**DECLARATION**

*(This statement is to be signed by a senior executive of the organisation).*

I certify that the grant of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ provided by the Newsboys Foundation was spent in accordance with the terms and conditions specified in the Grant Agreement and that the attached statement of expenditure accurately represents a true and fair record of the transactions for this project.

**Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant Recipient (please print)

**Signature**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| PROJECT ACQUITTAL |
| 1. What did you intend to do? Restate your objectives.  2. What did you do? Detail the activities that took place as part of the project.  3. What happened as a result of your activities? Detail the outcomes.  4. Did it make a difference? Detail the impact.  5. Who was involved in the project? Who benefited from the project? Include number involved, gender, age and any characteristics in relation to the beneficiaries such as low socioeconomic status, geographic coverage; disability; asylum seekers; refugees; Indigenous; people from culturally and linguistically diverse backgrounds.  6. Were there any events that caused your project to change course from your original proposal? Outline any unexpected events or challenges and/or unexpected successes or results.  7. Was an evaluation of the project conducted? If so, please attach a copy.  8. Detail what has been learned and outline any areas for improvement in the future.  9. Closing Statement. Provide any additional information or comments you feel are relevant. |

|  |  |  |  |
| --- | --- | --- | --- |
| STATEMENT OF PROJECT EXPENDITURE  Please complete a statement of expenditure of this project showing:   * Grant amount received from Newsboys Foundation * Full details of the amounts expended on the project; and * Any difference (+ or -) in the income and expenditure as at completion of the project. | | | |
| **INCOME** | **$** | **EXPENDITURE** | **$** |
| **Newsboys Foundation Grant** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** |  | **TOTAL** |  |

**NEWSBOYS FOUNDATION ANNUAL REPORT**

The Newsboys Foundation is committed to developing an annual report that encapsulates the essence of the work we fund. Quotes, images, and quality information will help ensure that the Newsboys Annual Report accurately presents your project.

We would appreciate the following information with your acquittal:

* Quotations or testimonials from participants.
* Images or artwork that reflects the project’s work. Images must be accompanied by captions, names and locations and emailed to: [applications@newsboys.org.au](mailto:applications@newsboys.org.au).

Provision of this information as outlined above will be taken as permission to publish it in the Newsboys Foundation Annual Report and on the Newsboys Foundation website and social media.

**How to submit your acquittal**

**Email** an electronic copy of your acquittal to [applications@newsboys.org.au](mailto:applications@newsboys.org.au) with any relevant images or artwork.