**FORM**

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**Acquittal Report and Statement of Expenditure FORM**

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| --- | --- |
| **Organisation:** |  |
| **Project title:** |  |
| **Grant Amount:** |  |

|  |
| --- |
| **ORGANISATION DETAILS** |
| **CONTACT FOR REPORT** |
| **Name:** |  |
| **Position Title:** |  |
| **Telephone:** |  |
| **Mobile:** |  |
| **Email:** |  |
| **PROJECT DETAILS** |
| **Project Title:** |  |
| **Project Start Date:** |  |
| **Project End Date:** |  |
| **Brief Project Description:**  | *From your original application.* |
| **What did you do?** | *Eg Specific activities that took place, where, when and who participated and how many directly benefited.* |
| **What changes were made?** | *Changes to the original proposal, reasons for them and how they affected the project.* |
| **What were the actual outcomes?** | *(What you achieved with the project, ie. The effects on participants/beneficiaries from their involvement in the project and how you measured this)* |
| **What did you learn?** | *(For example: improvement areas, reasons for success or challenges and applying learning’s to future projects)* |
| **STATEMENT OF EXPENDITURE** |
| **Grant amount received:** | **$** |
| **Item 1** |  |
| **Item 2** |  |
| **Item 3** |  |
| **Total expenditure (copies of expenditure receipts required)** | **$** |
| **Balance remaining (if any please explain your plans for the remaining of the funds)** | **$** |
| **Authorised by (name)** |
| **Position** |
| **Signature** |
| **Date** |

Once you have completed all sections of the Form please return by email to admin@ncf.org.au.