**FORM**

Document ID: NCF\_G\_1.03

**Acquittal Report and Statement of Expenditure FORM**

|  |  |
| --- | --- |
| **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.