## Small Grant Acquittal Form

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Grant Recipient** | | | | | |
| **Name:** | Click here to enter text. | | | | |
| **Address:** | Click here to enter text. | | | **Postcode:** | xxxx |
| **Contact Person:** | Click here to enter text. | | | | |
| **Position/Title:** | Click here to enter text. | | | | |
| **Telephone:** | Click here to enter text. | **Email:** | Click here to enter text. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Auspice Partner Organisation (if applicable)** | | | |
| **Partner Name:** | Click here to enter text. | | |
| **Address:** | Click here to enter text. | **Postcode:** | xxxx |
| **Contact Person:** | Click here to enter text. | | |
| **Position/Title:** | Click here to enter text. | | |
| **Telephone:** | Click here to enter text. | | |

1. **Project Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Project Description (tick one)**

As described in the application (*move to section 4.*)  Variations (describe below)

1. **Project Outcomes**
   1. What did the project achieve? Please refer to the project objectives listed in your grant agreement letter. **(Maximum 400 words)**

* 1. How did you measure whether the project met your objectives? Please attach any evaluation documents, participant surveys, etc.

* 1. How many people participated in the project?

* 1. How was the Forced Adoption Support Service (FASS) Small Grant funding provided by the Australian Government Department of Social Services and Relationships Australia Victoria (RAV) acknowledged?

* 1. What long term benefits do you expect to result from this project?

1. **Project Summary**

*Please provide a project summary of up to 300 words for publication on the RAV website. This summary may be edited by RAV prior to publication.*

1. **Financial Information**
   1. Project Income

|  |  |
| --- | --- |
| Grant Amount | 0 |
| Applicant’s Contribution | 0 | *(cash $* \_\_\_\_\_\_\_\_\_ *in-kind $* \_\_\_\_\_\_\_\_\_*)* |
| **Total Expenditure** | **$** 0 |

* 1. Project Expenditure

*Please provide a summary of actual expenditure for this project, including any in kind items. Attach a financial report or other evidence of expenditure.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Total Item Cost** | **Funding Source** | **Cost (excl. GST)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Project Cost (excluding GST)** | | | **$** |

1. **Grant Recipient Declaration**

The information provided in this application and any attachment is true and correct.

Name: Position/Title

Signature: Date: dd/mm/yyyy

1. **Declaration by Auspice Partner Organisation (if applicable)**

The information provided in this application and any attachment is true and correct.

Name: Position/Title

Signature: Date: dd/mm/yyyy

1. **Attachments**

Please attach the following documents:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Financial report or other evidence of expenditure |  | Any promotional materials |
|  | Evaluation documents such as participant surveys or feedback |  | Any photos, newspaper articles or other media coverage |

1. **Submission**

Please complete this acquittal within **six weeks** of project completion and email, along with attachments, to [fass@rav.org.au](mailto:fass@rav.org.au)

**12. Contact Us**

### For information and advice please contact:

Therapeutic Services Coordinator

Forced Adoption Support Service

1800 21 03 13

[fass@rav.org.au](mailto:fass@rav.org.au)