

PO Box 485  
Albert Park VIC 3206

**Grant Acquittal Report**

Please complete form in Arial Font, Size 11

Grant Recipient Details	
<b>Organisation/Grant Recipient Name:</b>	
<b>Postal Details:</b>	
<b>Postcode:</b>	
Contact Details	
<b>Contact for discussion of the project:</b>	
Mr / Mrs / Ms / Professor / Assoc. Prof / Doctor:	
Position:	
Email:	
Direct Phone:	
Project Details	
<b>Project Title:</b>	
<b>Grant received from Kimberley Foundation: \$</b>	
<b>Start Date of Project:</b>	
<b>Completion Date (if applicable):</b>	

**Declaration**

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

I/We certify that the grant of \$ \_\_\_\_\_ provided by The Kimberley 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. 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.
6. Was an evaluation of the project conducted? If so, please attach a copy.

7. Detail what has been learned and outline any areas for improvement in the future.

**Statement Of Project Expenditure**

Please complete a statement of expenditure of this project showing:

- Grant amount received from The Kimberley 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	\$
The Kimberley Foundation Grant			
<b>TOTAL</b>		<b>TOTAL</b>	

**How to submit your acquittal**

Email an electronic copy of your acquittal to [mitty@thekimberleyfoundation.org.au](mailto:mitty@thekimberleyfoundation.org.au) including an electronic signature.