
GRANT REPORT AND ACQUITTAL (example)

Please complete and return to the Citizen Advocacy Trust of Australia (the Trust) at the address below within two months of Project completion date. If the funding was to conduct a CAPE return this report with a copy of the CAPE report within six months of the evaluation.

Name of Programme: _____

Mailing Address: _____

Phone: _____ **Mobile:** _____

Email: _____

Contact person: _____

Project Title: _____

Grant of \$ _____ **received from the Trust**

Declaration

This statement is to be signed by the Chairperson or another senior Board member.

I certify that the grant provided by the Trust was spent in accordance with the terms and conditions stipulated in the Grant Agreement, and that the attached statement of income and expenditure accurately represents a true and fair record of the Projects transactions.

I certify that the attached Grant Report is a fair and true statement of the Project's outcomes.

Name of Chairperson/Board member (please print): _____

Position: _____

Signature: _____ **Date:** ___ / ___ / ___

This Grant Report and Acquittal form is designed to provide you with the opportunity to reflect on and to report the successes and challenges of your Project. It will also provide the Trust with a full report of your Project and a financial report to meet our auditing requirements. Please complete the following questions in as much detail as possible so that the grant process can be concluded.

Project details

1. Did your Project achieve its goals and objectives? Please use qualitative and quantitative data to support your answer including details of activities and timelines.
2. Please give an assessment of how closely this Project did or did not follow the proposed process in your application. (e.g. Were there any unexpected challenges or unanticipated successes that you encountered and what actions resulted?)
3. What were/are the outcomes of the Project? Please provide evidence or examples including data, testimonials or quotes.
4. What outcomes are anticipated for the future?
5. Who took part in and who benefited/will benefit from this Project? We would like you to give details including the number of people, their roles in Citizen Advocacy, and any particular characteristics of the participating person or group.
6. What lessons were learned through the Project? (e.g. describe any strengths or weaknesses of the Project and describe what you might have done differently).
7. ***(Include if appropriate)** Please include a copy of the independent evaluation report which you proposed and was included in the Project planning and Grant Agreement.
8. ***(Include if appropriate)** As the Project was designed to raise funds please list the donations and the general category of the donor (e.g. banker, manager, community group, individual etc.) and the total amount raised.
9. ***(Include if appropriate)** What activities are you undertaking to ensure the CAPE and its report will assist your work in using the citizen advocacy model well?
10. Are there any other comments you would like to make about the Grant, the Grant process, or the Project?

The Trust annual report and publicity

In order to attract funds to make grants available to Citizen Advocacy Programmes the Trust needs quotes, stories, photos and any other information which could be used in our printed material for our fundraising efforts.

We would be grateful to receive from you the following:

- a) Quotations from beneficiaries as to how the Project has benefited them
- b) Citizen Advocacy stories revealed by the Project and/or examples of the actions of citizen advocates
- c) Comments and quotes from people involved in the Project (e.g. Board members, staff, protégés, citizen advocates, local community people and donors)
- d) Visual images, artwork or photographs that directly reflect the Project's work. (Please ensure that permission has been given for any images of people and include captions, names and locations). Provision of any information and images will be taken as permission to publish them.

Income and expenditure statement

Please provide details from the Project Financial Statement, including the following details:

- Grant amount received from the Citizen Advocacy Trust of Australia
- Details of all expenditure and dates expended on the Project (e.g. hire costs, postage, printing, publicity, additional staff expenses, workshop costs).
- Unspent Grant money, if any, at date of Project completion
- Unspent Grant money \$.....to be returned to the Trust on/..../.....

INCOME	AMOUNT	DATE	EXPENDITURE	AMOUNT
Grant from the Trust				
TOTAL	\$		TOTAL	\$

Thank you for submitting your Grant Report and Acquittal. We will confirm acceptance of your Report and look forward to completing the Grant process. The Trust is pleased to have been able to make this Grant available to you and wishes you well in the future.

OFFICE USE ONLY	
Grant given: _____	Date: _____
Date Report received: _____	
Unspent funds: \$ _____ Received by: <input type="checkbox"/> cheque <input type="checkbox"/> bank transfer <input type="checkbox"/> other	
Date unspent funds received: _____	
Date quotes, stories, photos received: _____ (Please circle)	
Date grant finalised: _____	