

# Grants acquittal form

## Office of Multicultural Affairs Acquittal

## Part A- financial accountability requirement

On completion of the project, please provide the Manager, Office of Multicultural Affairs, with an acquittal of grant funds within 8 weeks of completion of the funded project/event/activity.

- For grants of **up to \$10 000**, please supply a detailed income and expenditure statement.
- For grants **exceeding \$10 000**, please supply a detailed income and expenditure statement plus an audited financial statement for the project prepared by an independent auditor. The audited statement must clearly report the receipt of funds from the “Northern Territory Government – Multicultural Grants Program”.

**Please note: Organisations must acquit all funding provided during any previous financial year before the Office will consider further application(s).**

Please indicate below the grant your organisation is acquitting:

- Round 1 Multicultural Grants Program (MGP)**
- Round 2 Multicultural Grants Program (MGP)**
- Harmony Grant**
- Quick Response Grant (QRG)**

Project title: \_\_\_\_\_

Name of organisation: \_\_\_\_\_

Name of administering body (if applicable): \_\_\_\_\_

Amount of grant: \$ \_\_\_\_\_

Itemised Income		Itemised Expenses	
Amount	Description	Amount	Description
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Income: \$ \_\_\_\_\_

Total Expenditure: \$ \_\_\_\_\_

## Part B: outcomes of the project

Please provide a written report detailing the results of the project. You may use the following points as a guide in compiling your report. *Please attach a separate sheet if you require more room.*

- The date, time and location of the project. How many people attended? Would you consider the project to be a success?
- List the actual outcomes including benefits to the community, elements of the project that worked well and elements that could be improved if you have a similar project in future.
- How did you publicise the project? Did this have the desired result?
- Include any supporting material or documentation of interest eg photos, brochures, programs, posters, publications, media coverage.

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## Part C: certification

I certify that funds received through MGP/Harmony/QRG were spent as per the "Purpose of Funding" specified in the funding agreement. All information provided in this *Acquittal of Grant Funds* is correct.

### Recipient:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Administering organisation (if applicable):

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Please forward this completed form to:

Office of Multicultural Affairs  
Territory Families  
GPO Box 37037 WINNELLIE NT 0820

Level 6 Darwin Plaza, 41 Smith Street, Darwin NT 0800  
Tel: 8999 3894  
Email: [TF.multiculturalaffairs@nt.gov.au](mailto:TF.multiculturalaffairs@nt.gov.au)