Office of Multicultural Affairs
Acquittal
Part A – Financial Accountability Requirement

On completion of the project, please provide the Director, 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: $ ________________________________

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<tr>
<th>Itemised Income</th>
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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.

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  Level 7 Darwin Plaza, 41 Smith Street, Darwin NT 0800
Territory Families  Tel: 8999 3894
GPO Box 37037, WINELLIE NT 0821  Email: multiculturalaffairs.dcm@nt.gov.au