

# Office of Multicultural Affairs financial acquittal form

## Part A – financial accountability requirement

On completion of the project, please provide the Director, Office of Multicultural Affairs (OMA), 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.
- 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 Grant Programs”.

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

|  |  |                    |  |
|--|--|--------------------|--|
| Fields marked with an asterisk (*) are required. |  |                    |  |
| <b>Grant details</b>                             |  |                    |  |
| <b>Name of organisation*</b>                     |  |                    |  |
| <b>Project title*</b>                            |  |                    |  |
| <b>Grant amount*</b>                             |  |                    |  |
| <b>Grant your organisation acquitting*</b>       | Round 1 Multicultural Grants Program (MGP) | Yes/No             |  |
|  | Round 2 Multicultural Grants Program (MGP) | Yes/No             |  |
|  | Harmony Grant                              | Yes/No             |  |
|  | Quick Response Grant (QRG)                 | Yes/No             |  |
| <b>Financial year*</b>                           |  |                    |  |
| <b>Itemised income</b>                           |  |                    |  |
| <b>Amount (\$)</b>                               |  | <b>Description</b> |  |
| <b>Amount (\$)</b>                               |  | <b>Description</b> |  |
| <b>Amount (\$)</b>                               |  | <b>Description</b> |  |
| <b>Amount (\$)</b>                               |  | <b>Description</b> |  |

|                          |  |             |  |
|--------------------------|--|-------------|--|
| Amount (\$)              |  | Description |  |
| Amount (\$)              |  | Description |  |
| Total income (\$)        |  |             |  |
| <b>Itemised expenses</b> |  |             |  |
| Amount (\$)              |  | Description |  |
| Amount (\$)              |  | Description |  |
| Amount (\$)              |  | Description |  |
| Amount (\$)              |  | Description |  |
| Amount (\$)              |  | Description |  |
| Amount (\$)              |  | Description |  |
| Amount (\$)              |  | Description |  |
| Amount (\$)              |  | Description |  |
| Amount (\$)              |  | Description |  |
| Total expenses (\$)      |  |             |  |

## Part B – outcome of the project

Please supply OMA with a written report detailing the results of the project. You may use the following points as a guide in compiling your report:

- List the actual outcomes against the project plan and detailed costed items in your organisation’s application for the grant. 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.
- Include any supporting material or documentation of interest e.g. photos, brochures, programs, posters, publications, media coverage.

Please attach a separate sheet if you require more room.

A copy of the permit to occupy certified by a qualified certifier or other relevant approval or certification required in relation to the project.

|                        |
|------------------------|
| <b>Outcome details</b> |
|                        |

## Part C – certification

| Certification   |  |                 |  |
|---|--|-----------------|--|
| I certify that funds received from the Office of Multicultural Affairs office were spent in accordance with the “Purpose of Funding” specified in the funding agreement. All information provided in this <i>Acquittal of Grant Funds</i> is correct. |  |                 |  |
| <b>Name of recipient*</b>   |  | <b>Position</b> |  |
| <b>Signature*</b>   |  | <b>Date*</b>    |  |
| <b>Administering organisation (if applicable)</b>   |  | <b>Position</b> |  |
| <b>Signature</b>  |  | <b>Date</b>     |  |

## Further information

To finalise your grant, upload this completed form online on the [GrantsNT website](#).