

Office of Gender Equity and Diversity General Grants Program

Acquittal Form

A. Applicant Details	
Name of Organisation/Group:	
Name of Person Organising Project, Service or Activity:	
Position Title:	
Contact Number:	
Email Address:	
Postal Address:	

B. Declaration			
<p>By submitting this acquittal form, you acknowledge that you are duly authorised to submit an acquittal on your own behalf or on behalf of the organisation that received the grant.</p> <p>All acquittal forms must be signed by two office bearers of the organisation/administering body. Acquittal forms will only be accepted by email if they are signed and the signed copy is scanned.</p>			
<p><i>(To be completed by the person submitting this acquittal form)</i></p> <p>I declare that the information I have provided in this form is complete and correct and the organisation that I represent supports this acquittal.</p>			
Signed		Date	

C. Submission	
<p>Please forward the completed acquittal form to the Office of Gender Equity and Diversity by any of the following means, ensuring the form is received by the Office of Gender Equity and Diversity within six weeks of the date the funded Project, Service or Activity occurred:</p> <p>Post: PO Box 37037, Winnellie NT 0820</p> <p>Deliver: 6th Floor Darwin Plaza, 41 Smith Street Mall, Darwin</p> <p>Email: tf.oged@nt.gov.au</p> <p>If you have any queries, please call the Office of Gender Equity and Diversity on (08) 8999 8373 or email between 8:00am and 4:00pm, Monday to Friday.</p>	

A. Project, Service or Activity Details			
Title of Project, Service or Activity:			
Location of Project, Service or Activity:			
Date/s of Project, Service or Activity:			
1. Provide a brief overview or description of the Project, Service or Activity. Did the Project, Service or Activity have any changes from your original application?			
2. Please indicate who participated in the Project, Service or Activity. (Please tick as many boxes as required)			
	Girls (up to 12 yrs old)		Boys (up to 12 yrs old)
	Migrant and Refugee women		Migrant and Refugee men
	Young women (12-25 yrs old)		Young men (12-25 yrs old)
	Senior women (over 60 yrs old)		Senior men (over 60 yrs old)
	Aboriginal and Torres Strait Islander women		Aboriginal and Torres Strait Islander men
	Women with disability		Men with disability
	Women from culturally/ linguistically diverse backgrounds		Men from culturally/linguistically diverse backgrounds
	LGBTQIA+ people		
	Other (please specify)		
Total number of participants in the Project, Service or Activity:			

3. Did the original target group(s) participate in the Project, Service or Activity? Which groups comprised the majority of the participants?

Please provide an approximate breakdown if possible.

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	Estimated target	Actual attendance
Girls (up to 12 years old)		
Boys (up to 12 years old)		
Young women (12 to 25 years old)		
Young men (12 to 25 years old)		
Senior women (over 60 years old)		
Senior men (over 60 years old)		
Aboriginal and Torres Strait Islander women		
Aboriginal and Torres Strait Islander men		
Women with disability		
Men with disability		
Women from culturally/linguistically diverse backgrounds		
Men from culturally/linguistically diverse backgrounds		
LGBTQIA+ people		
Other (specify)		

4. Who benefited most from the Project, Service or Activity?

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B. Financial Details				
5. Please detail what you spent the awarded grant funding on. <i>(Please note, any variations to your approved budget need to be pre-approved by the office)</i>				
Item	Income <i>Please provide details of all income generated by the Project, Service or Activity</i>	Expenditure <i>Please provide details of all expenditure related to the Project, Service or Activity</i>	Approved Grant Budget <i>Please provide details of the approved grant budget for the Project, Service or Activity</i>	Grant Expenditure <i>Please indicate the expenditure (GST exclusive) that was funded by the grant.</i>
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Total:				
6. Have you spent the funds according to your application form? If not, please provide reason.				

C. Promotion and Evaluation			
7. How did you acknowledge the support of the Northern Territory Government? What promotional material was produced and where was it distributed? <i>(please provide evidence of promotional material)</i>			
How did you acknowledge the Northern Territory Government?			
What promotional material was produced and where was it distributed?			
8. Did your Project, Service or Activity meet your objectives?			
Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Details and evidence to support this.			
9. What were the successes and challenges of the Project, Service or Activity? How did you evaluate the success?			

10. What would you do differently if you had the opportunity?
11. Are you happy with the general grant experience that the Office of Gender Equity and Diversity provided and is there anything we could do better?
12. Do you have any additional comments?

D. Selection Criteria

- 13. Please explain how your Project, Service or Activity addressed gender inequities in at least two of the following areas as per your grant application:**
- **Education, Employment and Economic Security?**
 - **Safety?**
 - **Health and Wellbeing?**
 - **Participation and Representation in Leadership and Decision Making Processes?**
 - **Respect and Empowerment?**

E. Applicants Checklist

Please use this checklist to ensure you have included all necessary documentation and ensure to keep a copy of the entire acquittal report for your records.

- Completed each section of acquittal form with extensive detail
- Financial report in your own format attached (if required)
- Photos, receipts and any other supporting evidence attached
- Letter or email of unspent grant funds sent to tf.oged@nt.gov.au (if required)

F. Privacy

The Office of Gender Equity and Diversity in Territory Families is collecting the information on this form to evaluate your **Project, Service or Activity** under the Gender Equity and Diversity Grants Program. Some of the information and any supporting documentation you provide may be used for promotional and reporting purposes.

The personal information you provide is able to be accessed and corrected if necessary by you or your nominated representative by application or request to the office.