|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Questions are followed by answer fields. Use the ‘Tab’ key to navigate through. Replace Y/N or Yes/No fields with your answer. | | | | | |
| 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.  • For grants exceeding $10,000, please supply a detailed income and expenditure statement plus an audited financial statement for the project prepared by an independent auditor. The audited statement must clearly report the receipt of funds from the “Northern Territory Government – Multicultural Grants Program”.  Please note: Organisations must acquit all funding provided during any previous financial year before the Office will consider further application(s). | | | | | | |
| Fields marked with asterisk (\*) are mandatory. | | | | | | |
| Grant details | | | | | | |
| Name of organisation\* | |  | | Project title\* | |  |
| Amount of grant\* | |  | | Funding period (year) \* | |  |
| Itemised income | | | | | | |
| Amount ($) | |  | Description | |  | |
| Amount ($) | |  | Description | |  | |
| Amount ($) | |  | Description | |  | |
| Amount ($) | |  | Description | |  | |
| Amount ($) | |  | Description | |  | |
| Amount ($) | |  | Description | |  | |
| Amount ($) | |  | Description | |  | |
| Total income ($) | |  | | | | |

|  |
| --- |
| Itemised expenses |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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. *Please attach a separate sheet if you require more room.*   * List the actual outcomes against the project plan and detailed costed items in your organisation’s application for this MCFG. 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 eg photos, brochures, programs, posters, publications, media coverage. * A copy of the permit to occupy certified by a qualified certifier or other relevant approval or certification required in relation to the project. | | | | | |
| Outcome details | | | | | |
|  | | | | | |
| Certification | | | | | |
| I certify that funds received through MCFG were spent in accordance with the the “Purpose of Funding” specified in the funding agreement. All information provided in this *Acquittal of Grant Funds* is correct. | | | | | |
| Name of recipient\* |  | | | Position |  |
| Signature\* |  | | | Date\* |  |
| Administering organisation  (if applicable) |  | | | Position |  |
| Signature |  | | | Date |  |
| Please upload this completed form online to finalise your grant via GrantsNT. | | | | | |
| End of form | | | | | |