

PROJECT ACQUITTAL REPORT

CONGRATULATIONS ON COMPLETING YOUR PROJECT

Having completed your funded project, an Acquittal Report must be completed and submitted no later than the date specified in the Funding Agreement. If you have any difficulty submitting this report by the due date, please email MAfunding@cyjma.qld.gov.au.

HOW TO COMPLETE THIS ACQUITTAL REPORT

The Acquittal Report is made up of several sections, and you will need to respond to each question in each section. In the case where the question is not relevant, please answer **Not applicable**. Sections consist of:

- **Project Activities**
- **Participation in the Project**
- **Evaluation of the Project**
- **Budget – Income and Expenditure**
- **Resources and Marketing Materials, Promotion and Case Study**
- **Certification**
- **Funding Program Administration (*not mandatory to be completed*)**

SUBMISSION OF YOUR ACQUITTAL REPORT

- You will receive an automated acknowledgement email from SmartyGrants on the submission of your online Acquittal Report. If you do not receive an email notification, please check that all responses have been provided.
- We will notify you once we have reviewed and approved your Acquittal report. Once approved, your obligations under the Funding Agreement have been completed.
- **Please note**, failing to submit an Acquittal Report will result in your organisation not being eligible to receive further funding from Department of Children, Youth Justice and Multicultural Affairs (the Department) until the report has been received and approved.

APPROVAL FOR THE DEPARTMENT TO PUBLICLY USE A PHOTO

- The Department would like to promote the positive outcomes received from your project, including photos, on our website. If you would like the Department to promote your project achievements, please provide information and a photo under the **Promotion of Your Achievements** section and/or the **Case Study** section at the end of the report.
- Please note, for photos that contain persons who can be identified, consent is required from that person/s before the Department can publish it on the website. Also, advise the person/s the photo may be provided to the Queensland Government for their use. **Please advise that consent has been provided.**
- The Department is also happy to receive photos/images of your project that are for our internal use only.

PROJECT ACTIVITIES

QUESTION 1: List the activities delivered as part of this project. Please ensure you also include the activities outlined in your application.

STEP 1 – List the activities.

STEP 2 – Indicate the status of the activity. Was it completed, and if not, why?

STEP 3 – List the outcomes achieved from the delivery of this activity.

ACTIVITIES	STATUS	OUTCOMES

Include additional rows if required.

PARTICIPATION IN THE PROJECT

QUESTION 2: How many people participated in the project activities?

QUESTION 3: Indicate the number of target groups/organisations who were engaged in the planning and delivery of the project.

QUESTION 4: Provide details in the following table on the people/organisations who participated/engaged in the activities/project.

For example:

- **Who participated:** 20 people/families from XY community
- **Who participated:** XY community organisation
- **What was their role:** participated in XY workshops / training / facilitated XY cooking sessions
- **How did they benefit:** gained new skills in XY / demonstrated traditions and skills – positive self-identity / increased understanding of services available / increased engagement in the community / increased self-confidence
- **What was their role:** engaged participants in activities / provided a venue and logistic supports for the delivery of 2 workshops/training sessions
- **How did they benefit:** alignment with their mission / new client base / opportunities for networking / joint activities.

Who participated?	What was their role?	How did they benefit?

Include additional rows if required.

PROJECT EVALUATION

Did your project achieve the objective/s and outcomes as indicated in your application?

If **YES**, refer to [Question 5](#), if **SOMEWHAT**, refer to [Question 6](#), and if **NO**, refer to [Question 7](#).

QUESTION 5: Provide details outlining the achievement/s for each objective/s and outcome/s.

QUESTION 6: Provide details on why the funded objective/s and/or outcome/s were somewhat achieved, including the factors that hindered their achievement.

QUESTION 7: Provide details on why the funded objective/s and/or outcome/s were not achieved, including the factors that hindered their achievement.

QUESTION 8: Provide details on any flow-on affects from this project.

QUESTION 9: Provide details on any feedback received from participants and stakeholders involved in the project.

QUESTION 10: What lessons have been learnt from this project, and how might these lessons assist you in the future?

Insert any additional information you would like to provide on your project.

BUDGET – INCOME AND EXPENDITURE

This section is to provide a description of the income you have received for this project and the item/s the income was used for, including CMQ funding.

INCOME – The following table is to list the income you have received for this project eg. Department of Children, Youth Justice and Multicultural Affairs funding, sponsorship, other.

Income Source	\$ Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$

EXPENDITURE – The following table is to list the expense items required to deliver the project, including eligible CMQ program costs eg. coordination costs, venue hire.

Expenditure	Total expense	CMQ funding
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	

RESOURCES AND PROMOTION

List any resources/materials produced, if any e.g. guides, manuals.

Provide information on the promotional materials used and how they were distributed (attach printed materials to the report).

For example, acknowledgement in media releases and promotional material; invitation to representatives to attend activities.

Please attach any relevant photographs or other documents to demonstrate your achievements in delivering this project. Please list what photographs/documents will be attached to your report.

PROMOTION OF YOUR ACHIEVEMENTS

Please provide information on the successful outcomes from your project, including feedback, comments, quotes, so that we can promote the achievements of your project. A photo in support of this information would also be beneficial. *Please indicate if the photo can be publicised on our website (a consent form has been signed by the person/s appearing in the photo) or if the photo is for the Department's internal use only.*

Good News Story 1

Attach photo

Good News Story 2

Attach photo

Good News Story 3

Attach photo

CASE STUDY

We are also interested in receiving any case studies to highlight the successful outcomes from your project. Please see following a template to assist in developing.

SUMMARY

- *Briefly explain your project.*

CHALLENGE/NEED

- *Describe the challenge or need your organisation was addressing.*

ACTION

- *Explain the activities or actions that your organisation implemented to address the challenge/need.*

RESULTS/OUTCOMES

- *Describe the positive results and outcomes from your actions.*

A photo in support of this information would also be beneficial. Please indicate if the photo can be publicised on our website (a consent form has been signed by the person/s appearing in the photo) or if the photo is for the Department's internal use only

CERTIFICATION

I certify that the information and attachments within this report are a true and accurate record of the distribution of the grant funds received and the completion of the funded project.

Name:

Position:

Phone Number:

Email:

Date:

THANK YOU FOR COMPLETING THIS REPORT