

PROJECT ACQUITTAL REPORT

PROJECT DETAILS

This report provides an update to Multicultural Affairs Queensland (MAQ) on the completion of your project activities.

If you have any questions, please contact MAQ by email at funding@maq.qld.gov.au.

Project Activities

Tell us how you progressed your project activities - the things you did in order to create change.

Any explanatory notes entered previously are shown for your reference; you can leave your notes as they are; edit them; or delete them.

- Complete the questions below for each activity delivered as part of your Project Plan.
- Please ensure that the information you provide is as accurate and succinct as possible.
- Responses to questions are required in the fields below and cannot be submitted as attachments.

Activity Status	Description
Not started	The activity was not started in this reporting period.
In progress	The activity was started and will continue to be delivered.
Completed (partially)	Some of the activity was completed with part of the activity unable to be completed. The activity will not continue.
Completed (fully)	The full activity was completed and will not continue.
Cancelled	The activity was cancelled.

Title	Description	Start Date	End Date	Venue	Address	Activity Status	Explanatory Notes
<i>e.g. networking sessions; workshops; classes etc.</i>	<i>Brief summary of what the activity involves.</i>	<i>Update if required.</i>	<i>Update if required.</i>	<i>Where did your activity occur?</i>	<i>Where did your activity occur?</i>	<i>What is the status of this activity?</i>	<i>Edit/add notes if you need to provide more context.</i>

Outcomes

Outcomes are the changes you expect to occur for the beneficiaries of your project.

Here you can review the outcomes you described previously. Any notes entered previously are shown for your reference; you can leave your notes as they are; edit them; or delete them.

Outcomes	Alignment with our outcomes	Alignment explanation	Status	Describe the progress you have made	Explanatory Notes
<i>The positive changes you expect to occur as a result of your project. One per row.</i>	<i>Our linked outcome goals.</i>	<i>Explanation of how your intended outcome helps contribute to ours.</i>	<i>Have you seen a shift towards this outcome?</i>	<i>Briefly describe what kind of shift has occurred and what evidence you have that a shift has occurred.</i>	<i>Edit/add notes if you need to provide more context.</i>

PROJECT ACQUITTAL REPORT

Participation

Indicate who participated in the project, including target groups/organisations as indicated in your application, as well as those who were engaged in the planning and delivery of the project.

How many people in total participated in the project activities?	How many organisations in total participated or were engaged in the project activities?
Name of group or organisation	What was their role or contribution?
<i>For example: community associations, sporting groups & service clubs</i>	<i>What involvement did this organisation have?</i>
Provide any comments relating to the attendance numbers	
<i>Describe any reasons why the participation numbers were higher or lower than expected.</i>	

Project Evaluation

What were the three main benefits for participants?

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How will the participants continue to benefit into the future because of the project?

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Did you have any challenges?	How did you overcome them?

Lessons Learnt

Hint: We are interested to hear of lessons that were learnt that may help others who are undertaking similar work.

Think about:

- How accurate were your assumptions (were they 100% right, only partly right, or were the results a complete surprise?);
- How adequate were your inputs (money, goods, skills, personnel, time - too much; too little; about right?); and
- What did you learn about the context of the project/program (timing; targeted beneficiaries; geographic settings; etc - were they right; wrong; about right?).

What did you learn as a result of undertaking this project/program?

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PROJECT ACQUITTAL REPORT

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

Evaluation

Did you conduct a project evaluation?

Yes No

Please provide details of your evaluation below.

We're interested in formal reports or (if no formal report is available) survey results, feedback/testimonials/letters, etc.

Upload Files:

Attach a file:

and/or

Provide web link:

and/or

Other details:

Who conducted your evaluation?

e.g. external evaluation, internal staff, etc. If you're happy to share more, we'd also love to know who in particular (e.g. name / organisation / job title) carried out your evaluation.

Is there any additional information you would like to provide on your project?

PROJECT ACQUITTAL REPORT

RESOURCES AND PROMOTION

Photo Consent

- Multicultural Affairs Queensland would like to promote the positive outcomes achieved by your project, including photos, on our website.
- Please note:** consent is required from all people who can be identified in photos before Multicultural Affairs Queensland can publish them.
- You can download the *Film / Photo Consent Form*
- Multicultural Affairs Queensland is also happy to receive photos/images of your project that are for our internal use only.

Resources and Materials

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

Description	Attachment
	Attach a file:

Promotional Materials

Provide information on the promotional materials used and how they were distributed

Description	Distribution Method	Attachment
		Attach a file:

Photographs

Attach any relevant photographs or other documents to demonstrate your achievements in delivering this project.

Photograph	Photo Description	Film / Photo Consent Form
Attach a file:		Attach a file:

Promotion of your achievements

Please provide information on the successful achievements 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.

Good News Story	Attach Photo	Film / Photo Consent Form
	Attach a file:	Attach a file:

Please provide information on the successful outcomes from your project, including feedback, comments, quotes, so that we can promote the achievements of your project.

Case Study

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

1. Whose life has changed	2. How did their life change	3. What do they hope to achieve in the future	4. Next steps	Attach Photo	Film / Photo Consent Form
				Attach a file:	Attach a file:
<i>Give background detail about the situation</i>	<i>Highlight the change or uniqueness of the story</i>	<i>How has the story lead to something better or worse</i>	<i>What do they plan to do next?</i>		

PROJECT ACQUITTAL REPORT

FINANCIAL REPORT

Itemise your event budget in the income and expenditure tables below, including details of other funding that you have received.

Income

SMQ Program funding provided	\$ Amount
	\$

Additional Income

Applicant's cash contribution	Description	\$ Amount
		\$
Additional Income Type	Description	\$ Amount
		\$
		\$
		\$
		\$

Expenditure

Ensure you include the costs of any in-kind contributions.

- Insert all of the expenditure items for the whole project, indicating the items where SMQ program funding was used.
- Select the type of expense and provide a clear description if further explanation is required.
- List expenses of different categories in separate rows.
- Insert one expense per row. Click 'Add More' to include additional rows.

Non-recurrent salaries, wages and on-costs	Description	SMQ Funding	Total Amount
		\$	\$
Additional Expenditure	Description	SMQ Funding	Total Amount
		\$	\$
		\$	\$
Equipment Purchases	Description	SMQ Funding	Total Amount
		\$	\$

SMQ Funding Provided	SMQ Funding Amounts Total	SMQ Funding Allocation Balance
<i>This amount is calculated</i>	<i>This amount is calculated</i>	<i>This amount is calculated</i>
Total Income	Total Expenditure	Budget Surplus or Deficit
<i>This amount is calculated</i>	<i>This amount is calculated</i>	<i>This amount is calculated</i>

PROJECT ACQUITTAL REPORT

DECLARATION

By submitting this report, I do solemnly and sincerely declare that:

- the information and attachments within this report are a true and accurate record of the delivery of the project and the distribution of the funding received.
- the delivery of the project and the spending of the grant funding was in accordance with the Funding Agreement and the Funding Guidelines.
- the organisation effected and maintained public liability insurance to the value of not less than \$10 million that covered the project, and any other insurance as may be required.

Name:

Position:

Phone Number:

Email:

Feedback

It is not mandatory to respond to the following questions, however we are very interested in your views to assist us in continually improving our processes and support.

Please indicate how you found the acquittal process:

- Very easy Easy Neutral Difficult Very difficult

Do you have any suggestions on how the Strengthening Multicultural Queensland program could be improved?

Please provide us with any other suggestions/feedback you would like to make.

Acquittal Report Submission

- After you review your report and click the **SUBMIT** button, you will receive a confirmation message on screen acknowledging that the form has been submitted. You will also receive an email confirming the submission has been received and will have a PDF copy of the form attached.
- If you do not receive the onscreen confirmation message, please review the form for any highlighted errors and try again.
- We will notify you by email once we have reviewed and approved the Acquittal Report. Once approved, your obligations under the Funding Agreement have been completed.