## ****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** |
|  |  |  |  |  |  |  |  |
| *e.g. networking sessions; workshops; classes etc.* | *Brief summary of what the activity involves.* | *Update if required.* | *Update if required.* | *Where did your activity occur?* | *Where did your activity occur?* | *What is the status of this activity?* | *Edit/add notes if you need to provide more context.* |

## 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** |
|  |  |  |  |  |  |
| *The positive changes you expect to occur as a result of your project. One per row.* | *Our linked outcome goals.* | *Explanation of how your intended outcome helps contribute to ours.* | *Have you seen a shift towards this outcome?* | *Briefly describe what kind of shift has occurred and what evidence you have that a shift has occurred.* | *Edit/add notes if you need to provide more context.* |

## **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?** |
|  |  |
| *For example: community associations, sporting groups & service clubs* | *What involvement did this organisation have?* |
| **Provide any comments relating to the attendance numbers** |
|  |
| *Describe any reasons why the participation numbers were higher or lower than expected.* |

## **Project Evaluation**

**What were the three main benefits for participants?**

|  |
| --- |
|  |

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

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **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?**

|  |
| --- |
|  |

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

|  |
| --- |
|  |

## Evaluation

**Did you conduct a project evaluation?**

** **

**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:**

****

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?**

|  |
| --- |
|  |

## ****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** |
|  |  |

## ****Promotional Materials****

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

|  |  |  |
| --- | --- | --- |
| **Description** | **Distribution Method** | **Attachment** |
|  |  |  |

## ****Photographs****

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

|  |  |  |
| --- | --- | --- |
| **Photograph** | **Photo Description** | **Film / Photo Consent Form** |
|  |  |  |

## ****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** |
|  |  |  |

**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** |
|  |  |  |  |  |  |
| *Give background detail about the situation* | *Highlight the change or uniqueness of the story* | *How has the story lead to something better or worse* | *What do they plan to do next?* |  |  |

**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** |
| ***This amount is calculated*** | ***This amount is calculated*** | ***This amount is calculated*** |
| **Total Income** | **Total Expenditure** | **Budget Surplus or Deficit** |
| ***This amount is calculated*** | ***This amount is calculated*** | ***This amount is calculated*** |

# **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.

Last name

First name

Title

**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.**

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| --- |
|  |

## ****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.**