

1.4 PROJECT INFORMATION (MANDATORY)

(maximum three pages – for this section)

1. Briefly describe your project (including the key activities undertaken and who was involved in their execution):

2. Were there any substantial changes to the project as described in your application? If so, did you seek ACC approval? Please provide details.

3. What were the principal aims and/or objectives of the project? (Reference should be made to those identified in section 1.4, Q6 of your ACC grant application.)

4. Were the aims/objectives achieved? How were they achieved?

5. Would you consider the project was a success? Please explain. (Reference should be made to the criteria you identified for judging the success of your project in Section 1.4, Q8 of your ACC grant application.)

6. What difficulties, if any, were experienced in the execution of the project?

7. What, if any, publicity was used to promote the project? (Samples of promotional materials showing acknowledgement of the ACC's support must be attached).

8. Please describe the level and nature of media interest in your project.

9. Please provide details of participation numbers, for example audience numbers, workshop participants and of any VIPs present (if applicable).

10. Please provide an overview of any formal and informal feedback from presenters, workshop / lecture participants and other project partners on the project (if applicable).

11. What, if any, future activities are expected to arise from the completed project?

12. Additional Comments (if applicable)



Go to 1.5

1.5 PROJECT BUDGET (MANDATORY)

Budget Template (maximum two pages)

Please note:

- List all actual income and expenditure items under the headings given (some of the items below may not be relevant to your project).
- Please ensure that the totals of your income and expenditure are exactly equal.
- Indicate all **expenditure items** covered by this grant with an asterisk (*).
- Any ACC funds that have not been expended in accordance with the agreed project and funding conditions are to be reported to the ACC Secretariat and refunded.
- You may substitute your own budget page but it must conform to the format below.

CERTIFICATION OF FINANCIAL STATEMENTS

I, the undersigned, certify that:

- The following financial statements are in agreement with the relevant accounts and records and have been prepared in compliance with Australian Accounting Standards to present fairly the financial transactions in relation to the particular Grant received from DFAT.

Signature: **X** _____ Date: / /

Name in full: _____

Position title/company: _____

Actual Income	
Earned income	AUD\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Subtotal	\$

Actual Expenditure	
Salaries and fees	AUD\$
Key personnel (please itemise)	\$
Marketing and publicity personnel	\$
Administrative and management personnel	\$
Agent's fee/commission	\$
Other (please itemise)	\$
	\$
Subtotal	\$

Grants	AUD\$
Australian Federal Government (please itemise)	\$
	\$
Australian State Government (please itemise)	\$
	\$
Australian Local Government (please itemise)	\$
	\$
	\$
Other Governments (please itemise)	\$
	\$
Subtotal	\$

Travel Costs	AUD\$
Airfares (__ persons x __ ticket cost)	\$
Other fares	\$
Accommodation	\$
Meals	\$
Travel allowance (__ per diem x __ persons x __ days)	\$
Taxis	\$
Car Hire	\$
Other (please itemise)	\$
	\$
Subtotal	\$

Own contribution	AUD\$
In Kind (please itemise)	\$
	\$
	\$
Other (please itemise)	\$
	\$
	\$

Overhead/administrative costs	AUD\$
Venue Hire	\$
Hospitality	\$
Postage	\$
Telephone and fax	\$
Stationery and printing	\$
Other	\$

1.6 CERTIFICATION (MANDATORY)

Privacy and Freedom of Information

The information you provide in your grant funding acquittal is used when finalising your grant payment and reporting the outcomes to the Government. Summary information provided by all applicants will be stored centrally and will be available to Commonwealth officers and the government on a need-to-know basis. The information you have provided, including personal information, may be distributed to the ACC, Commonwealth and State or Territory governments, organisations which are responsible for grants programs, and may be made public through national and local media or via the DFAT or ACC websites. DFAT may also publish this information, including personal information, in its or the ACC's Annual Report and on the DFAT or ACC websites. DFAT will only use and/or disclose personal information in accordance with the Privacy Act 1988. Applicants should also note the provisions of the Freedom of Information Act 1982 apply to documents in DFAT's possession.

I, the undersigned, certify that:

- The statements in this acquittal are true to the best of my knowledge.
- The relevant project records, financial and accounting records have been prepared and retained in accordance with the provisions of the Funding Agreement.
- Funds provided to me have only been expended in accordance with the approved budget as detailed in the Funding Agreement and any funds not expended in accordance with the Funding Agreement have been returned to the Australia-China Council.
- I consent to information provided in this acquittal being stored on a central database to which other Commonwealth, State or Territory government agencies may have access.
- I consent to information provided in this acquittal, other than personal information, being used for training and testing purposes by DFAT staff.

Signature: X _____ **Date:** / /
Name in full: _____
Position in organisation/group: _____

Please post the signed original of this form and any attached documentation to the ACC at the following address. If you send any supplementary material that you would like returned, please include a postage-paid, self-addressed envelope.

✉ Australia-China Council Secretariat
RG Casey Building
John McEwen Crescent
BARTON ACT 0221

Photographs suitable for posting on the ACC's website or for possible inclusion in the ACC's Annual Report, should also be provided electronically to AusChina.Council@dfat.gov.au

Enquiries may be directed to AusChina.Council@dfat.gov.au or by phone to Melissa Radford, ACC Project Officer on 02-6261 2806.