An Australian Government Initiative

Australia Indonesia Institute

Australian Government
Department of Foreign Affairs and Trade

AII Grant Program: Final Report and Acquittal Form

1.1 NAME (MANDATORY)

Name of your organisation/group (if applicable): _____

Your name or name of contact person:

Title: ☐ Mr ☐ Ms ☐ Other (please specify) _____

Given names: _____

Family name:

1.2 CONTACT DETAILS (MANDATORY)

Street address: _____

Suburb/Town: _____ State: _____ Postcode: _____

Postal address: _____
(if the same as your street address, write 'as above')

Suburb/Town: _____ State: _____ Postcode: _____

Telephone: Work: ( ) _____ Home: ( ) _____ Fax: ( ) _____

Mobile: Email:

1.3 SUMMARY INFORMATION (MANDATORY)

Grant Activity Title: _____

Grant Activity description _____

Grant amount (excluding GST): AUD $ _____

What was the start date for the funded activity? _____

What was the end date for the funded activity?

1.4 FINANCIAL STATEMENTS (MANDATORY)

I, the undersigned, certify that:

- **The following financial statements are in agreement with the relevant accounts and records and present fairly the financial transactions in relation to the particular Grant received from DFAT.**

Signature: ✕ _____ **Date:** / /

Name in full: _____

Position title/company: _____

Please note:

- List all income and expenditure items under the headings given (some of the items below may not be relevant to your activity).
- Indicate all **expenditure items** covered by this grant with an asterisk (*).
- Please ensure that the project totals of your income and expenditure are exactly equal.
- As in the application form, if you are **GST-registered**, your acquittal budget should be exclusive of GST. You should provide amounts in Australian dollars (AUD$). If you are **not GST-registered**, your acquittal budget should include GST as this was part of the cost of the project.

INCOME	
Earned income	AUD$
Subtotal	$

Other Grants	AUD$
Australian Federal Government (please specify)	
Australian State Government (please specify)	
Australian Local Government (please specify)	
Other (please specify)	
Subtotal	$

Other contributions	AUD$
Cash	
In Kind (please specify)	
Subtotal	$

Sponsorship/donations	AUD$
Cash	

EXPENDITURE	
Salaries and fees	AUD$
Artists (please itemise)	
Marketing and publicity personnel	
Administrative/management personnel	
Agent's fee/commission	
Other	
Subtotal	$

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

Overhead/administrative costs	AUD$
Postage	
Telephone and fax	
Stationery and printing	
Venue Hire	
Catering	
Other (please specify)	
Subtotal	$

Marketing/promotion costs	AUD$
Advertising – press	
Advertising – electronic media	
Printed material	

In Kind	
Subtotal	$

Photography	
Programs	
Merchandise	
Other	
Subtotal	$

Other Income	AUD$
Please specify	
Sub-Total	

Production Costs	AUD$
Publications	
Electronic Media (DVDs etc)	
Websites	
Education Kits	
Sub-Total	

Research Costs	AUD$
Please specify	
Sub-Total	

GRANT FUNDING FROM DFAT	$
TOTAL INCOME	$

Contingency	$
TOTAL EXPENDITURE	$
AMOUNT OF GRANT FUNDING TO BE RETURNED TO DFAT	$

1.5 PROJECT OUTCOMES (MANDATORY)

Describe the publicity for the grant activity

Was there any **media interest** in the Project? If so, please provide details e.g., was it positive/negative, was it covered by television, radio, print coverage etc

Was there any involvement/engagement of the **local community** in your project? If so, please provide details

Did you receive any **formal/ informal feedback** from people associated with the Project (e.g. presenters, workshop / lecture participants and other project officers)? Please provide details.

Was there any **subsequent interest** in conducting/participating in further activities as a result of the Project?
How **successful** do you think the Project was?
Do you have any **additional comments?**

1.6 STATISTICAL INFORMATION (OPTIONAL)

Please provide approximate numbers against each of the following categories, where applicable:

Number of performances presented / exhibition days / film screenings / community events (circle relevant category for the project)	
Number of countries visited	
Number of artists/cultural workers involved in the project	
Total attendance numbers for performance/exhibition key events	
Average audience attendance at performance/exhibition key events	
Number of ancillary workshops/seminars held (if relevant)	
Average attendance at workshops/seminars (if relevant)	
Was this an Aboriginal and Torres Strait Islander arts/culture related activity?	

1.9 CERTIFICATION (MANDATORY)

Privacy and Freedom of Information

The information you provide in your 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, excluding personal information, may be distributed to the FCI, 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 FCI websites. DFAT may also publish this information, excluding personal information, in its Annual Report and on the DFAT web site. 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 application 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-Indonesia Institute.
- I consent to information provided in this application 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 application, other than personal information, being used for training and testing purposes by DFAT staff.

Signature: ✕_____ **Date:** / /

Name in full: _____

Position in organisation/group: _____

AII grant recipients must provide the Institute with a written report and financial acquittal as project milestones are reached and within 30 days of the completion of a project.

An interim report is required where a project extends over more than six months.

Receipts for all expenditure covered by the grant are necessary for audit purposes. The Institute will take recovery action if its grants cannot be accounted for properly.

The signed original of this form and any attached document must be posted to the AII at the address below:

Australia-Indonesia Institute
R G Casey Building
John McEwen Crescent
BARTON ACT 0221
Australia

Enquiries may be directed to ausindonesia.institute@dfat.gov.au or by phone on 02) 6261 3827.