



Australian Government



AUSTRALIA-KOREA
FOUNDATION

Australia-Korea Foundation grant acquittal form

1.1 NAME

Your name or name of contact person:			
Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Other (please specify)
Given names:			
Family name:			
Date of birth:			
Name of your organisation/group (if applicable):			
			▶ Go to 1.2

1.2 CONTACT DETAILS

Street address:							
Suburb/Town:		State:		Postcode:			
Postal address:	(if the same as your street address, write 'as above')						
Suburb/Town:		State:		Postcode:			
Contact Numbers:	Work:	()	Home:	()	Fax:	()	Mobile:
	Email:			Website address:			
Contact Number for Media Inquiries:							
						▶	Go to 1.3

1.3 SUMMARY INFORMATION (MANDATORY)

What is the name of your project?	
What amount of money did you receive? (AUD)\$	
Did this amount include GST?	
What was the start date for this activity?	
What was the end date for this activity?	
Briefly describe your activity.	
Where did the activity take place?	

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▶ Go to 1.4

1.4 PROJECT INFORMATION (MANDATORY)

(maximum two pages)

What were the objectives of the project?

Were these objectives achieved? How?

Would you consider the project was a success? Why?

What, if any, publicity was used to promote the project?

Who was involved in the project and what were their qualifications and/or experience?

Additional Comments

1.5 PROJECT BUDGET (MANDATORY)

Budget Template (maximum two pages)

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 (*).
- You may substitute your own budget page but it must conform to the format below.
- Please ensure that the project totals of your income and expenditure are exactly equal.

Income	
Earned income	AUD\$
Subtotal	\$

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

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

Travel Costs	
Airfares	
Other fares	
Accommodation	
Car Hire	
Taxis	
Meals	
Travel allowances	
Other	
Subtotal	\$

Own contribution	
In Kind	
Other	
Subtotal	\$

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

Sponsorship/donations	
In Kind	
Other	
Subtotal	\$

Marketing/promotion costs	
Advertising	
Printed material	
Programs	
Merchandise	
Other	
Subtotal	\$

