



**Australian Government**



**Australia -  
Malaysia  
Institute**

**Australia-Malaysia Institute grant acquittal form**

**Reminder:** It is a condition of AMI funding that recipients provide a report within 30 days of completion of the activity for which the funding was provided. This will be used to enable an informed assessment of the appropriateness and effectiveness of the expenditure of AMI funds.

**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 was 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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	 <a href="#">Go to 1.4</a>
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**1.4 PROJECT INFORMATION (MANDATORY)**

(maximum two pages)

**What were the principal aims and/or objectives of your project?**

**Were these aims and/or objectives achieved? How?**

**Would you consider the project was a success? Why?**

**How did your project further the goals of the Australia-Malaysia Institute?**

**What 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 (\*).
- Please ensure that the project totals of your income and expenditure are exactly equal.

Income	
Earned income	AUD\$
<b>Subtotal</b>	<b>\$</b>

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

Grants	
Australian Federal Government (please itemise)	
Australian State Government (please itemise)	
Australian Local Government (please itemise)	
Other Governments (please itemise)	
<b>Subtotal</b>	<b>\$</b>

Travel Costs	
Airfares	
Other fares	
Accommodation	
Car Hire	
Taxis	
Meals	
Travel allowances	
Other	
<b>Subtotal</b>	<b>\$</b>

Own contribution	
In Kind	
Other	
<b>Subtotal</b>	<b>\$</b>

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

Sponsorship/donations	
In Kind	
Other	
<b>Subtotal</b>	<b>\$</b>

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

