



Australian Government



Australia - Thailand Institute

สถาบันออสเตรเลีย - ไทย

2548 Established 2005

Australia-Thailand Institute project completion form

Reminder: It is a condition of ATI 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 ATI 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?

▶ Go to 1.4

1.4 PROJECT INFORMATION (MANDATORY)

(maximum two pages)

What were the principal aims and/or objectives of your 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 (*).
- Please ensure that the project totals of your income and expenditure are exactly equal.

| Income | | Expenditure | |
|--|--------------|---|--------------|
| Earned income | AUD\$ | Salaries and fees | AUD\$ |
| | | Key personnel (please itemise) | |
| | | Marketing and publicity personnel | |
| | | Administrative and management personnel | |
| | | Agent's fee/commission | |
| | | Other | |
| | | | |
| Subtotal | \$ | Subtotal | \$ |
| Grants | | Travel Costs | |
| Australian Federal Government (please itemise) | | Airfares | |
| | | Other fares | |
| Australian State Government (please itemise) | | Accommodation | |
| | | Car Hire | |
| Australian Local Government (please itemise) | | Taxis | |
| | | Meals | |
| | | Travel allowances | |
| Other Governments (please itemise) | | Other | |
| Subtotal | \$ | Subtotal | \$ |
| Own contribution | | Overhead/administrative costs | |
| In Kind | | Venue Hire | |
| | | Hospitality | |
| | | Postage | |
| Other | | Telephone and fax | |
| | | Stationery and printing | |
| | | Other | |
| Subtotal | \$ | Subtotal | \$ |
| Sponsorship/donations | | Marketing/promotion costs | |
| In Kind | | Advertising | |
| | | Printed material | |
| | | Programs | |
| Other | | Merchandise | |
| | | Other | |
| Subtotal | \$ | Subtotal | \$ |

