



[...insert name of Project...]

CAAR Grants Program — Final Report & Acquittal Form

NAME

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

Your name or name of contact person: _____

Title: Mr Ms Other (please specify) _____

Given names: _____

Family name: _____

CONTACT DETAILS

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: _____

SUMMARY INFORMATION

Grant amount? (AUD)\$ _____

What was the start date for the funded activity? _____ / _____ / _____

What was the end date for the funded activity? _____ / _____ / _____

Briefly describe your activity

Where was the activity undertaken?
Please include names of cities and countries

ADMINISTERING ORGANISATION/INDIVIDUAL (IF APPLICABLE)

Legal name of organisation or individual administering the grant

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: _____

Signature: X _____ Date: _____ / _____ / _____

Name in full:

Position in organisation:

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: _____ Date: / /

Name in full: _____

Position title/company: _____

Please note: 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	\$
All other grant income received	
Federal Government (please itemise)	
State Government (please itemise)	
Local Government (please itemise)	
Other	
Subtotal	\$
Other contributions	
Cash	
In Kind	
Subtotal	\$
Sponsorship/donations	
Cash	
In Kind	
Subtotal	\$
DFAT Grants Program Funding	\$
TOTAL INCOME	\$

Expenditure	
Salaries and fees	AUD\$
Artists/key personnel (please itemise)	
Marketing and publicity personnel	
Administrative/management personnel	
Agent's fee/commission	
Travel allowance	
(__ per diem x __ persons x __ days)	
Other	
Subtotal	\$
Direct costs	
Airfares (__ persons x __ ticket cost)	
Freight	
Insurance	
Overseas surface travel	
Venue hire	
Subtotal	
Overhead/administrative costs	
Postage	
Telephone and fax	
Stationery and printing	
Other	
Subtotal	\$
Marketing/promotion costs	
Advertising – press	
Advertising – electronic media	
Printed material	
Photography	
Programs	
Merchandise	
Other	
Subtotal	\$
Contingency	\$
TOTAL EXPENDITURE	\$

PROJECT INFORMATION

Please describe the **impact** of the DFAT grant funding received

Were there any **changes** to the project—either in its scope or budget? If so, please provide details here.

Please provide details of any workshops or seminars undertaken in conjunction with the project.

Please describe the marketing tools/strategies utilised for the project

Outcomes

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

Please describe the level of involvement/engagement of the local community in your project

Please provide an overview of any formal and informal feedback from presenters, workshop / lecture participants and other project partners on the project

Please provide details of any subsequent interest in either the artists / company as a result of the project

Statistical information

Please provide approximate numbers against each of the following categories:

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?	