

SAMPLE ONLY

COALAR Results Reporting and Acquittal

Project Information

*** indicates a required field.**

All questions must be answered. If the question does not apply to your project, please indicate why.

Project Title

This question is read only.

Project Brief

This question is read only.

With reference to the expected results detailed in your application, what have been the outcomes of your project? ***Required**

Word count:

Must be no more than 500 words.

What was the start date of your project? ***Required**

What was the end date of your project? ***Required**

Indicate the countries that were a focus of your project activities ***Required**

Response required.

Argentina

Australia

Brazil

Chile

Colombia

Costa Rica

Cuba

Ecuador

El Salvador

Guatemala

Mexico

Panama

Paraguay

Peru

Uruguay

Clear the selected value for Indicate the countries that were a focus of your project activities

Were there any substantial changes to the project as described in your application? If so, did you seek approval from the Secretariat? ***Required**

Word count:

Must be no more than 250 words.

What did you learn along the way? ***Required**

Word count:

Must be no more than 250 words.

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What do you consider to be the most significant change resulting from your project in a current or emerging issue/need identified as your project's focus? ***Required**

Word count:

Must be no more than 500 words. Provide quantitative and qualitative outcomes to demonstrate this in your response

What do you consider the most significant change resulting from your project in the one/or more COALAR Goals and the one/of more COALAR Strategic Priorities areas that was the focus of your project? ***Required**

Word count:

Must be no more than 500 words. Provide quantitative and qualitative outcomes to demonstrate this in your response

Key Performance Information

*** indicates a required field.**

Strengthening the relationship and sustainability of project outcomes

Medium to long term relationships created or strengthened through this project

Click "Add More" to insert additional relationship types.

Maximise

Relationship Type	Number of relationships
*Required	*Required
	Total:

Must be at least 1 rows

Follow up enquiries received

Click "Add More" to insert additional follow up enquiry types.

Maximise

Enquiry Type	Number of enquiries
*Required	*Required
	Total:

Must be at least 1 rows

What other measures did you put in place to sustain project outcomes? ***Required**

Detail any future activities expected to arise as a result of this project ***Required**

Outcomes

What will be the dissemination strategy for your activity and how will your results/findings/outcomes be shared more widely?

Word count:

Must be no more than 150 words. Tell us how the activity will contribute to new relationships, new products, practices or ideas that will benefit the Australia Latin American relationship.

Attendance at and response to project events

Maximise

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Type of event	Number of events of this type	Total attendance numbers for event type
Type of event	Must be a number.	Must be a number.
*Required	*Required	*Required

Must be at least 1 rows

Describe audience make-up of your project (e.g. VIPs and/or general demographics) *Required

Word count:

Must be no more than 150 words

Describe the audience and stakeholder response *Required

Word count:

Must be no more than 150 words

Key Performance Information continued (publicity and photographs)

* indicates a required field.

Quantity of media coverage and social media interest

Number of website hits: *Required

Number of radio broadcasts: *Required

Number of media articles: *Required

Number of television broadcasts: *Required

Number of social media interactions: *Required

Quality of media coverage and social media interest

Describe the quality of media coverage and social media interest generated by your project *Required

Word count:

Must be no more than 150 words.

Social media and website addresses relevant to your project, including host organisations or locations *Required

Attach files if applicable

Attach a file: [Select stored file](#)

Summary of project for COALAR webpage / social media

Provide an engaging 2-3 paragraph summary of your project and the key outcomes for broad dissemination *Required

Word count:

Must be no more than 150 words.

Photographs

Photos of your project are greatly appreciated. Photos may be used to promote your project on the website or through the Department of Foreign Affairs and Trade. They may also be used reporting to the Board and in the Annual Report.

Attach photo if applicable

Attach a file: [Select stored file](#)

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Short description, including names, location and dates as appropriate

Photographer credit

The *Privacy Act 1988* governs the way 'personal information' is collected, used and disclosed in Australia and overseas. Images of individuals are considered to be 'personal information' if the person's identity is clear, or can reasonably be ascertained from the image. This information can only be published if the individual has given consent or would have been aware that the information may be disclosed publicly.

Written consent of individuals appearing in a photograph *will* be necessary to publish that photograph in the following circumstances:

- where the image is not taken in a 'public place', that is, in situations where persons would have a reasonable expectation of privacy, especially where the identity of the person can be established
- where children have been photographed, *and* they are not in a public place, *and* their identity can be established, parental consent will be required.

Where written consent is required, the subject of the photograph, or a parent/guardian in the case of minors, should be asked to sign a [consent for the use of images form](#). This link also provides guideline on ethical photography.

Those photographed have provided permission for the photograph to be published

Yes

No

Clear the selected value for Those photographed have provided permission for the photograph to be published

Must be at least 1 rows

Is there any other information you would like to provide?

Where necessary, additional information such as photos, publicity and media clips can be emailed or mailed directly :

Email: coalar@dfat.gov.au

Mail: COALAR Secretariat, RG Casey Building, John McEwen Cres, Barton, ACT, 0221, Australia.

Project Budget

*** indicates a required field.**

Financial acquittal

Actual total project cost *Required

The DFAT grant of *Required

inclusive/exclusive of Australian GST *Required

Response required.

inclusive

exclusive

Clear the selected value for inclusive/exclusive of Australian GST

received on this date *Required

for the project *Required

was used for the agreed purpose. Original receipts and other records accounting for the expenditure will be retained for at least five years from the date this report is submitted and will be available on request.

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Was the grant amount fully expended? *Required

Response required.

Yes

No

Clear the selected value for Was the grant amount fully expended?

This section is not applicable because of your response to question: "Was the grant amount fully expended?" on page 4

An amount of *Required

inclusive/exclusive of Australian GST *Required

remains unspent and in accordance with the terms and conditions of the funding agreement will be repaid to DFAT.

Certification

*** indicates a required field.**

Privacy notice about the collection, use and disclosure of personal information

The personal information you provide in your Acquittal Report is used by the FCI Secretariat within the Department of Foreign Affairs and Trade (DFAT) to finalise your grant payment and report outcomes to the Government in accordance with the [Commonwealth Grants Rules and Guidelines](#). Without this information we are unable to finalise your grant payment. The personal information you have provided, including any photographs and audio/visual materials, may be disclosed to the Board members and to other Foundations, Councils and Institutes within DFAT, and may be made public through national and local media, annual reports or via the DFAT website and other social media. Our privacy policy is available at www.dfat.gov.au/privacy.html and contains information about access to or correction of your personal information, and how you may complain about a breach of your privacy and how we deal with privacy complaints.

Freedom of Information

Applicants should also note the provisions of the [Freedom of Information Act 1982](#) apply to documents in DFAT's possession.

I, certify that:

- The statements in this acquittal 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 not 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 will be returned to the DFAT in a timely manner.
- The financial statements for this project are in agreement with the relevant accounts and records and are in compliance with Australian Accounting Standards to present fairly the financial transactions in relation to the particular funding received from DFAT.
- I understand that information, including personal information, provided in this Report may be used for publicity purposes;
- In giving consent for personal information to be released to overseas entities or on the internet, I acknowledge that if overseas recipients breach the Australian Privacy Principles DFAT will not be accountable under the Privacy Act and that I will not be able to seek redress under the Privacy Act;
- I have read and understand the privacy and freedom of information notice provided in this section above.

Certification *Required

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Response required.

Yes, I have read and agree to the above conditions

Clear the selected value for Certification

Certifying officer *Required

Title

First name Last name

MrMsMxMissMrsDrCrProfA/ProfJudgeJusticeSr

Certifying officer's position

Phone Number *Required

Date of certification *Required

Survey

*** indicates a required field.**

Online acquittal process

The following questions will not play a part in the acquittal process.

Please estimate the time taken to complete this whole acquittal form: *Required

Did you have any difficulties completing this online acquittal form? *Required

Do you have any further comments regarding the online acquittal process which may be useful for future grant rounds? *Required

Thank you for completing the above, so we may continue to improve the administration of DFAT grants.