

Results Reporting and Acquittal Form

Form Preview

Project Information

* indicates a required field

Instructions

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

Some fields will be prepopulated from the original application form. There will be some variations in these prepopulated fields due to transitions to standard fields, maximising new functionality available within Smartygrants and supporting common reporting across DFAT's Foundations, Councils and Institutes.

Project Title

Project brief

40 word description from the application.

Primary objective

What are the expected outcomes of the project?

This field may be blank if the subsequent fields are complete, due to application form transitions.

Expected Project-specific result 1

Expected Project-specific Result 2

Expected Project-specific Result 3

Expected Project-specific Result 4

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

Word count:

Must be no more than 250 words

What was the start date of your project? *

What was the end date of your project? *

In which countries did your project take place?

- | | | | |
|--------------------------------------|------------------------------------|--|--|
| <input type="checkbox"/> Australia | <input type="checkbox"/> Fiji | <input type="checkbox"/> Mexico | <input type="checkbox"/> Solomon Islands |
| <input type="checkbox"/> Argentina | <input type="checkbox"/> France | <input type="checkbox"/> Mongolia | <input type="checkbox"/> South Africa |
| <input type="checkbox"/> Brunei | <input type="checkbox"/> Germany | <input type="checkbox"/> Myanmar | <input type="checkbox"/> Spain |
| <input type="checkbox"/> Brazil | <input type="checkbox"/> Guatemala | <input type="checkbox"/> New Zealand | <input type="checkbox"/> Sri Lanka |
| <input type="checkbox"/> Bolivia | <input type="checkbox"/> Honduras | <input type="checkbox"/> Nicaragua | <input type="checkbox"/> Taiwan |
| <input type="checkbox"/> Cambodia | <input type="checkbox"/> Hong Kong | <input type="checkbox"/> Oman | <input type="checkbox"/> Thailand |
| <input type="checkbox"/> Canada | <input type="checkbox"/> India | <input type="checkbox"/> Panama | <input type="checkbox"/> Tonga |
| <input type="checkbox"/> Chile | <input type="checkbox"/> Indonesia | <input type="checkbox"/> Papua New Guinea | <input type="checkbox"/> Turkey |
| <input type="checkbox"/> China | <input type="checkbox"/> Italy | <input type="checkbox"/> Paraguay | <input type="checkbox"/> United Arab Emirates |
| <input type="checkbox"/> Colombia | <input type="checkbox"/> Japan | <input type="checkbox"/> Peru | <input type="checkbox"/> Uruguay |
| <input type="checkbox"/> Costa Rica | <input type="checkbox"/> Jordan | <input type="checkbox"/> Philippines | <input type="checkbox"/> Vanuatu |
| <input type="checkbox"/> Cuba | <input type="checkbox"/> Kuwait | <input type="checkbox"/> Qatar | <input type="checkbox"/> Venezuela |
| <input type="checkbox"/> East Timor | <input type="checkbox"/> Laos | <input type="checkbox"/> Republic of Korea | <input type="checkbox"/> Vietnam |
| <input type="checkbox"/> Ecuador | <input type="checkbox"/> Lebanon | <input type="checkbox"/> Samoa | <input type="checkbox"/> United Kingdom |
| <input type="checkbox"/> Egypt | <input type="checkbox"/> Macau | <input type="checkbox"/> Saudi Arabia | <input type="checkbox"/> United States of America |
| <input type="checkbox"/> El Salvador | <input type="checkbox"/> Malaysia | <input type="checkbox"/> Singapore | <input type="checkbox"/> Other: <input type="text"/> |

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

Did you apply a gender lens to your work? If yes, what did you do to ensure all genders were catered to adequately? *

Achieving gender equity can involve treating people differently to accommodate gender differences. In this question, we want to know if you have considered those differences in your work.

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For more information on applying a gender lens, visit <http://www.fundingcentre.com.au/help/gender-lens>

This question is read only.

What percentage of this project/program's beneficiaries were women or girls?

% or Unknown

As a gender-wise grantmaker, we want to know if our grantees have considered gender in the design and management of their initiatives. One way of assessing this is to see if grantees have tracked the gender of their beneficiaries. If you don't have enough information to supply actual percentages, please tick 'unknown'.

What method/s did you use to assess what percentage of your project/program's beneficiaries were women or girls? *

Please be as specific as possible. Your answer will help us to understand how you tracked the gender of your beneficiaries, which will help us to become a more gender-wise funder.

What actions could you have taken to measure the gender of your beneficiaries? *

There are no right or wrong answers, but we want to encourage you to think about whether your project/program has met the needs of people of different genders, and how you could pay closer attention to this in the future. For more information on using a gender lens in your work, visit <http://www.fundingcentre.com.au/help/gender-lens>

Why didn't your project/program reach as many women/girls as men/boys? *

Please be thoughtful and honest - your response to this question will help us learn more about how to be a gender-wise funder. If your project/program deliberately excluded females (e.g. targeted only boys/men), please say so here.

What do you think you could do differently to ensure your work reaches women and girls more equitably in the future? *

Your answer to this question may help you to become more gender-wise, and help us to become a more gender-wise grantmaker as well. For more information on using a gender lens in your work, visit <http://www.fundingcentre.com.au/help/gender-lens>

What did you learn along the way? *

Describe some improvement areas and/or reasons for success and/or challenges. How will the things you learnt inform future projects? Must be no more than 200 words.

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What do you consider to be the most significant change (positive or negative) you observed in bilateral (or regional) relations in the past year and the most significant change in your field that you believe resulted from your project? *

Word count:
Must be no more than 200 words

Key Performance Information

* indicates a required field

Attendance at and response to project events

For instance, performances, exhibition days, film screenings, community events, workshops and/or seminars.

Type of event *

Number of events of this type *

Must be a number

Total attendance numbers for event type *

Must be a number

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

Word count:
Must be no more than 100 words

Describe the audience and stakeholder response *

Word count:
Must be no more than 200 words. Please detail any formal/informal feedback from people associated with your project (e.g. presenters, workshop/lecture participants, Australian/Foreign Government officials).

Strengthening the relationship and sustainability of project outcomes

Type of long term formal relationships created or strengthened through this project *

Number of this type of relationship strengthened *

Must be a number

Type of follow up enquiries received *

Number of this type of follow up enquiry received *

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Must be a number

What other measures have been put in place to sustain project outcomes? *

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

Key Performance Information continued (publicity and photographs)

* indicates a required field

Quantity of media coverage and social media interest

Number of website hits *

Must be a number

Number of media articles *

Must be a number.

Number of social media interactions *

Must be a number. Explain your numbers in the text below.

Number of radio broadcasts *

Must be a number

Number of television broadcasts *

Must be a number

Quality of media coverage and social media interest

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

Word count:

Outline the depth of information provided, length and appropriateness of target audiences. Include publicity tools and strategies you used to promote the project and acknowledge grant funding. Must be no more than 200 words.

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

Websites, twitter handles, relevant hash tags etc

Attach a file if applicable (optional)

Attach a file:

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Promotional materials can be attached here or sent directly to the Secretariat.

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.

Do you have photos to attach? *

If no, please explain why photographs are not available.

Attach photo *

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](#)

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[images form](#). This link also provides guideline on ethical photography.

Please indicate whether those photographed have provided permission for the photograph to be published. *

- Yes
- No

Other information

This section should only be completed when there are particular issues that need to be brought to the attention of the Secretariat.

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

Email: [insert relevant email address]

Mail: [FCI] Secretariat, RG Casey Building, John McEwen Cres, Barton, ACT, 0221, Australia.

Project Budget

* indicates a required field

Financial acquittal

Actual total project cost *

\$
Must be a dollar amount

The DFAT grant of *

\$
Must be a dollar amount

inclusive/exclusive of Australian GST *

received on this date *

Must be a date

for the project *

was used for the agreed purpose. Original receipts and other records accounting for the expenditure will be

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retained for at least five years from the date this report is submitted and will be available on request.

Was the grant amount fully expended? *

An amount of *

Must be a dollar amount

inclusive/exclusive of Australian GST *

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

Instructions

List all projected income and expenditure items for the entire project under the headings given. If there are headings not relevant to your proposal, leave the item blank.

Please check the following points:

- 1. IMPORTANT:** In the Budgeted Expenditure Section, all expenditure items which are to be covered by the grant are clearly identified.
- 2.** The total income and total expenditure **must equal**.
- 3.** The Budgeted Income section should include a listing of all contributors to your project including an indication of whether each source of funding is confirmed, conditional or pending approval. Documentary evidence should be supplied for assurances of confirmed and conditional funding support.
- 4. Grants do not fund** fixed or recurrent expenditure of your organisation, such as the cost of salary, which would be incurred irrespective of whether this project proceeds. This includes fees for the use of equipment, facilities and other costs that your own organisation may charge you. Generally, these grants cannot be used to contribute to capital expenditure such as equipment or computer software. For further details please refer to the website under [Eligibility](#).
- 5.** Tips for budgeting travel: calculate and budget for reasonable economy class travel. DFAT prefers modest travel budgets (ie. high expenses for meals, incidentals and accommodation are generally not supported). As DFAT prefers not to partially fund applications, your application could be unsuccessful if travel costs are not considered appropriate.

Notes on GST:

If you are GST-registered, your budget should be **exclusive of GST** and we will pay the grant plus GST. You should provide amounts in Australian dollars (AUD\$).

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If you are not GST-registered, your budget should **include GST** as this is part of the cost of the project. We do not add any amount to the grant to cover this expense as you are not obliged to charge DFAT GST.

Budgeted Income

A. Internal Contribution	AUD \$	Comments (to be completed by Applicant)
	\$	e.g. contribution from your organisation

Other Income can include cash, in-kind contributions and/or grants from Australian Federal Government, State Government, Local Government.

B. Other Income	AUD \$	Comments (to be completed by Applicant)
	\$	

C. DFAT Grant

DFAT Grant Program Funding Requested *
 \$
 Must be a dollar amount

DFAT Grant = DFAT Funded Expenditure Validation

DFAT Grant Validation *

\$

Must be a dollar amount and equal to 0. This number/amount is calculated.

Total Income

A + B + C

Total Project Income

\$

Must be a dollar amount. This number/amount is calculated.

Budgeted Expenditure

Note: General salaries and management fees are not funded by DFAT Grants

D. Wages and Fees	DFAT Funded	Other Source	Comments (to be completed by Applicant)
	\$	\$	

E. Travel Costs	DFAT Funded	Other Source	Comments (to be completed by Applicant)

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Economy airfares total	\$	\$	eg (_ persons x __ ticket
Travel and meals allowance			eg (__ per diem x __ persons x __ days)
Accommodation			eg (__ per diem x __ persons x __ days)
Other transport			Please specify
Other			Please specify

F. Event or Production Costs	DFAT Funded	Other Source	Comments (to be completed by Applicant)
	\$	\$	

G. Communications Costs	DFAT Funded	Other Source	Comments (to be completed by Applicant)
	\$	\$	

H. Other Costs	DFAT Funded	Other Source	Comments (to be completed by Applicant)
	\$	\$	

Unspent DFAT Grant

\$

Must be a dollar amount

Total Expenditure

Total DFAT Funded Expenditure	Total Other Source Expenditure	TOTAL EXPENDITURE
\$	\$	\$
Must be a dollar amount. This number/amount is calculated.	Must be a dollar amount. This number/amount is calculated.	Must be a dollar amount. This number/amount is calculated.

Balance remaining

Unspent grant funds must be returned to DFAT at the end of the funding agreement and/or project.

Income - Expenditure *

\$

Must be a dollar amount. This number/amount is calculated.

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Multiyear Funding

Did your project involve payments over a number of financial years?

DFAT Grants Program Funding

Year 1 *	Year 2 *	Year 3	Total Multiyear funding
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Must be a dollar amount	Must be a dollar amount	Must be a dollar amount	Must be a dollar amount. This number/amount is calculated.
			Validation: Multiyear funding = DFAT Grants Program Funding *
			\$ <input type="text"/>
			Must be a dollar amount and equal to 0. This number/amount is calculated.

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](#). 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.

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- The financial statements provided in this report 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 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 *

Yes, I have read and agree to the above conditions

Certifying officer *

Title

First Name

Last Name

Certifying officer's position

If you received funding as an individual rather than an organisation, write 'Individual grantee'.

Phone Number *

Must be an international phone number

Date of certification *

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: *

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

Do you have any further comments regarding the online acquittal process

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**which may be useful for
future grant rounds? ***

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