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**Final Acquittal Report**

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| **Organisation:** |
| **Project title:** |
| **Grant Amount:** |

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| **ORGANISATION DETAILS** |
| **CONTACT FOR REPORT** |
| **Name:** **Position title:** **Telephone:** **Mobile:** **Email:**  |
| **PROJECT DETAILS** |
| **Project title** |
| **Project start date:****Project end Date:** |
| **Brief project description: (from your original application)** |
| **WHAT did you do?: (The specific activities that took place, where, when and who participated and how many directly benefited)** |
| **WHAT changes were made? (Changes to the original proposal, reasons for them and how they affected the project)** |
| **WHAT were the actual outcomes? (What you achieved with the project, ie. The effects on participants/beneficiaries from their involvement in the project and how you measured this)** |
| **WHAT did you learn? (For example: improvement areas, reasons for success or challenges and applying learning’s to future projects)** |
| **STATEMENT OF EXPENDITURE** |
| **Grant amount received:** | **$** |
| **Item 1** |  |
| **Item 2** |  |
| **Item 3** |  |
| **Total expenditure** | **$** |
| **Balance remaining (if any please explain your plans for the remaining of the funds)** | **$** |
| **Authorised by (name)** |
| **Position** |
| **Signature** |
| **Date** |

Once you have completed all sections of the Form please return by email to enquiries@qcf.org.au