**QCF Funding 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:**  **Social media handles**  **Website:** | |
| **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, who participated and how many beneficiaries were there?)** | |
| **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)** | |
| **What is the difference this grant has made to your organisation? (What would have happened if you didn’t receive this grant?)** | |
| **Please attach examples of your acknowledgement of Queensland Community Foundation for this grant. (This could be social media posts, press releases, newspaper article, inclusion in newsletter, transcript of a speeches, testimonials, photographs, stories of impact from beneficiary)** | |
| **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](mailto:enquiries@qcf.org.au)

Please attach up to five photographs of your project. Examples could be a screen shot of your new website / IT project, photograph of a beneficiary using your organisations new efficiency, a stakeholder or team member holding your new product, project plan, efficiency or something else.

Thank you! Feel free to contact us if we can help you complete this form. We LOVE hearing about the impact of our grants!