



COMMUNITY GRANT PROGRESS / ACQUITTAL REPORT

A final report on your project detailing the project outcomes and expenditure is appreciated within two months of the project completion, or an interim report within 12 months of the first grant payment, if the project is running for more than 12 months.

To assist you prepare your report, we have suggested some points to be covered where applicable. There is no set word limit or requirement. Please include any additional information you would like to draw to our attention. Your report can be provided in either hard or soft copy format.

ORGANISATION DETAILS

ORGANISATION: _____

CEO/ EO/ GM: _____

CONTACT PERSON (NAME & TITLE): _____

ADDRESS: _____

PHONE BH: _____ **PHONE AH/ MOBILE:** _____

GRANT AMOUNT: _____ **EMAIL:** _____

PROJECT START DATE: _____ **PROJECT END DATE:** _____

SUGGESTED REPORT AREAS

- Title of Project
- Project description including objectives
- Challenges / necessary changes in the original plan/model
- Outcomes and achievements
- Areas for improvement
- Action to disseminate outcome/impact
- Financial acquittal statement – a signed statement of expenditure showing the amount received, any other income from different sources, details of expenditure and any balance of the grant unspent

Please email the completed form to secretary@pirsl.com.au or send to the address below.