**CATHOLIC DIOCESE OF BALLARAT**

**ACQUITTAL REPORT**

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| **ORGANISATION DETAILS** |
| **ORGANISATION NAME:** |
| **CONTACT FOR REPORT**  **NAME:**  **TITLE:**  **TELEPHONE:**  **EMAIL:** |

|  |
| --- |
| **PROJECT DETAILS** |
| **PROJECT TITLE:** |
| **PROJECT START DATE: PROJECT END DATE:** |
| **GRANT AMOUNT:** |
| **BRIEF PROJECT DESCRIPTION (from original application)** |
| **WHAT DID YOU DO? (The specific activities that took place, where, when and who participated/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, i.e. 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 learnings to future projects)** |

**STATEMENT OF PROJECT INCOME AND EXPENDITURE**

**Complete the table below for total project income and expenditure.**

|  |  |
| --- | --- |
| **INCOME** | **$** |
| **Grant amount received** |  |
| **Other funding sources and amounts** |  |
| **TOTAL INCOME** |  |
| **EXPENDITURE**  **(Breakdown of individual line items such as salaries, equipment, travel/transport, administration etc.)** | **$** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL EXPENDITURE** |  |
| **BALANCE REMAINING (if any)** |  |

**Please include other key project information you would like to share. We encourage you to provide copies of project evaluation reports (if any), photographs and to share quotes and stories from project beneficiaries. The provision of such information and images will be taken as permission to publish it.**

**Please return this acquittal report and accompanying documentation to**

**Catholic Diocese of Ballarat Foundation**

**PO Box 576**

**Ballarat 3353**

**03 5337 7126 or** [**foundation@ballarat.catholic.org.au**](mailto:foundation@ballarat.catholic.org.au)

**Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name and Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**