**Grant Report   
for:**

* **Final Acquittal Report; or**
* **Progress Report**

A final Acquittal Report on your project detailing the project outcomes and expenditure is expected within two months of the projection completion. If you have received a multiyear grant or your project is running for more than 12 months, a Progress Report detailing the project outcomes and expenditure for that 12 month period is required within 12 months of the first grant payment.

Please ensure a separate financial update is provided which shows:

* total project income (including amount received from The John Villiers Trust and any other income from different sources)
* details of expenditure to date (please use the same expense item descriptions as per your original application)

The accompanying financial acquittal is to be signed and dated by your organisation’s CEO or equivalent, scanned and emailed with the Word version of this Grant Report to: [grants@jvtrust.org.au](mailto:grants@jvtrust.org.au)

If a published document or report, suitable for public dissemination, arises from your grant, we would welcome the opportunity to make it available on our website. Please provide a soft copy via email to [grants@jvtrust.org.au](mailto:grants@jvtrust.org.au)

We would also appreciate receiving electronic copies of photos relating to your project, if appropriate and available, that we could reproduce on our website or in publications relating to our grants to showcase your project. These should be emailed to [grants@jvtrust.org.au](mailto:grants@jvtrust.org.au)

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Organisation** | |  | | | | | |
| **Project Title** | |  | | | | | |
| **Grant $** | |  | **Start Date** |  | | **End Date** |  |
| **Report date** | |  | | | | | |
| **Contact** | |  | | **Position** |  | | |
| **Phone** |  | | | **Email** |  | | |

To assist in preparing your Report, we have suggested some points to be covered where applicable. You can type in the space below each box or use the points on a separate document. Please include any other key project information you would like to share and make sure you have included your signed Statement of Expenditure over the page.

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| **Brief Project Description** (from your original application including aims and objectives) |

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| **What did you do?** (The specific activities that took place, where, when and who participated and how many directly benefited) |

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| **What changes were made?** (Changes to the original proposal, reasons for them and how they affected the project) |

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| **What were the actual outcomes and achievements?** (What you achieved with the project, i.e. the effects on participants/beneficiaries from their involvement in the project and how you measured this) |

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| **What did you learn?** (Areas to improve, reasons for success, challenges encountered and applying learnings to future projects) |

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| **Anything else you would like to say?**  (Please feel free to add any comments you wish to make about this project or your experience generally with The John Villiers Trust) |

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| **Statement of Expenditure (A full itemised account is to accompany this report separately)** | |
| **Grant amount received** | $ |
| **Total expenditure** | $ |
| **Balance remaining (if any, please explain your plans for the remaining funds)** | $ |
| **Authorised by (name)** |  |
| **Position** |  |
| **Signature** |  |
| **Date** |  |