|  |  |
| --- | --- |
|  | Grant Acquittal Report |

*Please complete this report and return to:* [*grants@melbournewomensfund.org*](mailto:grants@melbournewomensfund.org%20)

*Reporting schedule.*

*Please submit a report every six months, by or on each 31 July and 31 January, with your final report due on the July or January date after your grant has been fully expended.*

**Report details**

**Report date:**

**MWF Grant awarded:**

*[please state whether a* ***Nurturing Grant*** *or* ***Signature Grant]***

**Report type:**

*[please state whether this report is an* ***Interim Report*** *or* ***Final report]***

**Section 1 - Organisation information**

**Name of organisation**:

***Contact for report***

**Name**:

**Position title**:

**Business phone**: **Mobile**:

**Email**:

**Section 2 – Activity/Project information**

**Title**:

**Start date**:

**End date**:

**Grant amount**:

**2.1** **Description** *[approx. 150 words]*

**2.2** **Expected outcomes**

*[please refer to expected outcomes from your application’s “Activity Implementation, Evaluation and Budget Plan”]*

**Section 3 - Reporting**

**3.1** **What did you do?**

*[please report on the specific activities that have taken place – where, when and who benefitted]* *Approx. 250 words*

**3.2** **Did you make any changes versus your original proposal? If so, why?** *Approx. 250 words*

**3.3** **To what extent has your Activity/Project achieved its expected outcomes for beneficiaries?** *[please refer to expected outcomes as outlined in your application’s “Activity Implementation, Evaluation and Budget Plan” and add additional outcomes achieved, if applicable]* *Approx. 250 words*

**3.4 If an evaluation of the Activity/Project has been conducted, please attach it.**

**3.5 Participant stories and quotes.** If you have obtained specific written consent to do so from the participant or from their parent/guardian if aged under 18, please provide a 100-word story about how the activity/project is having a positive impact on the life of one of the participants. Names and specific details may be changed to further protect privacy. Provided that appropriate consent has been secured, we will use all, or parts of, the story's content for reporting to members of Melbourne Women’s Fund and for general online marketing communications purposes.

**3.6 Participant photographs.** If you have obtained specific written consent to do so from the participant or from their parent/guardian if aged under 18, please provide photographs of participants for reporting to members of Melbourne Women’s Fund and for general online marketing communications purposes. Where appropriate to protect privacy, photographs that do not directly show the participant’s face are acceptable.

**Section 4 – Statement of Activity/Project Income and Expenditure**

**4.1 Please complete the tables below to reflect the following:**

* Grant amount received from MWF
* What the MWF grant has been spent on
* Any other sources of income received for your Activity/Project

|  |  |  |
| --- | --- | --- |
| **Income ($)** | **Estimated at application ($)** | **Actual income ($)** |
| Grant from MWF |  |  |
| Funding received from other sources *[if applicable to your Activity/Project - please itemise in rows below]* |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** |  |  |

|  |  |  |
| --- | --- | --- |
| **Itemised expenditure of MWF grant only ($)** | **Estimated at application ($)** | **Actual ($)** |
| *Example: room hire* |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** |  |  |

**4.2 Is there a balance of MWF funds remaining?**

YES / NO

*[if YES, please also detail expenditure plans for the remaining funds]*

**Section 5 – Next steps**

**5.1 Has the Activity/Project produced learnings that should or could be shared with your sector?**

YES / NO

*[if YES, please also detail how do you intend to share those learnings?]* *Approx. 150 words*