

**ACQUITTAL FORM**

Please return to:

**Youth Affairs Council of Western Australia**

Email: [grants@yacwa.org.au](mailto:grants@yacwa.org.au)

Post: PO Box 334, Leederville WA 6903

Fax: 08 9328 7446

**SECTION 1**

**APPLICANT DETAILS**

**APPLICATION NUMBER:**

*\*Refer to original Application Number*

**COMMUNITY / ORGANISATION / SERVICE NAME:**

**POSTAL ADDRESS:**

**CONTACT PERSON:**

**PHONE:**

**EMAIL:**

**SECTION 2**

**PROJECT DETAILS**

**PROJECT NAME:**

**AMOUNT REQUESTED:**

**PROJECT START DATE:**

**PROJECT END DATE:**

**SECTION 3**  
PROJECT EVALUATION

**TELL US ABOUT YOUR PROJECT - WHAT DID YOU DO AND WHO WAS INVOLVED?**

*I give permission for information shared in this section to be shared by YACWA for publicity purposes.*

*(300 words max.)*

**WERE THE INITIAL PROJECT OBJECTIVES MET?**

*Please refer to the objectives from your application.*

*(300 words max.)*

**ACHIEVEMENTS:**

WHAT WERE THE BEST OUTCOMES FROM THIS PROJECT?

*(300 words max.)*

**LESSONS:**

WHAT WOULD YOU DO DIFFERENTLY IF YOU COULD RUN THE PROJECT AGAIN?

*(300 words max.)*

**SECTION 4**  
FEEDBACK ON THE  
GRANTS SCHEME

**PLEASE PROVIDE YOUR SUGGESTIONS FOR IMPROVEMENT OF THE GRANTS SCHEME:**

*i.e.: The application or acquittal process, support provided, funding requirements, etc.*

*(300 words max.)*

**SECTION 5**  
FINANCIAL ACQUITTAL

**PLEASE COMPLETE THE PROJECT'S FINANCIAL REPORT SUPPLIED ON THE FOLLOWING PAGE.**

Grant expenditure must correspond to the approved funding activities and their amounts.

**Section A** is the amount spent from the requested grant.

**Section B** is the value amount of additional support relevant to this application.

The project budget can be attached at the end of this form if it does not fit within the supplied template. Please maintain all formatting from the example provided.

Under requirement of the Grants Scheme, any unspent funds must be returned to YACWA. Ensure that you have retained receipts in case of an audit.

*\*In-Kind Support: refers to donations of goods or services that have a value. This may include donated materials, advertising, and/or volunteer staff time. Estimate the dollar value for each item to be included in your budget. For example, donated hall hire at \$200 per session multiplied by 10 sessions equals an in-kind value of \$2,000.*



**SECTION 6**  
**DECLARATION**

I declare the grant of \$ \_\_\_\_\_ provided by YACWA with support from Lotterywest has been spent in accordance with the purpose and conditions for which it was granted and that the financial statement is a true and accurate record of the income and expenditure transactions for this project.

I accept my obligation to return any funds unspent to YACWA upon receiving an invoice with the detailed amount.

**PROJECT KEY ORGANISER**

NAME:

SIGNATURE:

DATE:        /        /

**SENIOR COMMUNITY / ORGANISATION / SERVICE EXECUTIVE**

NAME:

SIGNATURE:

DATE:        /        /

**ACQUITTAL CHECKLIST**

Completed Sections 1 – 6 of Acquittal Form

Taken a copy of your Acquittal Report

Attached a separate Financial Report (if unable to complete provided template)

Submit via email:

[grants@yacwa.org.au](mailto:grants@yacwa.org.au)