



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.

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