



Acquittal Report
Workways Foundation

Organisation / Group Name:
Postal Address:
Contact Person's Name:
Telephone / Mobile:
Email:
Name Of Project / Activity:
Dates of Project / Activity
Total Funding Received :
(Excluding GST)
Date Funding Received

Important Note

- Attach a copy of either an audited report or a financial statement
• Grants from the Workways Foundation must be acquitted before further grants can be received.

1. Has your Group/Organisation completed the funded project/activity?

Yes [] No []

If yes, please state the dates when the project/activity was conducted?

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If no, please complete this form as best you can - it will be regarded as a progress report. Please indicate when the project/activity will be completed and return this Acquittal Form immediately to Workways - Funding Administration who will then contact your organisation to discuss the proposed changes to the timeline..

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2. Please provide an overview of the project or activity including details of the activities conducted and highlights of your project.

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3. Each project/activity funded as part of the Benevolent Grants Program is expected to meet some or all of the following Program Objectives:

- support the development of a strong and informed community, which values social diversity;
• support community-building activities, which increase the quality of life of disadvantaged individuals and groups and which increase their capacity for self-reliance;

7. What changes would you make to improve the success of the project or activity if you were to do it again?

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8. Do you have any suggestions how the Workways Foundation Program could be improved?

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9. Do you have any further comments?

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If you have any further questions concerning the acquittal process, please contact, Workways Funding Administration on 03 5153 9300.
Please return this acquittal to:

**Workways
Workways Foundation
280 Main Street,
PO Box 331
Bairnsdale VIC 3875**