



Acquittal Form – Anzac Day Trust

The Anzac Day Trust is established under the '[Anzac Day Act 1960](#)'

The Office of Defence West in the Department of Jobs, Tourism, Science and Innovation, uses this acquittal form to evaluate project progress, outcomes and the grant funding expenditure associated with the specific project deliverables and planned expenditure as detailed in your organisations original grant application for Anzac Day Trust financial support.

Section One – General Information

Organisation name:	
Address:	
Project name:	
Date grant approved:	
Date grant received:	

Grant amount received:

Amount spent to date:	
Remaining funds:	

Is the project complete?	
Y – Project completion date:	
N – Expected completion date:	

Section Two – Declaration

I declare that the **Anzac Day Trust** grant has been used solely for the purpose for which the grant was approved and in accordance with the conditions for which it was granted, and that the financial statements are a true and fair record of the transactions for this project.

I agree that all documentation pertaining to the project, including copies of receipts and audited financial statements, will be retained and be made available to the Department of Jobs, Tourism, Science and Innovation or their auditors on request.

Legally Authorised Representative

Full name:		
Appointment:		
Organisation:		
Date:		

Signature

Section Three – Grant Expenditure

Please detail, to date, how much of your grant has been spent, and on what, in relation to your planned project deliverables.

Item / Project Deliverable	Amount spent	Evidence	
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No
Total expenditure (excluding GST)			

Project Coordinator	
Name:	
Appointment:	
Phone number:	
Email:	

Section Four – General Comments

Provide general comments about your project's progression or success, and the associated expenditure.

--

Section Five – Refunds

As detailed in paragraph 6 of the '[Anzac Day Trust Grant – Terms and Conditions](#)': "Any part of the grant funds that are not used in accordance with [the approved purpose] will be repaid to the Department unless prior written approval of the Department is obtained."

Refunds to the Trust are also required if successful Federal funding has been obtained for the same project.

Total refunded to the Trust:	
Date refunded:	

Refund Comments:

Please provide details and evidence for the refund (e.g. underspend, Federal funding grant, change to project etc.)

Section Six – Supportive Evidence

Please list the evidence to support your projects progress/completion (e.g. photos, receipts, invoice, bank statements etc.)

When submitting this form back to the Department, the following evidence will be attached to the email:

Once complete, please email this form and all supporting evidence to: veteransoffice@jtsi.wa.gov.au