Victorian Women's Trust
Victorian Women's Benevolent Trust

Grantee Final Report

ORGANISATION DETAILS

Organisation name:

Address:

Address Line 1

Address Line 2

City | State | Postcode

Website:

Social media:

Instagram | Facebook

TikTok | LinkedIn

YouTube | Other

YOUR DETAILS

Your name:

Your role:

Email Address:

☐ Yes, add me to the VWT mailing list

Wurundjeri Country
137a Queens Parade
Clifton Hill, VIC 3068

(03) 9642 0422
women@vwt.org.au
vwt.org.au

We acknowledge the Wurundjeri Woi Wurrung People of the Kulin Nations as the Traditional Owners of the land on which we work.

PROJECT DETAILS

Project name:

Project aims and objectives:
What specifically were you aiming to achieve with this project?

Project aims and objectives:
Did you need to modify your aims? If so, what changed and why?

Project activities/outputs:
What activities did you carry out to achieve your objectives? How did you do this?

PROJECT DETAILS

Evaluation:
How was the project evaluated? What were the main observations and conclusions?

Project follow up plans:
What's next for this project?

Project reflection:
Did the project experience any blockers or issues? Is there anything you would do differently?

FINANCIAL ACQUITTAL: STATEMENT OF INCOME AND EXPENDITURE

Date from: _____ Date to: _____

Date funding received: _____

Please use DD/MM/YYYY format

Fund/Sub-Fund granted from: Please select all that apply

- ☐ Alma and Albert Tivendale Sub-Fund
- ☐ Con Irwin Sub-Fund
- ☐ Christine Friday and Kathleen Pooley Sub-Fund
- ☐ Deborah Ganderton and John Henry Sub-Fund
- ☐ Essie Burbridge Sub-Fund
- ☐ Fay Marles Equal Opportunity Sub-Fund
- ☐ Fleur Spitzer Sub-Fund
- ☐ Humanitas Sub-Fund
- ☐ Jan Webster and Sue Peterson Sub-Fund
- ☐ Jean McCaughey Social Justice Sub-Fund
- ☐ Joan Hudson Sub-Fund
- ☐ Lesley Vick Sub-Fund
- ☐ Loula Rodopoulos Sub-Fund
- ☐ Nancye and John Cain Sub-Fund
- ☐ Prue Myer Sub-Fund
- ☐ Ruth Owens and Kevin Lynch Sub-Fund
- ☐ Supriya Singh Sub-Fund
- ☐ Union of Australian Women (Victoria) Sub-Fund
- ☐ VWBT General Grants

FINANCIAL ACQUITTAL: STATEMENT OF INCOME AND EXPENDITURE

INCOME

VWBT Grant Amount ($):

EXPENDITURE

Please fill out the details of the different expenditures of your project.
e.g Staff, Contractors, Travel, Venue & Catering, Materials, Administration.

Item	Total $ Amount	Notes

Total Expenditure ($):

BALANCE

Calculate the remaining balance by taking the VWBT Grant Amount minus total expenditure.

Remaining Balance ($):

Balance Date (DD/MM/YYYY):

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ADDITIONAL DETAILS

Testimonials:
Please submit testimonials about your project from participants. Testimonials are very helpful for storytelling about your project to donors and other stakeholders. These can also be provided as email attachments when returning this signed report.

High-quality photos:
Please provide high quality photos that we may use in our communications **as email attachments when returning this signed report**. Ideally, these photos should reflect the project's beneficiaries.

Who should each photo be attributed to? (e.g. photographer's name, and names of anyone in the photo, if relevant). Please ensure you have everyone's consent for their photo to be shared.

ADDITIONAL DETAILS

Promotional materials:
Please provide relevant promotional and publicity materials that you would like the Victorian Women's Trust to promote **as email attachments when returning this signed report**.

What have these materials been used for and what is the general context in which they were created?

Is there anything else you would like to tell us?

SIGNATURE

I hereby certify that all the information provided in this form is true, accurate, and complete to the best of my knowledge.

I certify that money received under the grant have been expended for the purposes of the grant.
All cash receipts generated by grant monies have been brought to account.

Name:

Role:

Signature:

Date:

QUESTIONS?

If you have any questions regarding this form or your project acquittal in general, please don't hesitate to contact our grants team.

Email: **grants@vwt.org.au**

Phone: **03 9642 0422**