



Australian Government



Australia - Thailand Institute

สถาบันออสเตรเลีย - ไทย

2548 Established 2005

Australia-Thailand Institute project completion form

Reminder: It is a condition of ATI funding that recipients provide a report within 30 days of completion of the activity for which the funding was provided. This will be used to enable an informed assessment of the appropriateness and effectiveness of the expenditure of ATI funds.

1.1 NAME

Your name or name of contact person:				
Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Other (please specify)	
Given names:				
Family name:				
Date of birth:				
Name of your organisation/group (if applicable):				
				▶ Go to 1.2

1.2 CONTACT DETAILS

Street address:							
Suburb/Town:		State:		Postcode:			
Postal address:	(if the same as your street address, write 'as above')						
Suburb/Town:		State:		Postcode:			
Contact Numbers:	Work:	()	Home:	()	Fax:	()	Mobile:
	Email:			Website address:			
Contact Number for Media Inquiries:							
							▶ Go to 1.3

1.3 SUMMARY INFORMATION (MANDATORY)

What was the name of your project?	
What amount of money did you receive? (AUD)\$	
Did this amount include GST?	
What was the start date for this activity?	
What was the end date for this activity?	
Briefly describe your activity.	
Where did the activity take	

place?

▶ Go to 1.4

1.4 PROJECT INFORMATION (MANDATORY)

(maximum two pages)

What were the principal aims and/or objectives of your project?

Were these objectives achieved? How?

Would you consider the project was a success? Why?

What, if any, publicity was used to promote the project?

Who was involved in the project and what were their qualifications and/or experience?

Additional Comments

1.5 PROJECT BUDGET (MANDATORY)

Budget Template (maximum two pages)

Please note:

- List all income and expenditure items under the headings given (some of the items below may not be relevant to your activity).
- Indicate all **expenditure items** covered by this grant with an asterisk (*).
- Please ensure that the project totals of your income and expenditure are exactly equal.
- Please provide copies of receipts where possible to acquit expenditure.

Income	
Earned income	AUD\$
Subtotal	\$

Expenditure	
Salaries and fees	AUD\$
Key personnel (please itemise)	
Marketing and publicity personnel	
Administrative and management personnel	
Agent's fee/commission	
Other	
Subtotal	\$

Grants	
Australian Federal Government (please itemise)	
Australian State Government (please itemise)	
Australian Local Government (please itemise)	
Other Governments (please itemise)	
Subtotal	\$

Travel Costs	
Airfares	
Other fares	
Accommodation	
Car Hire	
Taxis	
Meals	
Travel allowances	
Other	
Subtotal	\$

Own contribution	
In Kind	
Other	
Subtotal	\$

Overhead/administrative costs	
Venue Hire	
Hospitality	
Postage	
Telephone and fax	
Stationery and printing	
Other	
Subtotal	\$

Sponsorship/donations	
In Kind	
Other	
Subtotal	\$

Marketing/promotion costs	
Advertising	
Printed material	
Programs	
Merchandise	
Other	
Subtotal	\$

Production Costs	
Publications	
Electronic media, DVDs etc	
Websites	
Education Kits	
Subtotal	\$

Awards, Scholarships, Fellowships	
Subtotal	\$

Other	
Subtotal	\$

ATI Funding	\$
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Contingency	\$
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TOTAL INCOME	\$
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TOTAL EXPENDITURE	\$
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1.6 CERTIFICATION (MANDATORY)

Privacy and Freedom of Information

The information you provide in your funding acquittal is used when finalising your grant payment and reporting the outcomes to the Government. Summary information provided by all applicants will be stored centrally and will be available to Commonwealth officers and the government on a need-to-know basis. The information you have provided, excluding personal information, may be distributed to the FCI, Commonwealth and State or Territory governments, organisations which are responsible for grants programs, and may be made public through national and local media or via the DFAT or FCI websites. DFAT may also publish this information, excluding personal information, in its Annual Report and on the DFAT web site. DFAT will only use and/or disclose personal information in accordance with the Privacy Act 1988. Applicants should also note the provisions of the Freedom of Information Act 1982 apply to documents in DFAT's possession.

I, the undersigned, certify that:

- The statements in this application are true to the best of my knowledge.
- The relevant project records, financial and accounting records have been prepared and retained in accordance with the provisions of the Funding Agreement.
- Funds provided to me have only been expended in accordance with the approved budget as detailed in the Funding Agreement and any funds not expended in accordance with the Funding Agreement have been returned to Australia-Thailand Institute
- I consent to information provided in this application being stored on a central database to which other Commonwealth, State or Territory government agencies may have access.
- I consent to information provided in this application, other than personal information, being used for training and testing purposes by DFAT staff.

Signature: _____ **Date:** / /

Name in full: _____

Position in organisation/group: _____