

Sport and Recreation Program Declaration and Acquittal Form

This form can be used for projects funded by the Department of Tourism and Sport.

Active Women and Girls – Category 2

Section A: Project details

1. Project reference number

(this is the number the department has allocated to the project located on your approval letter).

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2. Organisation Name

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3. What is the total funding being acquitted (GST exclusive)? (If less than the approved amount a refund may be requested by the department).

\$					
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Section A: Declaration

We certify that our organisation has recorded and retained original invoices and receipts and expended the funding received from the Queensland Government in accordance with the terms and conditions of our Funding Agreement with the Queensland Government. We acknowledge that financial records relating to this funding must be kept for a minimum of seven (7) years. We also acknowledge that the Queensland Government may audit the organisation to verify the accuracy of the information contained in this acquittal.

The information provided in this form and the online acquittal submission is true and correct.

We are signing for, and on behalf of, the organisation submitting the online acquittal information.

Duly Authorised Officer 1

Duly Authorised Officer 2

Name:

Name:

Title:

Title:

Signature:

Signature:

Date:

Date:



**Queensland
Government**

Acquittal table

**Please list all expenditure below*

Project Component:	Cost:	
	GST Exclusive	GST Inclusive
<i>Example 1: Conduct a basketball and fitness programs in local council parks and reserves to support inactive women in South-East Queensland</i>	\$25,000	\$27,500
Total Funding Acquitted:		
Total Funding:	\$25,000	
Less total eligible expenditure:		
*Estimated unspent funds:		

**Unspent funds can be used to purchase additional resources in line with the original projects' description, receipts will be required to support this expenditure.*

Activate! Queensland 2019 – 2029

Active Women and Girls Case Study

Organisation Name

Enter Organisation name here

Project Description

Provide a brief description of your project

Project Background

The following pages are prompts for you to consider in providing information about your project. Not all prompts may apply and you may want to provide additional information.

- *How did you get people active?*
- *How did they get social/non-competitive activities happening?*
- *Did they use social media or other strategies to promote?*
- *Were there any constraints/limitations?*
- *How did they increase their membership in a large way (20+%)?*
- *Do you have any photos to provide to the department for communications purposes. Please include digital photos with your case study and completed consent forms.*

***When providing your case study, please also attach photos of your project and where images of individuals have been included, a photo consent forms must also be provided.*

Enter relevant information here

Insert picture details (with consent)

Budget Implications

Total Project Cost \$	
Total Approved Funding \$	

Ongoing activities/sustainability

- *Have further activities happened since the program/project started?*
- *Is the program still running sustainably?*
- *Have other partners/stakeholders continued their support?*
- *Have participants joined other organisations as a result of participating in this program/project?*

Enter relevant information here

Outcomes

- *For the club/organisation.*
- *For the activity/sport.*
- *For the broader community.*
- *For the particular target group.*

Enter relevant information here

Testimonials

- *Testimonials from club/organisation rep (can be written or audio)*
- *From other project partners.*
- *From participants.*

Enter relevant information here

Key Learnings

- *What would you do differently?*
- *What worked well?*
- *What didn't work well?*
- *What recommendations would you make if you had to undertake this type of project again?*

Enter relevant information here

Contact Officer:

Name	
Position	
Phone	
Email	

Consent is provided to use this image for promotional purposes: _____

Signature

Thank you for participating in providing this case study. This may be chosen to promote female sport through Facebook posts, media releases for new programs opening etc.

This in turn could inspire one or many young woman/women or girl/s to start on a lifelong journey of health and wellbeing!