



Royal Australian Armoured Corps Association (NSW) Inc.

## Colonel John Haynes Trust



Patron RAACA NSW: Major General Dave Chalmers AO, CSC  
RAACA (NSW), Victoria Barracks Building 41, Locked Bag 7005, Liverpool NSW 1871  
Enquiries to Bill Cross (Treasurer): Mob 0417 065 105 or Email: enquiries@haynestrust.org

### GRANT ACQUITTAL FORM

#### SECTION 1 – GRANT RECIPIENT DETAILS

Mr  Miss  Ms  Mrs  Other  \_\_\_\_\_

<b>Surname:</b>	<b>Given Names:</b>
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#### SECTION 2 – REPORTING DETAILS

Please tick the relevant report category:

<input type="checkbox"/> <b>PROGRESS REPORT</b>	Where a course/activity exceeds a 12 month period (e.g. 3 year university/vocational course), applicants will be required to provide a progress report every 12 months.
<input type="checkbox"/> <b>EARLY TERMINATION</b>	Where an applicant does not continue/complete the course/activity, expenses are to be accounted for and the residual refunds refunded to the Treasurer of the Colonel John Haynes Trust within 4 weeks of notification
<input type="checkbox"/> <b>FINAL REPORT</b>	Report provided to RAACA (NSW) within 4 weeks of the conclusion of the course/activity

**Note: *Non-submission will affect any future applications.***

<b>A</b>	<b>Total amount granted:</b>	
<b>B</b>	<b>Total or part thereof reported in this acquittal:</b>	
<b>C</b>	<b>Total residual funds to be returned (if applicable):</b>	



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### SECTION 3 – COURSE/ACTIVITY SUMMARY

Please provide a short summary of the course activity:

### SECTION 4 – EXPENSE REPORT

1. Total of receipts **MUST** not exceed the total amount granted;
2. All expenses **MUST** excl. GST;
3. HECS-HELP fees/debts cannot be included as an expense for reimbursement;
4. The grant acquittal **MUST** be accompanied with evidence of expenditure (eg. receipts, bank transfers to the applicant/educational institution etc.); and
5. In extenuating circumstances, statutory declarations may be admissible.

Date	Expense Receipt from:	For:	Amount excl. GST
<b>Total expenses (excl. GST)*</b>			

\*Total expense (excl. GST) should reflect the figure stated in Section 2(B).



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### SECTION 5 – CHECKLIST PRIOR TO SUBMITTING TO RAACA (NSW)

- Completed Grant Acquittal
- Evidence of expenditure (e.g. receipts, bank transfers etc.) including bank statements/transfers **to the beneficiary or directly to a third party providing the course/activity.**
- Personal statement of thanks to RAACA (NSW) from the Applicant
  - a) What impact has the grant had on your life and what opportunities has it provided?
  - b) What are the educational and person benefits you have gained by completing this course/activity?

### SECTION 6 – DECLARATION

#### APPLICANT

I declare:

1. that the information given in this acquittal form is true and correct to the best of my knowledge and belief;
  2. that the funds have been spent in full solely for the purpose for which it was granted
- OR
3. that the funds have been spent in part for the purpose for which it was granted and the remainder of the funds have been refunded to RAACA (NSW)

<b>Print Name</b>	<b>Signature</b>	<b>Date</b>

Please ensure that you send COPIES ONLY of supporting documentation and to retain a copy for your records. **All acquittals and supporting documents are to be forwarded to:**

**Email:** [enquiries@haynestrust.org](mailto:enquiries@haynestrust.org)

**Website:** Applications may be submitted via the Colonel John Haynes website: [haynestrust.org](http://haynestrust.org).

**Mail:** RAACA (NSW)  
Building 41, Victoria Barracks  
Locked Bag 7005  
LIVERPOOL NSW 1871