



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](mailto:enquiries@haynestrust.org)

### GRANT ACQUITTAL (WELFARE) FORM

#### SECTION 1 – GRANT BENEFICIARY DETAILS

Mr ☐ Miss ☐ Ms ☐ Mrs ☐ Other ☐

Surname:	Given Names:
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#### SECTION 2 – REPORTING DETAILS

Please tick the relevant report category:

<input type="checkbox"/> <b>PROGRESS REPORT</b>	Where the use of allocated funds exceeds a 12 month period, applicants will be required to provide a progress report every 12 months.
<input type="checkbox"/> <b>FINAL REPORT</b>	Report provided within 4 weeks of the expenditure of all allocated funds

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

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



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### SECTION 3 – COURSE/ACTIVITY SUMMARY

Please provide a short summary of the purpose for which the funds were used:

### SECTION 4 – EXPENSE REPORT

1. Total of receipts **MUST** not exceed the total amount granted;
2. All expenses **MUST** include 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 DD-MM-YYYY	Expense Receipt from:	For:	Amount including GST
Total expenses (including GST)*			

\*Total expense (including 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 the Trust from the Applicant

### 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 Trust

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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:**  
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Locked Bag 7005  
LIVERPOOL NSW 1871