



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 _____

Surname:	Given Names:

SECTION 2 – REPORTING DETAILS

Please tick the relevant report category:

<input type="checkbox"/> PROGRESS REPORT	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"/> EARLY TERMINATION	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"/> FINAL REPORT	Report provided to RAACA (NSW) within 4 weeks of the conclusion of the course/activity

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 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
Total expenses (excl. GST)*			

*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)

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

Website: Applications may be submitted via the Colonel John Haynes website: haynestrust.org.

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