

# COALAR Results Reporting and Acquittal 2019-2020

Form Preview

## Project Information

\* indicates a required field

**All questions must be answered. If the question does not apply to your project, please indicate why.**

**Project Title**

**Project brief**

40 word description from the application.

**With reference to the expected results detailed in your application, what have been the outcomes of your project? \***

Word count:

Must be no more than 500 words

**What was the start date of your project? \***

**What was the end date of your project? \***

**Please indicate the countries that were a focus of your project activities. \***

- Argentina - priority country  Australia  Brazil - priority country  Bolivia  Costa Rica  Cuba  Chile - priority country  Colombia - priority country  Ecuador  El Salvador  Guatemala  Honduras  Mexico - priority country  Nicaragua  Panama  Paraguay  Peru - priority country  Uruguay

**Were there any substantial changes to the project as described in your application? If so, did you seek approval from the Secretariat? \***

**What did you learn along the way? \***

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**What do you consider to be the most significant change (positive or negative) you observed in bilateral (or regional) relations in the past year and the most significant change in your field that you believe resulted from your project? \***

## Key Performance Information

\* indicates a required field

### Attendance at and response to project events

For instance, performances, exhibition days, film screenings, community events, workshops and/or seminars.

Type of event \*

Number of events of this type \*

Must be a number

Total attendance numbers for event type \*

Must be a number

**Describe audience make-up of your project (e.g. VIPs and/or general demographics) \***

**Describe the audience and stakeholder response \***

### Strengthening the relationship and sustainability of project outcomes

Type of long term formal relationships created or strengthened through this project \*

Number of this type of relationship strengthened \*

Must be a number

Type of follow up enquiries received \*

Number of this type of follow up enquiry received \*

Must be a number

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**What other measures have been put in place to sustain project outcomes? \***

**Detail any future activities expected to arise as a result of this project. \***

Research projects

**What will be the research dissemination strategy for your activity and how will your results/findings be shared widely for translation into practice/practical outcomes?**

Tell us how the research activity will contribute to new relationships, new products, practices or ideas that will benefit the Australia Latin American relationship.

## Key Performance Information continued (publicity and photographs)

\* indicates a required field

Quantity of media coverage and social media interest

**Number of website hits \***

Must be a number

**Number of media articles \***

Must be a number.

**Number of social media interactions \***

Must be a number. Explain your numbers in the text below.

**Number of radio broadcasts \***

Must be a number

**Number of television broadcasts \***

Must be a number

Quality of media coverage and social media interest

**Describe the quality of media coverage and social media interest generated by your project. \***

**Word count:**

Outline the depth of information provided, length and appropriateness of target audiences. Include publicity tools and strategies you used to promote the project and acknowledge grant funding. Must be no more than 200 words.

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**Social media and website addresses relevant to your project, including host organisations or locations. \***

Websites, twitter handles, relevant hash tags etc

**Attach a file if applicable**

Attach a file:

Promotional materials can be attached here or sent directly to the Secretariat.

Summary of project for COALAR webpage / social media

**Please provide an engaging 2-3 paragraph summary of your project and the key outcomes for broad dissemination. \***

Photographs

Photos of your project are greatly appreciated. Photos may be used to promote your project on the website or through the Department of Foreign Affairs and Trade. They may also be used reporting to the Board and in the Annual Report.

**Attach photo if applicable**

Attach a file:

**Short description, including names, location and dates as appropriate.**

**Photographer credit**

The *Privacy Act 1988* governs the way 'personal information' is collected, used and disclosed in Australia and overseas. Images of individuals are considered to be 'personal information' if the person's identity is clear, or can reasonably be ascertained from the image. This information can only be published if the individual has given consent or would have been aware that the information may be disclosed publicly.

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Written consent of individuals appearing in a photograph *will* be necessary to publish that photograph in the following circumstances:

- where the image is not taken in a 'public place', that is, in situations where persons would have a reasonable expectation of privacy, especially where the identity of the person can be established
- where children have been photographed, *and* they are not in a public place, *and* their identity can be established, parental consent will be required.

Where written consent is required, the subject of the photograph, or a parent/guardian in the case of minors, should be asked to sign a [consent for the use of images form](#). This link also provides guideline on ethical photography.

**Please indicate whether those photographed have provided permission for the photograph to be published.**

- Yes  
 No

**Is there any other information you would like to provide?**

Where necessary, additional information such as photos, publicity and media clips can be emailed or mailed directly :

Email: [Latin.desk@dfat.gov.au](mailto:Latin.desk@dfat.gov.au)

Mail: COALAR Secretariat, RG Casey Building, John McEwen Cres, Barton, ACT, 0221, Australia.

## Project Budget

\* indicates a required field

### Financial acquittal

**Actual total project cost**  
\*

Must be a dollar amount

**The DFAT grant of \***

Must be a dollar amount

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**inclusive/exclusive of Australian GST \***

**received on this date \***

Must be a date

**for the project \***

was used for the agreed purpose. Original receipts and other records accounting for the expenditure will be retained for at least five years from the date this report is submitted and will be available on request.

**Was the grant amount fully expended? \***

**An amount of \***

Must be a dollar amount

**inclusive/exclusive of Australian GST \***

remains unspent and in accordance with the terms and conditions of the funding agreement will be repaid to DFAT.

## Certification

\* indicates a required field

### Privacy notice about the collection, use and disclosure of personal information

The personal information you provide in your Acquittal Report is used by the FCI Secretariat within the Department of Foreign Affairs and Trade (DFAT) to finalise your grant payment and report outcomes to the Government in accordance with the [Commonwealth Grants Rules and Guidelines](#). Without this information we are unable to finalise your grant payment. The personal information you have provided, including any photographs and audio/visual materials, may be disclosed to the Board members and to other Foundations, Councils and Institutes within DFAT, and may be made public through national and local media, annual reports or via the DFAT website and other social media. Our privacy policy is available at [www.dfat.gov.au/privacy.html](http://www.dfat.gov.au/privacy.html) and contains information about access to or correction of your personal information, and how you may complain about a breach of your privacy and how we deal with privacy complaints.

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## Form Preview

### Freedom of Information

Applicants should also note the provisions of the [Freedom of Information Act 1982](#) apply to documents in DFAT's possession.

#### I, certify that:

- The statements in this acquittal 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 not 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 will be returned to the DFAT in a timely manner.
- The financial statements for this project are in agreement with the relevant accounts and records and are in compliance with Australian Accounting Standards to present fairly the financial transactions in relation to the particular funding received from DFAT.
- I understand that information, including personal information, provided in this Report may be used for publicity purposes;
- In giving consent for personal information to be released to overseas entities or on the internet, I acknowledge that if overseas recipients breach the Australian Privacy Principles DFAT will not be accountable under the Privacy Act and that I will not be able to seek redress under the Privacy Act;
- I have read and understand the privacy and freedom of information notice provided in this section above.

#### Certification \*

Yes, I have read and agree to the above conditions

#### Certifying officer \*

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Certifying officer's position

If you received funding as an individual rather than an organisation, write 'Individual grantee'.

#### Phone Number \*

Must be an international phone number

#### Date of certification \*

## Survey

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### Online acquittal process

The following questions will not play a part in the acquittal process.

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**Please estimate the time taken to complete this whole acquittal form: \***

**Did you have any difficulties completing this online acquittal form? \***

**Do you have any further comments regarding the online acquittal process which may be useful for future grant rounds? \***

Thank you for completing the above, so we may continue to improve the administration of DFAT grants.