

VCA Foundation Engagement Grant 2024 Acquittal Form Preview

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Purpose

VCA Foundation Engagement Grants will support activities and projects that develop the professional capabilities of academic staff and the engagement priorities of the Victorian College of the Arts.

VCA Foundation Engagement Grants offer a means for academic staff to foster connections with their discipline to the wider community, to industry and international networks. Funded projects should enable VCA staff to engage with, exchange knowledge and/or collaborate with organisations and individuals beyond the academy to create public, social and cultural value.

VCA Foundation Engagement Grants align with the broader University engagement priorities set out in [Advancing Melbourne](#).

Criteria

Grants were awarded to proposals that successfully demonstrated:

- Aims and objectives aligned with engagement objectives
- How the impact of the project will be measured.
- Ability to complete project successfully (eg. Track record, collaborators, partner support)
- Appropriately costed budget and timeline.
- Specific outputs arising from project (eg. Reports, workshops, publications etc).

Questions

If you have any questions regarding the acquittal form, please email fineartsmusic-scholarships@unimelb.edu.au in the first instance.

Instructions for Grantees

This form is designed to help us understand the challenges, triumphs and insights you experienced and gained while running your funded project/program. Please be frank – while we absolutely want to know about and celebrate your successes, it's just important to us that we understand what did not work so well. This will help us to learn what we and others could do differently next time.

You must complete and submit this form no later than the date stipulated in your funding agreement.

The completion of this form should be overseen by someone with an intimate knowledge of the funded project/program.

Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*.

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Project Report

Project Title

Please provide a short summary of the work that was completed as part of this project / program / initiative

Describe the who, what, where, when and why of your initiative

Timing

Is your project / program / initiative complete?

- ☐ Yes
☐ No

If your initiative is still in progress, pick

Start Date

Must be a date.

Finish Date

Must be a date.

When do you anticipate that your project / program / initiative will be completed?

Must be a date.

Leave blank if this is an ongoing initiative or if finish date is unknown

Financial Report

Project Income Expenditure

Please provide details of any project income (funds received) and project expenditure (funds spent) to date.

Please email fineartsmusic-scholarships@unimelb.edu.au and request a project transaction report. This will be emailed as an Excel spreadsheet. Please check the expenses on the report to make sure they correlate to your expected project expenses.

Please upload your transaction report

Attach a file:

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Have you experienced any issues with your intended project budget to date? If so, please explain reasons for any major variances or for providing incomplete information:

Certification and Feedback

*** indicates a required field**

Certification

I certify that to the best of my knowledge the statements made within this acquittal form are true and correct.

I agree

☐ Yes

☐ No

Name of authorised grant recipient *

Title

First Name

Last Name

Must be the primary grant recipient

Position *

Position held in applicant organisation

Contact Phone Number *

We may contact you to verify that this application is authorised by the applicant organisation

Contact Email *

Must be an email address.

Must be your work email address.

Date *

Must be a date