



ASES support grant for NSW Specialist Homelessness Services (SHS) – Acquittal Form

INSTRUCTIONS

This acquittal documentation must be provided to Homelessness NSW within 20 months of receipt of the grant monies.

As part of the application process you were asked to provide an outline of intended use of the grant money as well as estimated costs. As part of the acquittal process we require information about the actual use of the grant money and actual costs. Noting that the grant money can only be spent on eligible grant activities.

Please also note that this funding does not need to be declared though the DCJ annual financial acquittal process.

Once complete, please scan and email to asesupport@homelessnessnsw.org.au

SECTION A: GRANT DETAILS

Grant name:	<i>ASES support grant</i>
Organisation name:	

SECTION B: ACQUITTAL OF GRANT MONEY

Eligible items	Tick	Quantity/hours	Actual cost
ASES external assessor costs (including travel)			
Consultants to assist with self-assessment and/or implementation of new policies and procedures to meet ASES requirements			
Engagement of additional staff/hours to complete ASES activities			
Staff travel required to complete ASES activities			
Implementing new policies and procedures (e.g. printing of materials, staff training)			
Other costs associated with ASES assessment <i>please describe...</i>			
Total			

SECTION C: DECLARATION

Two (2) authorised officers for the organisation must complete the details below.

We certify that our organisation has recorded and retained original invoices and receipts and expended the funding received from the Industry Partnership in accordance with the terms and conditions of the ASES support grant, and NSW Department of Communities and Justice annual accountability processes. The information provided in this acquittal form is true and correct. We are signing for, and on behalf of, the organisation.

Name:	Signature:
Name:	Signature:
Date:	

Once complete, please scan and email to asesupport@homelessnessnsw.org.au