

GRANT ACQUITTAL REPORT - CHEQUES

This report is to be completed and signed by you and your client as soon as possible after the cheque is presented to your client. Please scan and send by email to: **secretary@queensfund.org.au**

If you need to send it by post, please send it to: The Secretary
The Queen's Fund
GPO Box 2412
Melbourne VIC 3001

1. Organisation			
2. Name of Client			
3. Date grant received		4. Amount	
5. Payee of cheque given by you to Client after receipt of our cheque (should be third party payee, not "cash" or client. If not third party payee, please state why)			
6. Signature of Client confirming cheque received			
7. Declaration	<p>On behalf of the Organisation, I confirm that the full grant has been/will be expended as stated in the original grant application</p> <p>Name _____</p> <p>Position _____</p> <p>Signature _____</p> <p>Date _____</p>		

As the Queen's Fund provides financial assistance to single Victorian women and their children who are in distress, crisis or emergency situations, please be aware that from 19 September 2016 any unrepresented cheques will be cancelled within three (3) months of the date of issue. This allows us to redistribute any unused funds to other women in need.

The Queen's Fund relies on grants and donations from philanthropic trusts and foundations and individuals. Our supporters require us to demonstrate how their funding has made a difference.

To assist us with this reporting, we would be grateful if you could complete the brief survey available at: <https://goo.gl/forms/I5jlKYqiyXAoOk253> (re-type link in your browser).

Contact us : secretary@queensfund.org.au