

**Orange Music Foundation Limited**

**ACQUITTAL REPORT**

The Acquittal Report is a written account of how funds received through a grant administered by Orange Music Foundation Limited as Trustee have been spent.

This report will assist us to assess the value of the grant and / or ways in which such value could be improved.

Please ensure you:

- Answer all relevant questions on this Acquittal Form – where relevant include any good news stories as well as any unexpected outcomes
- Complete the budget information on the form provided and include copies of receipts of purchases
- Enclose copies of any photos, promotional material and / or media releases
- Sign the Declaration section on the back page
- Return the Acquittal Report within 3 months of the project’s completion to:

**Funding Applications Officer**  
**The Orange Music Foundation Limited**  
**P.O. Box 1302**  
**ORANGE NSW 2800**

Future funding assistance will not be provided if previous grants are not acquitted. If you are having difficulties meeting the acquittal deadline, please contact Funding Applications Officer.

**NAME OF APPLICANT**

.....

**DETAILS OF PROJECT FOR WHICH FUNDING HAS BEEN RECEIVED**

Project title .....

From which Trust did you receive a grant? \$ .....

What date did your project commence? .....

What date was your project completed? .....

If not completed, when do you expect your project to be completed? .....

1. What best describes the direct outcome(s) of your project (tick more than one, if applicable)

- Staff development
- Student skills development
- Audience building
- Community outreach
- Other ..... (please specify)

2. Were the visiting musicians/educators employed for this project the same as you indicated in your application? If not why?

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3. Were the musicians engaged in the project the same as you indicated in your application? If not why?

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4. How many core (ie.instrumental or vocal) students benefitted from the project?

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5. How many outside students (ie. not core instrumental or vocal) benefitted from the project?

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6. Did the age range of the students correspond with the age range as indicated in your application? If not why?

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7. If your project culminated in a public event, please answer the following questions.

a) How many core students who were not performers attended the event?

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b) How many non-core students who were not performers attended the event?

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c) What sheet music was required for this project and did its use comply with the current copyright guidelines?

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**DECLARATION**

We the undersigned certify, to the best of our knowledge, that all the information in this report is correct.

This project actuals budget has been examined and approved by the Board, and we have the delegated authority to sign this report.

Name: .....  
(President of Board or principal representative of applicant.)

Signature: ..... Date: .....

Name: .....  
(Treasurer of Board.)

Signature: ..... Date: .....

This acquittal reports should be sent to:  
**Funding Applications Officer**  
**Orange Music Foundation Limited**  
**P.O. Box 1302**  
**ORANGE NSW 2800**