

WA Seniors Week Community Grants Program

Acquittal Form

Section 1 - General information

1.1 Grant details

Name of event/activity:	Click here to enter text.
Name of organisation/group:	Click here to enter text.
Grant amount (ex GST):	Click here to enter text.

1.2 Applicant's details

Legal name of organisation:	Click here to enter text.		
Trading name:	Click here to enter text.		
Postal address:	Click here to enter text.		
Suburb:	Click here to enter text.	Postcode:	Click here to enter text.

1.3 Contact person

Name:	Click here to enter text.
Position:	Click here to enter text.
Telephone:	Click here to enter text.
Email:	Click here to enter text.

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Section 2 – Declaration

I declare that the WA Seniors Week Community Grants Program grant of \$ **Click here to enter text. (ex GST)**, provided by Advocare in partnership with the Department of Communities and Lotterywest, has been spent in accordance with the purpose and conditions for which it was granted and that the financial statements are a true and fair record of the transactions for this project.

Legally authorised officer name:	Click here to enter text.
Legally authorised officer position:	Click here to enter text.
Legally authorised officer telephone:	Click here to enter text.
Legally authorised officer email:	Click here to enter text.
Legally authorised officer signature:	

Section 3 – Project evaluation

Information in this section will provide valuable insight into how your program helped to raise awareness about ageism. If you require more space than provided, please use attachments.

3.1 How did the project meet at least one of the following aims of Seniors Week?

- ☐ To recognise and thank seniors for their contribution to the community.
- ☐ To promote intergenerational activities linking seniors to the community.
- ☐ To facilitate artistic, cultural and celebratory expression within the community.
- ☐ To engage seniors in a variety of activities and initiatives that encourage active ageing.

Click here to enter text.

3.2 What steps were taken to identify and include seniors in the project who may be socially isolated, from Aboriginal or culturally and linguistically diverse (CaLD) backgrounds, or LGBTQIA+ communities?

Click here to enter text.

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3.3 Please provide information about how your project addressed the Good Practice Requirements¹ to maximise the positive impact of the grant.

Principles include Respecting Aboriginal Peoples, Equity, diversity and inclusion, Environmental Sustainability, Healthy lifestyles, Sun Smart, Smoke-free, Child safe.

[Click here to enter text.](#)

3.4 Please outline any changes between the project description and how the project was implemented (e.g. how older people or other organisations were involved, location changes)². Did this influence the project outcomes?

[Click here to enter text.](#)

3.5 Estimate how many members of the community benefited from the project.

[Click here to enter text.](#)

3.6 How many volunteers were involved in planning and delivering the project?

[Click here to enter text.](#)

3.7 What feedback was received from the community regarding the project?

Did the community believe the project successfully recognised and provided opportunity for seniors to be engaged in meaningful activities?

Were there any significant changes experienced within the community?

What was the impact of the event?

[Click here to enter text.](#)

¹

² Changes to the project should have been discussed and agreed to by Advocare before implementing.

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3.8 Please detail any challenges experienced during the project implementation.

[Click here to enter text.](#)

3.9 Please list below and attach any promotional material for the project, showing acknowledgements to the Department of Communities and Lotterywest

[Click here to enter text.](#)

3.10 Please provide your feedback on any aspect of the grants program.

[Click here to enter text.](#)

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Section 4 – Financial reporting

Do not include GST in your costings. Budget figures should reflect your application

INCOME (excl GST)	BUDGET (excl GST)	ACTUALS (excl GST)
WA Seniors Week Community Grants Program		
Other Grants		
Non-monetary donation <i>(please estimate the dollar value of the in-kind support e.g. volunteer time, donated goods, free venue use)</i>		
TOTAL INCOME	\$	\$

EXPENDITURE (excl GST) <i>Eg. Advertising, facilitator fees, equipment, venue hire, catering</i>	BUDGET (excl GST)	ACTUALS (excl GST)
TOTAL EXPENDITURE	\$	\$
BALANCE	\$	\$

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4.1 Unspent grant funds

Any unused grant funds are to be returned to Advocare. Please email at seniorspeak@advocare.org.au or call (08) 9479 7566 to arrange payment.

4.2 Submitting this report

Completed and signed acquittal reports should be emailed, with **all receipts** and any attachments, to seniorspeak@advocare.org.au by **Friday 11 December 2026**