

# Grant acquittal

Provide this grant acquittal regarding your ministry/project to the Committee for Cross-Cultural Ministry and to your District Office. The acquittal is due each year by 31 January. Email to [crosscultural@lca.org.au](mailto:crosscultural@lca.org.au)

## Ministry/project details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of ministry/project |  | | | | |
| 12-month reporting period | From |  | | To |  |
| Name of congregation |  | | | | |
| Contact name |  | | Signature | |  |
| Contact telephone number |  | |
| Contact Email Address |  | | | | |
| Name of pastor |  | | Signature | |  |

## Grant acquittal for 12-month period

An acquittal demonstrates that grant funds have been spent according to the agreement and demonstrates that timelines, activities and outcomes have been achieved. Additional documents may be submitted—e.g. photos, PowerPoints—to demonstrate the impact of the project. The acquittal is related to the original application documentation.

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| --- | --- | --- | --- | --- |
| Section 1: Executive summary | | | | |
| Include achievements and changes to local situation that may impact on the ministry/project. Include any learnings and recommendation to the Committee for Cross-Cultural Ministry. | | | | |
|  | | | | |
| Section 2: Planned and actual achievements (reporting on planning and objectives) | | | | |
| For each project goal described in your application, provide details of   * the original goal * actual achievement * reason for variation (if applicable) | | | | |
|  | | | | |
| Section 3: Impact | | | | |
| By implementing the activities and pursuing your objectives, please summarise the impact your ministry/project has had in your community. | | | | |
|  | | | | |
| Section 4: Joys / Successes / Blessings | | | | |
| Events and stories that make you rejoice | | | | |
|  | | | | |
| Section 5: Challenges / Difficulties / Barriers | | | | |
| Give details of your struggles and how you dealt with them | | | | |
|  | | | | |
| Section 6: Discoveries that might help others | | | | |
| What have you learned? | | | | |
|  | | | | |
| Section 7: Financial report | | | | |
| Income & Expenditure Statement for previous year, including reserves | | | | |
| Budget for the coming year | | | | |
| Progress towards financial self-sufficiency measured against your goals (in your application) | | | | |
|  | | | | |
| Section 8: Statistical information | | | | |
| For example, annual membership, average worship attendance, child & adult baptisms, weddings, since the commencement of the ministry/project or for five years | | | | |
|  | | | | |
| Section 9: Sustainability | | | | |
| Can the ministry established with this grant be sustained? Why? Why not? | | | | |
|  | | | | |
| Information release | | | | |
|  | I give permission for the details of the ministry/project to be shared (e.g. via *The Lutheran*, LCA website, with sponsoring churches or donors). | | | |
| Name/signature of report author | |  | Date |  |

Thank you for taking the time to undertake this grant acquittal process. It is important that the Committee for Cross-Cultural Ministry, acting under delegated authority from the Council for Local Mission, understands the impact of the funding that it is providing and can share in the great work that congregations and agencies of the Church are undertaking.

Please take time to share this information with the members of the congregation/community so they can rejoice in your achievements.