



Youth Engagement Grants Program

National Youth Week Grants

Major Grant Evaluation and Financial Acquittal Form

Name of applicant/organisation:			
Postal address:			
Name of person organising the activity:			
Position title:			
Name of activity:			
Location of activity:			
Date/s of activity:			
Telephone:		Fax:	
Email:			

1.	Please provide a brief overview or description of the activity. Please attach additional pages if necessary.

2. Were young people actively consulted and/or involved in the planning and implementation of this activity? If so, how many and how?

3. How many young people participated in the activity?

4. Were any specific groups targeted for your activity/event eg specific age group, specific cultural background, specific interest?

5. Describe the feedback from the young people on their satisfaction with the activity or about NYW in general.

6. Do you think that community awareness of young people and youth issues has been increased through National Youth Week activities? If so, how?

7. Please provide feedback on the NYW promotional material.

8. How did you acknowledge the Northern Territory Government's sponsorship? What promotional material was produced and where was it distributed?

9. Additional Comments?

10. Please detail what you spent the Youth Engagement Grant on. Please highlight any variations between the approved budget and your acquittal.	
ITEM	AMOUNT
Wages/fees (up to 25% of the total grant)	
Catering	
Hire of venue	
Hire of equipment (please specify)	
Consumables (please specify)	
Travel	
Airfares	
Accommodation	
Other (please specify)	
Advertising/Promotion	
Pamphlets	
Other (please specify)	
Other (please specify)	
TOTAL EXPENDITURE	\$

TO BE COMPLETED BY ALL RECIPIENTS

SIGNED by: _____ (print name) _____ (sign name)
 (the Recipient or the parent/guardian if the Recipient is under 18 years of age) this _____ day of _____ 20____
 in the presence of:

 Witness (sign name)

Please send completed evaluations to:

Post:	Hand delivery:
Youth Engagement Grants Project Officer Department of Children and Families PO Box 40596 CASUARINA NT 0811	Youth Engagement Grants Project Officer Department of Children and Families Level 1, Darwin Central Office Suites 21 Knuckey Street DARWIN NT 0800
Fax: (08) 8941 5291	Email: oya@nt.gov.au

PRIVACY NOTICE

The Office of Youth Affairs is collecting the information on this form to evaluate your activity and the Youth Engagement Grants Program. Some of the information and any supporting documentation (including photographs), you provide may be used for promotional and reporting purposes.

The personal information you provide is able to be accessed and corrected if necessary by you or your nominated representative by application or request to the office. If you have any queries, please telephone the office on 08 8999 3862, email oya@nt.gov.au or by post to PO Box 40596, CASUARINA, NT 0811.