

SEEF Acquittal Form

Please note, if you have not included your SEEF Reference ID Number, your acquittal will not be processed. Your SEEF Reference ID is listed on your initial SEEF offer letter or any emails your received from seef@anu.edu.au

Application Form

What is your SEEF reference ID?

Your SEEF reference ID will have been provided in any emails your received from seef@anu.edu.au.

Example of a SEEF reference ID is SEEF2017-012

Acquittal Form

Write a project summary measuring the project's final achievements against the proposed outcomes provided in your original funding application. (200 word minimum - 400 word maximum).

This report will be made publicly available on the SEEF website.

If you have any photos from your event/project, please upload them here.

This Acquittal Report was prepared by:

Please provide your name and University ID number

Please provide a list of each of the project's expenditures

Please provide a list of all income from the project.

Documentation

Please upload all documentation of the project's expenditures.

Only legible scanned tax invoices or statutory declaration forms (in the absence of a Tax Invoice) should be submitted. Visit <http://parsi.anu.edu.au/seef/resources-seef> for further details on what a tax invoice looks like and to download a blank statutory declaration form.

Only ONE file can be attached using the above link. If necessary to submit more document you must compress all of your receipts into a Zip folder and then upload the Zip folder.

For more information on compressing documents into a Zip folder see <https://support.microsoft.com/en-au/help/14200/windows-compress-uncompress-zip-files>

If you have any difficulties with attaching receipts please contact seef@anu.edu.au

Has the SEEF grant been fully utilised for your project? [Required]

- Select only one choice.

Yes

No

If the initial SEEF grant payment has not been fully used, please provide the amount of funds to be returned.

Total approved SEEF funds

Please list the Bank Account Details for the remainder of your SEEF Grant to be transferred if your Acquittal is deemed satisfactory.

Name of Bank / Credit Union / Building Society

Account Holder Name

BSB Number

Account Number

Who will be responsible for managing the expenditure and acquittal of funds?
- Please include name, email address (ANU only) and phone number

Legal Declaration

[] I agree to comply with all the terms and conditions set out in the SEEF Grant Guidelines and I declare that all funds granted by SEEF have been expended for purposes outlined in my SEEF application.

Thanks for being part of SEEF.