



Instructions

- The Recipient acknowledges that all Queensland Government programs are subject to audit. All records related to any applications made by a Recipient must be kept for a period of seven years after lodging the application and provided to the Queensland Government on request. Records must also be kept in a way that is able to be readily produced if required.
- You must provide evidence of how the grant funding was expended - this is called acquittal. You must acquit grant funding by the agreed expiry date stated in your letter of offer.
- Upon completion of the training grant, a final acquittal form is required to be submitted as per the guidelines.

References in this form to:

- Recipient** means the entity/organisation on behalf of which this application is being submitted and who has entered into a Grant Agreement with Us, as described in the guidelines.
- Us or We** means Maritime Safety Queensland, for the State of Queensland, through the Department of Transport and Main Roads.

Recipient details

It is mandatory for the recipient to complete this part in full.

Date of submission (dd/mm/yyyy) Grant Reference Number

Recipient's registered company name

Applicant's ABN

Street address

	Postcode

Postal address for payments and notices

	Postcode

Total grant amount (excluding GST)

Contact person in the recipient's organisation:

Name (please print)

Telephone number

Mobile number

Email address

Trainee details

It is mandatory for the recipient to complete this part in full.

Current contact details of the employee trained under the Grant Agreement:

Name (please print)

Telephone number

Mobile number

Email address

Will the trainee continue to be employed by the recipient?

Yes ☐ No ☐

Training details

Description of training undertaken under the Grant Agreement

Date training was completed Details of qualification obtained

Attachments

- ☐ Course Statement of Attainment where available
- ☐ Qualification issued to employee

Terms and Conditions

Grants under the Maritime Training Grant Program will only be able to be expended in accordance with the terms of the Grant Agreement that the recipient has entered into with us.

Privacy statement: We collect a recipient's personal information for the purposes of:

- assessing the recipient's application
- managing the BQMJ Initiative Grant Programs
- researching and reporting on grant programs.

We (including our employees) may use and disclose the personal information provided in an application to third parties for these purposes, including:

- Queensland government departments and agencies
- Commonwealth government departments and agencies
- other state or territory government departments and agencies
- non-government organisations.

We, or the responsible Minister, may publish grant recipient information on government websites or in media releases while publicising the outcomes of the Maritime Training Grant Program or the broader Backing Queensland Maritime Jobs Grants Program of which it forms part. Published information may include business name, grant amount, suburb/postcode, and outcome details.

We will only use a Recipient's personal information for these purposes. We will handle a Recipient's personal information in accordance with the *Information Privacy Act 2009*. We will not otherwise use or disclose the information unless authorised or required by law. Recipients (including potential applicants) may view the Queensland Government's privacy guide at www.qld.gov.au/legal/privacy

Declaration

I certify that the above grant: (please tick appropriate boxes)

- ☐ has been spent in full solely for the purpose for which it was provided

or

- ☐ has been spent in part for the purpose for which it was provided and the remainder of the funds have been remitted to Maritime Safety Queensland.

I also certify that:

- ☐ the training has been completed
- ☐ all terms of the Grant Agreement have been complied with
- ☐ final invoices and receipts relating to the expenditure of the grant are attached to this acquittal form are a true record for the period indicated
- ☐ the records relating to this Grant Agreement will be retained for a period of no less than seven years from the date both parties executed the agreement.

Details of person submitting this form on behalf of the Recipient

Name

Telephone number

Mobile number

Email address