



Please refer to the **Veterans' Health Week (VHW) Funding Acquittal Guidelines** for assistance in completing the acquittal process. A copy of the guidelines is located on the DVA VHW webpage [www.dva.gov.au/vhw](http://www.dva.gov.au/vhw)

Please ensure you keep a copy of all acquittal documentation submitted to the Department of Veterans' Affairs (DVA). Acquittal documentation must be received by DVA within 14 days of your event.

If you are submitting receipts for your acquittal, you need to complete Parts A, B and C of the acquittal form. The authorised representative signing Part C, is also required to provide Proof of Identity, if they are a different person to the individual who signed the VHW Funding Agreement.

If you are submitting a Statutory Declaration in lieu of receipts, you need to complete Parts A and B only of the acquittal form.

For prompt attention and to ensure you meet the 14 day timeframe, please submit your acquittal documentation to the national VHW email address below. If you have any questions regarding the acquittal process, please call the number below and ask to speak to the VHW National Administrator or the VHW National Coordinator.

**General enquiries:** Ph: 1800 555 254 Email: [vhw@dva.gov.au](mailto:vhw@dva.gov.au)

**Address ALL mail to:**

VHW National Administrator  
Department of Veterans' Affairs  
GPO Box 9998  
Brisbane QLD 4001

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**Privacy notice**

Your personal information is protected by law, including the *Privacy Act 1988*. Your personal information may be collected by the Department of Veterans' Affairs (DVA) for the delivery of government programs for war veterans, members of the Australian Defence Force, members of the Australian Federal Police and their dependants.

[Read more: How DVA manages personal information.](#)

**PART A Organisation Details**

1. Organisation name

2. Phone  [ ] Mobile

3. Email

**PART B VHW Event Details (all items must be completed)**

4. In which State/Territory was your event held?

5. Data Reference Number (DRN)  
(Refer to DVA correspondence)

6. Name of event

7. Location of event  POSTCODE

8. Date(s)


9. Number of participants that attended your event

10. DVA funding provided \$

11. DVA funding spent  
(How much of the DVA funding did you use?) \$

**PART C Certification**

**Part C needs to be completed by organisations who are submitting receipts to finalise their acquittal. If your organisation is not submitting receipts, please complete the Statutory Declaration form located on the DVA VHW webpage [www.dva.gov.au/vhw](http://www.dva.gov.au/vhw)**  
**The following certification must be completed by an authorised representative of the organisation. The person should be authorised by the organisation to acquit funding received by the organisation and they must submit Proof of Identity.**  
**I certify that the allocated Commonwealth funding has been spent solely on the above VHW event, as specified in the Application for VHW Funding, and I submit receipts to DVA to confirm the expenditure that relates to the VHW DVA funding.**

12. Signature of authorised representative  Date


13. Name of authorised representative

14. Role/position

15. Phone number  [ ] Mobile

16. Email

**Witnessed by:**

17. Signature of witness  Date

18. Name of witness

19. Role/position

20. Phone number  [ ] Mobile

21. Email