

Community Assistance Program Environment and Sustainability Scheme Acquittal Report



Privacy Notice: Council deals with your personal information in accordance with law including the *Information Privacy Act 2009*. Program funding details will be published by Council and summarised in Council's annual report.

This form is to be completed when reporting expenditure of Environment and Sustainability Scheme funds received under Council's Community Assistance Program. Please refer to the Community Grants and Sponsorship factsheet for further information.

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Applicant Details	
Organisation name:	ABN:
Contact name:	
Postal address:	
Preferred contact number:	Email:
Declaration	
<p>I certify that the information given in this form is true and correct and that all conditions of the grant/funding agreement have been complied with.</p> <p><i>(Note: This form must be signed by two executive officers of the incorporated body accepting legal and financial responsibility for the project.)</i></p>	
Name:	Name:
Position in organisation:	Position in organisation:
Signature:	Signature:
Date:	Date:
Supporting Documentation	
<p>Copies of the following must be supplied:</p> <p><input type="checkbox"/> Receipts for expenditure;</p> <p><input type="checkbox"/> Evidence of Council acknowledgement (eg media articles, publications, brochures or other documentation); and</p> <p><input type="checkbox"/> Evidence of project delivery outcomes (eg project reports/documentation, diary entries, photo monitoring before/during/after works, event photos, feedback or number of participants in engagement activities etc).</p>	
Project Details	
Project name:	
Project description: <i>Please provide a brief description of the project and the key objectives.</i>	
Project location: <i>Please confirm that the project was conducted within the Rockhampton Local Government Area including a street address or lot and plan for activities.</i>	

Outcomes

Strategic alignment:

Please confirm how the initiative aligned with Council's Environmental Sustainability Strategy and helped to either:

- *Protect, maintain and enhance the Rockhampton Region's natural environment; or*
- *Strengthen our community's capacity to live sustainably.*

Outcomes achieved:

Please provide a brief description of the following:

- *What were the project outcomes?*
- *How were the outcomes measured?*
- *How were the project objectives met?*
- *How has the project benefitted the community and the environment?*
- *Are there any relevant reports, photographs or other images which can be provided to support the outcomes achieved?*

Outcomes continued

Organisational capacity:

Please briefly outline:

- *What challenges did the project present?*
- *How did your organisation overcome these challenges?*
- *Are there any 'lessons learned' from this project which could be shared with others?*
- *Is there any positive or constructive feedback which could be shared?*
- *Are there any outstanding issues or concerns?*

Sustaining the outcomes:

What plans are in place to maintain and support the outcomes now the project has been completed? How will you ensure the project delivers long-term benefit to the community and the environment?

Value for money

Please complete the budget template on the next page.

Note: Applications will only be considered where the applicant organisation is meeting at least 50% of the cost of the project.

Project Budget *(Must include details of all costs relevant to the project)*

Actual project income (funding sources)		Actual project expenditure (costs)			
Source	\$ value	Expense	\$ value		
Cash contribution from applicant		Planning/design, permits/approvals/licenses, equipment purchase/hire, materials/goods/services, contractors, marketing and other <i>(please list and provide a cost breakdown)</i>			
In-kind contribution from applicant <i>(please list)</i>					
Cash contribution/sponsorship from other sources <i>(please list)</i>					
In-kind contribution from other sources <i>(please list)</i>					
Cash contribution requested from RRC					
In-kind support requested from RRC <i>(please list)</i>					
Total cash income:	\$			Total cash expenditure:	\$
Unexpended funds returned to Council: \$					