

Community Development Grants Acquittal Report

Community Assistance Program



Privacy Notice: Council deals with 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 by funding recipients reporting expenditure of Community Development Grants.

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Applicant Details

Organisation name:

Contact name:

Postal address:

Preferred contact number:

Email:

Project description/event title:

Project/Event Outcome

Describe how the project/event objectives were met and outcomes measured, including any feedback from participants/users:

Is there anything that could have been done differently?

Participation

If an Event – please detail the number of participants in the event, including any out-of-town visitors (*where possible include breakdowns of age ranges and target groups identified in your application*):

If a Project – please detail the anticipated number of users and how they will benefit from the project:

Actual Project/Event Revenue and Expenditure

Income Please list all project/event related amounts:	\$ value	Expenditure Please list all project/event related costs:	\$ value
Council sponsorship:			
Other – please detail:			
Total Income:	\$	Total Expenditure:	\$

How will any unspent funds be used?

Supporting Documentation

Copies of the following must be supplied:

- Receipts for expenditure;
- Evidence of Council acknowledgement (for example, print media coverage, publications, articles, speech notes, brochures etc); and
- Photo/s of completed project/event (maximum of three).

Declaration

I submit this form with the relevant supporting documentation as required. I declare that the details are true and correct and that all conditions of the funding agreement have been complied with.

Name: _____ Signature: _____

Position in organisation: _____ Date: _____