

Community Assistance Program

Community Grants 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 by applicants reporting expenditure of Community Grants Scheme funds received.

P: 07 4932 9000 | E: enquiries@rrc.qld.gov.au | W: www.rrc.qld.gov.au | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

Applicant Details

Organisation name:

Contact name:

Postal address:

Preferred contact number:

Email:

Project title:

Declaration

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.

(Note: This form must be signed by two executive officers of the incorporated body accepting legal and financial responsibility for the project.)

Name:

Name:

Position in organisation:

Position in organisation:

Signature:

Signature:

Date:

Date:

Supporting Documentation

Copies of the following must be supplied:

- Receipts for expenditure
- Evidence of Council acknowledgement (eg media articles, speech notes, brochures etc)
- Audited statement of project expenditure (if funded amount is \$20,000 and above)
- Photo/s of completed project

Outcomes

Please provide a brief description of the project and how it met the objectives outlined in the application:

Please detail the number of people who have benefitted from the project, including any out of town visitors *(where possible include some breakdown of age ranges)*:

Community Feedback

Please include any written or verbal feedback and quotes from participants:

Project Budget

| Income | \$ | Expenditure | \$ |
|------------------------------|-----------|------------------------------|-----------|
| Council sponsorship | | Permits/approvals/licenses | |
| Other <i>(please detail)</i> | | Materials | |
| | | Contractors | |
| | | Publicity/promotion | |
| | | Other <i>(please detail)</i> | |
| Total Income | \$ | Total Expenditure | \$ |

Unexpended funds returned to Council: \$