

Carols by Candlelight Charity Recipient Acquittal Report



Privacy Notice: Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed by recipients who received funds generated by the Rockhampton Carols by Candlelight to provide an evaluation report detailing the use of funds received. This report must be submitted to Council within three months of receiving the donation.

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Applicant Details

Name of charity:

Contact name:

First

Middle

Last

Charitable registration number:

Address:

Street number and name

City

State

Postcode

Postal address (if different):

Preferred contact number:

Email:

Outcomes

Please provide a brief description on what the funds received from the Rockhampton Carols by Candlelight were used for:

Please detail how this project/s assisted your target group, as per your application:

Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

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

Declaration

I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my ability and that all conditions of the grant/funding agreement have been complied with.

Name:

Signature:

Date: