

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.

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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); and
- 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: \$