

# Community Assistance Program Minor Sponsorship 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 Minor Sponsorship Scheme funds received.

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## Applicant Details

Organisation name:

Contact name:

Postal address:

Preferred contact number:

Email:

Event 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 event expenditure (if funded amount is \$20,000 and above); and
- Photo/s of completed event.

## Event Details

Please provide a brief description of the event and its objectives:

Outcome of the event *(describe how objectives were met and outcomes measured, including any feedback from participants):*

## Participation

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)*:

## Event Budget

Income	\$	Expenditure	\$
Council sponsorship		Entertainment expenses	
Other <i>(please detail)</i>		Travel/accommodation	
		Venue hire	
		Prizes/awards	
		Food/beverage	
		Permits/approvals/licenses	
		Publicity/promotion	
		Equipment hire	
		Additional wages <i>(other than staff already employed)</i>	
		Other <i>(please specify)</i>	
<b>Total Income</b>	<b>\$</b>	<b>Total Expenditure</b>	<b>\$</b>

**Unexpended funds returned to Council: \$**