

Community Assistance Program Community Organisation Support 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 Organisation Support 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 project expenditure (if funded amount is \$20,000 and above); and
- Photo/s of completed project.

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 some 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>	
Total Income	\$	Total Expenditure	\$

Unexpended funds returned to Council: \$