

Australia Day Community Events Grants Acquittal Form



Privacy Notice: Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*. Program funding details will be published by Council.

This form is to be completed by applicants reporting expenditure of Australia Day Community Events Grants Scheme funds received.

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Project Organisation

Organisation name:

Contact name:

Preferred contact number:

Email:

Postal address:

Project Title:

Amount received:

Project Details

Project Summary *(briefly describe major achievements and any challenges or difficulties):*

Project Achievements

Did your project achieve the community benefits outlined in your original application? *(please give examples)*

How many people participated in your project:

Budget *(please note this template is a guide only, organisations can attach their own statement of income and expenditure)*

Income

Income Source	Description <i>(note if item is an in-kind contribution e.g. volunteer hours, use of resources)</i>	Amount \$
Total Income		

Expenditure

Item	Description <i>(note if item is an in-kind contribution e.g. volunteer hours, use of resources)</i>	Amount expended through this grant	Amount expended from your organisation / other sources
Total Expenditure			
Total Project Expenditure <i>Grant amount + other funding</i>			

Unspent Funds:

Payment Details

Did you reach your targets for measuring success as outlined in your original application? Yes No

Measure <i>(e.g. attendance, satisfaction of participants)</i>	Target	Actual	If target not reached, please explain reasons

How did you acknowledge Council's support to the project? *(Attach any supporting material)*

Supporting Documentation

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

- Copies of tax invoices / receipts providing evidence of grant expenditure;
- Copies of any advertising, newsletters and media relating to the funded project; and
- Photo/s of completed event project (maximum of 3).

Declaration

I certify that the above project summary and supporting attachments provide a true and fair record of the undertaking and outcomes of the project. I consent to the release of project information in this application for promotional and evaluation purposes relevant to the Rockhampton Regional Council. I have ensured that all individuals participating in photos have provided consent.

Name:

Position in organisation:

Signature:

Date: