

Local Community Event Sponsorship Acquittal Report

Community Assistance Program



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 and summarised in Council's annual report.

This form is to be completed by funding recipients reporting expenditure of Local Community Event Sponsorships.

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Applicant Details	
Organisation name:	
Contact name:	
Postal address:	
Preferred contact number:	Email:
Event title:	
Event Outcome	
Describe how the event objectives were met and outcomes measured, including any feedback from participants:	
Is there anything that could have been done differently? <i>(For example, catering, cost, venue, advertising, etc.)</i>	
Participation	
Please detail the number of participants in the event <i>(where possible include breakdowns of age ranges and target groups identified in your application):</i>	

Actual Event Revenue and Expenditure

Income		Expenditure	
Please list all event related amounts:	\$ value	Please list all event related costs:	\$ value
Council sponsorship:			
Other – please detail:			
Total Income:	\$	Total Expenditure:	\$

How will any unspent funds be used?

Supporting Documentation

Copies of the following must be supplied:

- ☐ Receipts for expenditure;
- ☐ Evidence of Council acknowledgement (for example, print media coverage, publications, articles, speech notes, brochures etc); and
- ☐ Photo/s of completed event (maximum of three).

Declaration

I submit this form with the relevant supporting documentation as required. I declare that the details are true and correct and that all conditions of the funding agreement have been complied with.

Name:

Signature:

Position in organisation:

Date: