

# Regional 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 Regional 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:

Were event budget costs calculated correctly? If not, please explain why:

Is there anything that could have been done differently? *(For example, catering, cost, venue, advertising, etc.)*

### Participation

Please detail the number of participants in the event, including any out of town visitors *(where possible include breakdowns of age ranges, postcodes and target groups identified in your application):*

## Actual Event Revenue and Expenditure

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

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: \_\_\_\_\_