


Grant Acquittal Form

1. TYPE OF GRANT

- Small \$500 - \$3,000 
- Community \$3,001 - \$10,000
- Major \$10,001 - \$20,000

2. CATEGORY OF GRANT RECEIVED

- | | |
|--|---|
| <input type="checkbox"/> Community Development | <input type="checkbox"/> Sport & Recreation |
| <input type="checkbox"/> Community Events | <input type="checkbox"/> Environment |
| <input type="checkbox"/> Culture & Heritage | <input type="checkbox"/> Economic Development |

Funding Round & Year Grant was issued: Round _____ Year: 20 _____

Grant Purpose: (Briefly describe the purpose for which you received your grant)

Amount of Grant Funding Received: \$ _____

3 APPLICANT DETAILS

Grant Recipient:

Postal Address:

Contact Person's Name:

Telephone: (Business Hours)

Email:

4. GRANT RECIPIENT'S DECLARATION

I certify to the best of my knowledge and information the details provided in this acquittal and associated documentation are true and correct.

Name:

Signature:

Date (DD/MM/YY):

OFFICE USE ONLY

Further action required?

No

Yes specify: _____

Officer:

Signature:

Date (DD/MM/YY):

5. PROJECT OUTCOME REPORT

Project Start Date:	Project Completion Date:	Total Project Cost: \$
How many people benefited / participated in the project:		Number of Volunteers:

Briefly describe the project, its achievements for the community and any issues encountered.

Please include clear, high resolution digital images of your project.

6. COUNCIL ACKNOWLEDGEMENT

Detail how Council's support for this project was acknowledged. Please attach any materials developed as part of your project e.g. media coverage or publicity, flyers etc. Please attach a photo of permanent signage for infrastructure projects.

Acknowledgement of Council and Senex is required for Small Grants - please provide details.

7. PROJECT INCOME & EXPENDITURE STATEMENT – GST inclusive

Budget Details	Total Cost of Each Component	Your Contribution	Other/ Sponsor Contribution	Council's Contribution
List the total cost of each component • Please provide copies of receipts. • Volunteer hours are costed at \$41.00 per hour				
	\$	\$	\$	\$
	\$	\$	\$	\$
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	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$

If you are able to provide a more detailed budget report, please attach to this acquittal.

Did you fully expend your grant? Please note that any unexpended funds of \$100 or more must be returned to Council.	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount refunded to Council: \$
To be signed by your organisation's Treasurer (or appropriately delegated office bearer) or independent auditor. I certify that the above Statement of Income and Expenditure Statement provides a true and fair record of this project.	
Name:	Position:
Signature:	Date (DD/MM/YY):
Checklist: Have you included <input type="checkbox"/> Copies of receipts <input type="checkbox"/> Detailed Profit & Loss Statement (if required) <input type="checkbox"/> Copies of marketing and promotional materials <input type="checkbox"/> Clear, high resolution digital images of your project	