



# Shire of Boyup Brook

## Community Grant Acquittal For Financial Year 2024/2025

The Shire of Boyup Brook Donations Policy requires recipients of grants to submit a completed Acquittal Report within 60 days of project completion. The purpose of the Acquittal Report is to confirm that the funding has been used for the purpose intended as outlined in your original application.

Organisations may not be considered for further funding if the acquittal conditions have not been met.

It is recommended that you refer to your copy of your application submitted to assist you in completing this form. Please complete all details in full and attach copies of receipts relating to the expenditure of your grant.

Completed and signed reports can be returned by email [shire@boyupbrook.wa.gov.au](mailto:shire@boyupbrook.wa.gov.au) or mailed to:

Chief Executive Officer  
Shire of Boyup Brook  
PO Box 2  
Boyup Brook 6244

More information:  
08 9765 1200  
[shire@boyupbrook.wa.gov.au](mailto:shire@boyupbrook.wa.gov.au)

### Grant Recipient Details

Name of applicant organisation			
Name of President or Chairperson			
Name of main contact person			
Position of main contact person			
Telephone		Email	
Postal Address			

### Project Review

Project name			
Commencement date			
Completion date			
Provide a brief description of the project. What did you do? (minimum 100 words maximum 250 words)			
How many people (include audience, target groups, volunteers) were involved in the project/event/activity? How was this measured? (minimum 50 words maximum 150 words)			
Was your project successful and what was achieved? Please also attach evidence such as a letter of support from another organisation or photographs if appropriate. (minimum 100 words maximum 250 words)			
Please detail which strategic objectives of the Shire your project was aligned to? (minimum 150 words maximum 500 words)			
Did you work with any other community groups to achieve your project? If yes, please provide details of each group and how they supported the project.			
What acknowledgements did the Shire receive as a result of this grant? Please attach evidence of acknowledgement i.e. media release, event programmes, and/or promotional photographs.			

### Statement of Income and Expense

Please complete the Statement template below to account for all actual costs of your project. Any money not spent on the funded project, event or activity must be returned to the Shire with this report. **Copies of receipts relating to the expenditure of your grant must be attached to this report.** Add additional page if required.

Actual Income	
Source	Amount inc. GST
Shire of Boyup Brook Community Grant	
Applicant's \$ or in-kind contribution (provide breakdown): <b>If Event is organised and run completely by volunteers, volunteer hours.</b>	
Generated income ( <i>give details of sales, tickets etc</i> )	
Other grants and sponsorship ( <i>do not include Community Grant here</i> )	
Any other income	
<b>Total Income</b>	

Actual Expenditure		
Item	Funding Organisation	Total Cost inc. GST
<i>ie Catering</i>	<i>Shire of Boyup Brook</i>	<i>\$200.00</i>
<b>Total Expenditure</b>		

### Surplus Funds

Do you have any unspent Shire Community Grant Money? Any unspent funds must be returned to the Shire. Contact the Grants Administrator to discuss the necessary requirements.

- Yes  
 No

If yes, provide details:

### Recipient Certification

Prior to submitting your acquittal, please consult the check list below and tick boxes to show that all requested information has been included:

- Enclose photocopies of all invoices, receipts and financial statements relevant to your project/event to demonstrate that the funds have been spent on the purpose for which they were allocated.

- Enclose photocopies of any press releases, promotional photographs or photographic evidence relevant to your project. Include letters of support that the project was successful from another organisation if appropriate.
- Ensure the acquittal form is complete and signed by the Chairperson or President of your organisation.

**Only the Chairperson or President of the Organisation should sign this application form.**

I certify that I am authorised to submit this acquittal on behalf of the organisation, that the information provided is true and correct and give permission to the Shire of Boyup Brook to contact any persons or organisations in the processing of this acquittal.

Name			
Position			
Signed		Date	

Submit the acquittal form and associated supporting documents within 60 days of project completion.



Attention: CEO  
Shire of Boyup Brook  
PO Box 2  
55 Abel Street  
Boyup Brook WA 6244



[shire@boyupbrook.wa.gov.au](mailto:shire@boyupbrook.wa.gov.au)  
(subject line Community Grant Acquittal and your organisations name)