



Shire of Boyup Brook

Community Grant Acquittal For Financial Year 2025/2026

As per the Funding Agreement, recipients of grants are required to submit a completed Acquittal Report within 60 days of project completion. The purpose of the Acquittal Report is to confirm that funding has been used for the purpose intended as outlined in the 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 or mailed to:

Manager Community Services
Shire of Boyup Brook
PO Box 2
Boyup Brook 6244

For more information:
Phone (08) 9765 1200
Email: 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 \$ contribution (<i>give details</i>)	
Applicant's in-kind contribution (<i>give details</i>): Volunteer hours @ \$30 p/hr	
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	
Total Income	

Actual Expenditure

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

Total Expenditure		
Surplus Funds		
<p>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.</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>		
If yes, provide details:		
Recipient Certification		
<p>Prior to submitting your acquittal, please consult the check list below and tick boxes to show that all requested information has been included:</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> Ensure the acquittal form is complete and signed by the Chairperson or President of your organisation.</p>		
<p>Only the Chairperson or President of the Organisation should sign this application form.</p> <p>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.</p>		
Name		
Position		
Signed		Date

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



Attention: Manager Community Services
Shire of Boyup Brook
PO Box 2
Boyup Brook WA 6244

or



shire@boyupbrook.wa.gov.au
(subject line Community Grant Application and your organisations name)