



Community Grant

Acquittal Report

2017 - 2018

Due 30 June 2018

The Donations Policy requires recipients of grants to submit a completed Acquittal Report within 60 days of project completion or by 30 June, in the year following the successful grant application. 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 or mailed to:

Email: Shire@boyupbrook.wa.gov.au

Mail: Community Grants Administrator
Office of the Chief Executive Officer
Shire of Boyup Brook
PO Box 2
Boyup Brook 6244

More information:

Phone: 08 9765 1200

Email: Shire@boyupbrook.wa.gov.au

Acquittal Report
Community Grant Funding 2017-18

1. Grant Recipient Details

Name of organisation

Name of project/event/activity

Name of President or Chairperson

Name of main contact person

Position of main contact person

<input type="text"/>	<input type="text"/>
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Telephone

Email (for all correspondence)

<input type="text"/>	<input type="text"/>
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Postal address of applicant organisation (for all correspondence)

2. Project Review

Provide a brief description of the project. What did you do?

How many people (include audience, target groups, volunteers) were involved in the project/event/activity? How was this measured?

Commencement date:

Completion date:

<input type="text"/>	<input type="text"/>
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Was your project successful? What was achieved? Provide evidence such as a letter of support from another organisation or photographs if appropriate.

Did your project meet any strategic objectives of the Shire?

What acknowledgements did the Shire receive as a result of this grant?
Provide copies of press releases and promotional photographs if appropriate.

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5. Recipients 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 Acquittal form.

I certify that all 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	Signed

Position	Date

An electronic copy of this Community Grants Acquittal Form is available from the Shire of Boyup Brook website, listed under the "Document Centre" and search under "Forms".

Submit the Acquittal form and associated supporting documents by 30 June in the year following the successful grant application.

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