



Shire of Boyup Brook

Community Grant Acquittal For Financial Year 2018/2019

The Guidelines for Community Grants 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 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 submitted application 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. Please attach additional pages if required.

Completed and signed reports can be returned by email or mailed to:
Shire@boyupbrook.wa.gov.au

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

More information:
08 9765 1200
Shire@boyupbrook.wa.gov.au



1. Grant recipient details

Name of organisation

Name of President or Chairperson

Name of main contact person

Position of main contact person

Telephone

Email (for all correspondence)

Postal address

2. Project review

Project name

Commencement date

Completion date

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?

Was your project successful? What was achieved? Provide evidence such as a letter of support from another organisation or photographs if appropriate.

Explain how your project met the 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.



3. Statement of Income and Expense

Please complete the statement template below to account for all actual costs of your project. Total income must be equal to total expenditure (all amounts incl GST). 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 also be attached to this report. Add additional pages if required.

Actual Income

Source	Amount incl GST
Shire of Boyup Brook Community Grant	
Applicant's \$ or in-kind contribution <i>(give details):</i>	
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 incl GST
<i>i.e. Catering</i>	<i>Shire of Boyup Brook</i>	<i>\$200.00</i>
Total Expenditure		



4. Surplus Funds

Do you have any unspent Shire Community Grant money?

Any unspent funds must be returned to the Shire. Contact the Community Grants Administrator to discuss the necessary requirements.

Yes No

If yes, provide details:

5. Recipient Certification

Prior to submitting your acquittal, please consult the checklist 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 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 completing the event/activity or no later than 30 June in the year following the successful grant application.