

Annual Grant – Acquittal Form

Applicant Details:

Name of organisation/business: _____

Phone: _____

Main contact: _____

Project name: _____

Post Evaluation of the initiative/project

Please provide a summary of your project/initiative:

Please outline how your project/event met the Shire's Strategic Community Plan's Outcomes as identified in your application? *(Please refer to the link identified in your application and provide a summary of how you achieved this)*

What outcomes and benefits were achieved throughout the duration of the project/initiative?

Please list the people and organisations that contributed to the project/initiative. Both in-kind support and other sources of funding. Please include the number of volunteer hours that were contributed to the initiative.

Please list the number of local business that were utilized throughout the duration of the project/initiative.

How was the Shire of East Pilbara acknowledged, advertised or promoted?

This was outlined in your original application agreement. Evidence of acknowledgement must be provided.

Please indicate the number from the following target groups your initiative engaged

Target Groups	Numbers
Children (12 years and under)	
Young people/youth (12-18 years)	
Women	
Men	
Older people	
Aboriginal and Torres Strait Islander people	
People from culturally and linguistically diverse backgrounds	
People with a disability	

Amount received: \$ _____ Exc. GST
 Multiyear funding: 1 year 2 years 3 years

Budget Breakdown: _____

Creditor	Description	Amount	Invoice Attached?	Year
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
Total Exc. GST				

Declaration:

I _____, representative of _____
 _____ (name of organisation), verify that all information
 contained in the acquittal is correct. I verify that all expenditure has been accounted for and
 that any surplus or deficit has been declared. I understand that any discrepancies may result in
 future grant applications being declined.

Name: _____

Position: _____

Signature: _____

Date: _____

Acquittal Checklist:

- Financial acquittal form completed
- All receipts pertaining to the funding money is attached
- Photos of completed project attached (including any visual acknowledgment of the Shire)
- Photo consent forms attached
- Acquittal is signed by an authorized member of the organisation or business

Office Use Only

Name of Shire Representative: _____

Position: Manager Community Wellbeing

Acquittal documentation correct and accepted? Yes No

Signature: _____

Date Received: _____

Synergy Record Number: _____

Position: Community Development Officer

Signature: _____

Date Received: _____