

COMMUNITY PROJECT/EVENT ACQUITTAL AND COMPLETION RECORD.

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SHIRE COUNCIL	Office Use Only Records Department	File No:		Document No:		
-	receiving a contribution form.	or your project f	rom Buloke Shire Coun	cil that you comp	lete this form and retu	rn
-	nclude on this form and t hich Council's contribution			e completion of yo	our project are our	
for your projects until	on returning this form bu this project has been red			r any further con	tributions from Counci	I
1. Applicant Details						
Name of organisation	ı: -					
Postal address:						
Name of person comp	pleting this form:					
Daytime telephone:						
Email Address:	_					
2. Project, event or ac	ctivity (the project)					
Name of Project						
Amount Awarded \$	Start D	ate:	End Date:			
3. Project evaluation	- Briefly describe your project	. What did you do?				
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4. Detail how many people participated in your project Include audience generated Who participated (including volunteers) Total number of people Any target groups within the community				
5	5. Was the Shire's support of the project acknowledged:			
	In any relevant publicity, On the organisation's website; At appropriate functions; or in relevant documents such as newsletters			
P	On the organisation's website;At appropriate functions; or			
Р	On the organisation's website; At appropriate functions; or in relevant documents such as newsletters Please provide details			
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P	On the organisation's website; At appropriate functions; or in relevant documents such as newsletters Please provide details			
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6. Statement of Income

Please complete the budget template below to account for all actual costs of your project.

Note: Any money not spent on the funded project, event or activity must be returned to the Shire with this report Copies of receipts relateing to the expenditure of your grant must be attached to this report

Actual Income	Actual Expenditure Please indicate with an * the fund.	items that your grant was used to fund or part
Applicants \$ or in kind contribution Give Details	Item	Total cost (including GST)
		(morading 651)
Project generated income		
Give details of sales, tickets etc		
Other grants and sponsorship		
Do not include your Community Grant here		
Any other income Give details		
I		
Buloke Shire Council Community Grant		
Total	Total	
Surplus funds		
you have any unspent community grant money?		
□ No		
Yes Amount:		
Any money not spent on the funded project must be return arrangements.	ed to the Shire. Please contact the Commur	nity Grants Administrator to discuss the necessar

8. Recipients certification

Note: if your grant was sponsored, the sponsoring organisation must complete this certification

Any person signing this Acquital Report certifies to the Shire that the person has the authority to do so. These are usually the President, Secretary or Treasurer of the organisation.

We hereby certify on behalf of our organisation that:

- o To the best of our knowledge, information detailed in this report (and relevant attachments) is true and correct
- o We will provide the Shire with additional information on the funded project if required

Representative One	Representative I wo
Name	Name
Position in organisation	Position in organisation
Signature	Signature
Date	Date

LODGEMENT



in Person:

Wycheproof - 367 Broadway, Wycheproof

Email: <u>buloke@buloke.vic.gov.au</u>

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