



# COMMUNITY PROJECT/EVENT ACQUITTAL AND COMPLETION RECORD

Office Use Only  
Records Department

File No:

Document No:

It is a requirement of receiving a contribution for your project from Buloke Shire Council that you complete this form and return it via the options at the bottom of this form.

The information you include on this form and the items you attach to demonstrate the completion of your project are our record of the use to which Council's contributions have been put.

There is no time limit on returning this form but your organisation may be ineligible for any further contributions from Council for your projects until this project has been recorded as completed.

## 1. Applicant Details

Name of organisation:

Postal address:

Name of person completing this form:

Daytime telephone:

Email Address:

## 2. Project, event or activity (the project)

Name of Project

Amount Awarded \$

Start Date:

End Date:

## 3. Project evaluation - Briefly describe your project. What did you do?

**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. Was the Shire's support of the project acknowledged:**

- o In any relevant publicity,
- o On the organisation's website;
- o At appropriate functions; or
- o in relevant documents such as newsletters

Please provide details

## 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 relating to the expenditure of your grant must be attached to this report*

*Voluntary hours are valued at \$45/hr. For example if a total of 10 hours of volunteer work was put into this project, this would be an in-kind contribution of \$450.*

Actual Income	
Applicants \$ or in kind contribution <i>Give Details</i>	
Project generated income <i>Give details of sales, tickets etc</i>	
Other grants and sponsorship <i>Do not include your Community Grant here</i>	
Any other income <i>Give details</i>	
Buloke Shire Council Community Grant	
Total	

Actual Expenditure <i>Please indicate with an * the items that your grant was used to fund or part fund.</i>	
Item	Total cost (including GST)
Total	

## 7. Surplus funds

Do you have any unspent community grant money?

<input type="checkbox"/> No		
<input type="checkbox"/> Yes	Amount:	

*Any money not spent on the funded project must be returned to the Shire. Please contact the Community Grants Administrator to discuss the necessary arrangements.*

<input type="checkbox"/> Invoices relating to the expenditure of this grant have been attached to this report.
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*Unless invoices relating to the expenditure of the grant are attached to the acquittal, the acquittal is incomplete.*

## 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:

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

### Representative One

Name

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Position in organisation

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Signature

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Date

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### Representative Two

Name

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Position in organisation

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Signature

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Date

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## LODGEMENT

### Mail:

Buloke Shire Council  
Po Box 1, Wycheproof  
Vic 3527



### In Person:

Wycheproof - 367 Broadway, Wycheproof



Email: [buloke@buloke.vic.gov.au](mailto:buloke@buloke.vic.gov.au)