

# 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. Wha	t 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,
- On the organisation's website;
- At appropriate functions; or
- o in relevant documents such as newsletters

Please provide details

i. Statement of Income	
lease complete the budget template below to account for	r all actual costs of your project.
Note: Any money not spent on the funded project, event of	
Copies of receipts relateing to the expenditure of yo	pur grant must be attached to this report
Actual Income	Actual Expenditure
	Please indicate with an * the items that your grant was used to fund or part
	fund.
Applicants \$ or in kind contribution <i>Give Details</i>	Item Total cost (including GST)
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	
Buloke Shire Council Community Grant	
Total	Total

## 7. Surplus funds

Jo you have any unspent community grant money?				
🗌 No				
Tes Yes	Amount:			
Any money not spent of arrangements.	on the funded	project must be returned to the Shire. Please contact the Community Grants Administrator to discuss the necessary		

### 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 Two
Name	Name
Position in organisation	Position in organisation
Signature	Signature
Date	Date

#### LODGEMENT

#### 🕤 Mail:

Buloke Shire Council Po Box 1, Wycheproof Vic 3527

- In Person:
- Wycheproof 367 Broadway, Wycheproof



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