**All Community Grants recipients are required to complete and submit this acquittal report to council within 30 days of the completion of their project.**

|  |  |
| --- | --- |
| **APPLICANT DETAILS** | |
| **Name of Organisation** |  |
| **Address of Organisation** |  |
| **Contact person name** |  |
| **Position in organisation** |  |
| **Contact person phone** |  |
| **Contact person email** |  |
| **AUSPICE ORGANISATION DETAILS** | |
| **Name of auspicing organisation** |  |
| **Auspicing organisation's address** |  |
| **Contact person at auspicing organisation** |  |
| **Position in organisation** |  |
| **Contact person phone** |  |
| **Contact person email** |  |
| **GRANT DETAILS** | |
| **Funding received** | $ |
| **Funding Round Year** |  |
| **Project Name** |  |
| **Project start date** |  |
| **Project completion date** |  |
| **Project Location** |  |
| **Project Description** |  |
| **KEY STATS AND OUTCOMES** | |
| **Number of attendees**  People who attend attended the activities as audience members |  |
| **Number of participants**  People who actively participated in activities e.g. performed, participate in a training workshop, competed in event. |  |
| **Number of community members affected by drought that benefited from the grant?** |  |
| **Number of “artists/cultural workers” employed**  People employed on contract or permanent basis |  |
| **Number of people employed in other paid positions**  People employed on contract or permanent basis |  |
| **Number of volunteers** |  |
| **Types of sectors partnered with**  e.g. arts, health, education, business, tourism etc. |  |
| **What do you see as the top three outcomes from the project?** |  |
| **How did the local community benefit from the project?** |  |
| **What were your key learnings or reflections from the project that will inform your work in the future?** This might include things that worked well, challenges or other observations. |  |
| **Evidence of Project outcome**  Provide links to websites, images, video clips, reviews, awards, marketing, media or other information that demonstrates project outcomes. |  |
| **SURVEY RESPONSES**  **(Only required for projects $10,000 and over)** | |
| **Percentage of attendees and participants who rated your project as good or excellent**  *(response options: excellent, good, average, poor, very poor)* |  |
| **Number of survey respondents** |  |
| **Brief description of how you gathered survey data** |  |
| **Include any direct quotes from your surveys that you wish to share** |  |

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| **PROJECT BUDGET** | | | | |
| **Please provide a detailed budget for your project, including all other sources of funding.**  Adjust descriptors to suit your project. | **Income** | **Total** | **Expenditure** | **Total** |
| Community grant |  | Eg. Hire Fees |  |
| Eg. Other Grants |  | Eg. Prizes |  |
| Eg. Ticket sales |  | Eg. Entertainment |  |
| Eg. Applicant contribution |  | Eg. Catering |  |
| Eg. Sale of goods |  | Eg. Materials |  |
| Eg Sponsorship |  | Eg. Stationery, postage, printing |  |
|  |  | Eg. Advertisements |  |
|  |  | Eg. Insurance |  |
|  |  | Eg. Equipment |  |
|  |  | Eg. Capital purchases |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total |  | Total |  |

|  |  |
| --- | --- |
| Do you have any unspent Grant Funds? | Yes  No |
| IF YES - have you returned the unspent Funds? | No  Yes, please contact Council to make arrangements to return unspent funds. Remember that failure to do so may affect your future applications to the program. |
| **DECLARATION** | |
| Declaration by funding recipient:   * I certify that the funding I received was used for the approved purpose. * I certify that to the best of my knowledge, information detailed in this report is true and correct. * I understand I may be asked to provide the Council with additional information on the funded project. * I understand that the Council and their funding partners may share this outcome report if required, including any images, video clips or other information that demonstrates project outcomes. | |
| **Signature** |  |
| **Name** |  |
| **Position in organisation** |  |
| **Date** |  |