

Community Project Grant Acquittal Form

Submit within 60 days of completing the approved project

Purpose of this form

Use this form to report on how the Community Project Grant was spent, what was delivered, and what benefit was achieved. Attach evidence of Shire acknowledgement, photographs or other evidence of project delivery. Failure to acquit a grant may make the organisation ineligible for future Shire funding.

1. Grant and organisation details

Organisation name	
Project name	
Grant amount approved	\$
Contact person	
Position / role	
Phone	
Email	

2. Project delivery

Was the project completed?	☐ Yes ☐ No ☐ Partly - provide details
Actual project start date	
Actual project completion date	
Were there any changes from the approved application?	☐ No ☐ Yes - describe changes and whether written Shire approval was obtained
If the project was not completed, explain why	

3. Community outcomes

Who benefited from the project?	
Number of participants / attendees / users	
Number of volunteers involved	
Volunteer hours contributed, if known	

4. Financial acquittal - expenditure

List actual expenditure for the approved project.

Actual supplier / item	Actual cost	Paid from Shire grant

5. Financial acquittal - income and summary

Income / contribution source	Actual amount

Total actual project expenditure	\$
Total Shire grant spent on approved project	\$
Unspent Shire grant funds	\$
Amount to be returned to the Shire, if applicable	\$
Reason for any unspent or varied expenditure	

6. Evidence of delivery and acknowledgement

How was the Shire acknowledged?	☐ Shire logo ☐ Social media story / tag ☐ Signage ☐ Media / newsletter ☐ Verbal acknowledgement
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	[] Other.....
May the Shire use supplied photos or information for reporting or promotion?	[] Yes [] No [] Yes, subject to the following conditions: _____

8. Declaration

Acquittal declaration

I declare that the information provided in this acquittal is true and correct, that the grant funds were used only for the approved project and approved expenditure, and that all attached records are accurate. I understand that unspent funds, funds spent outside the approved purpose, or funds not supported by adequate evidence may need to be returned to the Shire.

Authorised representative name	
Position	
Signature	
Date	

Lodgement

Submit the completed form and attachments to:

Email	mail@coolgardie.wa.gov.au
Post	Community Assistance Fund, Shire of Coolgardie, PO Box 138, Kambalda WA 6442
Phone enquiries	(08) 9080 2111

Office use only

Date acquittal received	
Reviewed by	
Financial evidence satisfactory?	[] Yes [] No [] Further information requested
Project outcomes satisfactory?	[] Yes [] No [] Further information requested
Shire acknowledgement evidence supplied?	[] Yes [] No [] Not applicable
Unspent funds to be returned?	[] No [] Yes - amount: \$ _____
Acquittal closed date	
Notes / follow-up actions	