

Council Grants Program

Outcome Report / Acquittal

Grant and Sponsorship recipients to submit within 8 weeks of completing project.

SECTION 1 – APPLICANT DETAILS

Recipient Name:

Postal Address:

Contact person regarding acquittal:

Telephone:

Mobile:

Fax:

Email:

SECTION 2 – PROJECT INFORMATION

Project Approval Date:

Project Start Date:

Project End Date:

Project Title

Outcome:

- *What did you actually do?*
- *What were the actual community /social/environmental/economic benefits?
(e.g. increased membership/ overnight stays/ increased visitation to the Shire)*

a. How many people were actually involved in the project?

Attendees <small>(Passive engagement e.g. view, watch, listen)</small>	Participants <small>(Active engagement e.g. attend and do/participate)</small>	Paid facilitators	Other paid positions	Volunteers

b. What was the approximate attendee/participant reach for the project? Number of people from:

Local	Region	State	Interstate	International

SECTION 3 – ACTUAL PROJECT EXPENDITURE

Total amount of Council Grant Funding received: (If registered for GST amount is for the Grant plus GST)	\$
Total amount of Council Grant Funding expended on eligible project items (GST inclusive):	\$
Balance of unexpended funding (if applicable): Please contact Council if you have unexpended funds	\$

Please identify all expenditure items related to Council Funding in the table below and provide receipts for items over \$500 (GST Exc.)

**Note – All expenditure must be after the funding agreement date.

GST Registered – Yes No

If GST registered include GST in column below

Actual Project Expenditure Items	\$	GST	Council Funding
TOTAL	\$	\$	\$

SECTION 4 – COMPULSORY SUPPORT MATERIAL

	Applicant Supplied	N/A	Officer Checked
Public acknowledgement (e.g. posters, news articles)	<input type="checkbox"/>		<input type="checkbox"/>
Expenditure (please provide receipts for items over \$500 GST Exc.) Check date on invoice is after Letter of Offer date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project completed (e.g. high resolution photos of completed project and/or participants with photographer’s details with photo consent forms signed by individuals)	<input type="checkbox"/>		<input type="checkbox"/>
Feedback from participants (e.g. social media posts, surveys)	<input type="checkbox"/>		<input type="checkbox"/>

CERTIFICATION

I, the undersigned, certify that:

- The statements in this application are true and correct to the best of my knowledge, information and belief.
- I certify that I have the appropriate delegation, as authorised by the Recipient, to prepare and submit this acquittal on behalf of the Recipient.
- I agree to provide Douglas Shire Council with any additional information required to assess this acquittal.
- I acknowledge that Douglas Shire Council may publish details of this acquittal in promotional material or by way of civic and/or legislative requirements.

DECLARATION

Signature:		Date:	
-------------------	--	--------------	--

Full Name:			
-------------------	--	--	--

Note: If you are under the age of 18, your legal guardian must also sign this application.

Guardian Signature:		Date:	
----------------------------	--	--------------	--

Guardian Full Name:		Date:	
----------------------------	--	--------------	--

Position in organisation: (if applicable)			
--	--	--	--

Douglas Shire Council – Privacy Collection Notice:

Douglas Shire Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which the council manages personal information is governed by *the Information Privacy Act 2009* (Qld). We are collecting your personal information in accordance with the *Local Government Act 2009* so that we can assess and finalise your application. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.