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8.00am - 4.00pm MON - FRI

Community Quick Grant – Acquittal Report

Must be completed within four weeks of the event/project completion

Contact Details

Name of Organisation			
Contact Person		Position	
Email			
Name of Chairperson or President			
Postal Address			
Contact Number		Fax	
Email Address			
Amount of Grant Received		\$	

Please outline how the SWEK Grant funds were spent and attach copies of receipts as proof of purchase.

Expenditure	
Total	
Surplus/Deficit	

***Any unused Community Grant funds should be returned with this acquittal report**

Please attach a completed project budget and/or financial statement for your project/event

Please outline the key achievements of the project/event.

Please return a copy of any media releases, documentation produced, new articles reports, statistic or photographs in support of your initiative.

Declaration

I declare that the grant of \$_____ provide by the Shire of Wyndham East Kimberley has been spent in accordance with the purpose and conditions for which it was granted and that the financial statements are a true and accurate record of the transactions for this project/event.

I certify that the information above is a true and accurate report.

Name: _____

Signature: _____ Date: _____
(Must be office bearer of organisation)

Office use only			
Date Received		Officer	
Document Number		Application Number	
Approved By		Signature	

