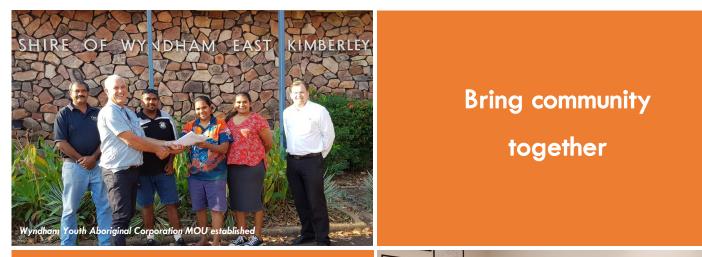
SHIRE of WYNDHAM EAST KIMBERLEY



# Annual Grant

# **Acquittal Form**



Supporting and building capacity of community groups and clubs through community grants



**Vision** for the Shire of Wyndham East Kimberley:

To be a thriving community with opportunities for all

# Annual Grant Acquittal Form

The funding acquittal must be completed and returned to the Shire one month after the Project/activity has been completed.



Record Number:

## Section 1 - Recipient Details

| 1a. <b>Recipient name</b>    |  |
|------------------------------|--|
| 1b. Postal address           |  |
| 1c. Contact email address    |  |
| 1d. Daytime telephone number |  |

#### Project/ activity details

| 1e. Project name                  |    |
|-----------------------------------|----|
| 1f. Project Start Date            |    |
| 1g. Project Completion Date       |    |
| 1h. Annual Grant funding received | \$ |

### Section 2 - Expenditure Statement

Please provide details for what the funding was utilised for. Please attach copies of receipts for proof of the expenditure.

| 2a. Expenditure  | Amount |
|--|--------|
|  | \$     |
|  | \$     |
|  | \$     |
|  | \$     |
|  | \$     |
|  | \$     |
| Total expenditure:   | \$     |
| *Any unused Grant funds should be returned with this acquittal report Project Surplus/Deficit: | \$     |

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

| OFFICE USE ONLY         |                 |                          |  |
|-------------------------|-----------------|--------------------------|--|
| Date received by Shire: | Date Processed: | Further action required? |  |

# Section 3 - Evaluation

3a. What were the key activities you carried out during the project/event?

| Date | Activity/Milestone |
|------|--------------------|
|      |                    |
|      |                    |
|      |                    |
|      |                    |
|      |                    |
|      |                    |

#### 3b. Please outline the key achievements of the project/event

#### **Community involvement**

**3c. Please describe how the community were involved in the project event.** 

3d. How many people were involved in the project/event. (an estimate if no record kept is acceptable)

# Section 3 - Evaluation Continued

3e. Did you encounter any problems? If so, how were they overcome?

### **Section 4 - Declaration**

#### 4a. Please read and tick the following acknowledgements:

| I certify to the best of my knowledge the details provided in this acquittal and associated documentation are true and correct.                               |  |
|---|--|
| I have included copies of invoices and receipts.  |  |
| I have checked our figures add up and the expenditure equals the grant amount.  |  |
| I acknowledge that the Shire was recognised for its contribution and that evidence of this recognition is attached.   |  |
| I declare that the grant provide by the Shire of Wyndham East Kimberley has been spent in accordance with the purpose and conditions for which it was granted |  |

#### 4b. Name and signature

| Print Name |  |
|------------|--|
| Signature  |  |
|            |  |

#### Other information

4c. Please provide any other relevant information here (such as a list of attached supporting documentation)

You can submit your acquittal by post, email, fax or in person.

Please address your acquittal to:

Manager Community Development

Shire of Wyndham East Kimberley, PO Box 614 Kununurra WA 6743 or mail@swek.wa.gov.au

Fax: (08) 9168 1798 Or you can deliver your application to the Shire Offices in either Kununurra (Coolibah Drive), or Wyndham (Koolama St).