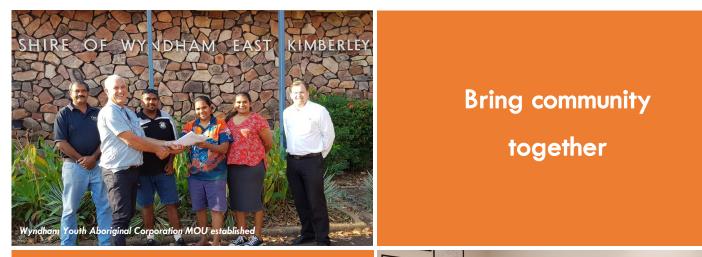
SHIRE of WYNDHAM EAST KIMBERLEY



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. Recipient name	
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).