

# Annual Grant

## Acquittal Form



Bring community  
together

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

AG

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.	<input type="checkbox"/>
I have included copies of invoices and receipts.	<input type="checkbox"/>
I have checked our figures add up and the expenditure equals the grant amount.	<input type="checkbox"/>
I acknowledge that the Shire was recognised for its contribution and that evidence of this recognition is attached.	<input type="checkbox"/>
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	<input type="checkbox"/>

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](mailto: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).*