



Grant Acquittal Form

Community Development Fund

Funding round 2011/2012

To complete your acquittal please include; a cover letter, this form, copies of all invoices and receipts to verify total expenditure and copies of all relevant promotional materials. Acquittals must be returned within one month of your project completion date.

Contact details

Name of organisation:		
Contact person:		
Contact numbers / fax:		
Address:		
Postal address:		
Website:		
Email:		
ABN:		

Project summary

Project title:	
Start date:	
Finish date:	

Please provide a brief description of the project for which your organisation received funding.

Please describe how your project delivered its intended objectives.

Acknowledgement

Please describe how your project acknowledged the Shire of Augusta-Margaret River sponsorship.

Financial Information

If necessary, please attach a detailed budget.

Income		
Funding Source	\$ (less GST)	\$ (incl. GST)
Amount Requested from the Shire of Augusta - Margaret River		
Amount Contributed by your Organisation (Cash)		
In-Kind Contribution (e.g: volunteer time @ \$15 hour)		
*TOTAL		

Expenditure		
Project Costs	\$ (less GST)	\$ (incl. GST)
In-Kind Contribution (Matched to income above)		
Other		
*TOTAL		

*Income and expenditure totals should be the same.

Authorisation by President/Secretary

I _____ (President/Secretary) certify that this funding acquittal reflects a true and accurate account of how the Shire of Augusta-Margaret River Community Development funds were expended and that the project was approved by the Management Committee of this organisation.

Signature

____/____/____
Date

For assistance please contact:

Katie Taylor, Community Development Administration Officer

Phone: (08) 9780 5233

Email: ktaylor@amrshire.wa.gov.au

Application checklist

Before submitting this form, please use the following checklist to ensure the necessary documents are attached.

- Cover letter
- Copies of invoices and receipts
- Evidence such as photographs and promotional material. (e.g.: flyers, newspaper articles, newsletters and website extracts.)
- Unspent funds have been returned to the Shire. **If Applicable**

Acquittal form return

Acquittals must be returned within one month of the project completion date.

By post: Chief Executive Officer
Shire of Augusta-Margaret River
PO Box 61
Margaret River WA 6285

Hand delivery: Shire Offices - Reception
49 Townview Terrace, Margaret River
or from Monday 14th November:
Wallcliffe Road, Margaret River
9.00am – 4.00pm

or

66 Allnutt Terrace, Augusta
9.00am - noon, 1.00pm - 4.00pm