

# Grant Acquittal Form

Community Development and Events Grant  
Category 2 (Easy Grants - Under \$2,000)



Please submit this form with copies of receipts within four weeks of the project completion date.

## 1. Organisational Details

### Applicant Contact Details

Contact person:

Name of organisation:

Contact number/s:

Contact email:

Address:

Postal address:

*If different to above address.*

## 2. Project Summary

### Project Summary

Provide a brief overview of the project for which your organisation received funding.

Max 150 words.

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GRANT ACQUITTAL FORM – CATEGORY 2 (EASY GRANT-UNDER \$2,000)

### 3. Project Outcomes

#### Project Outcomes

**Explain how the project objectives and funding priorities were met. What were the project outcomes?** Max 150 words. *(photos, feedback, statistics can be attached).*

- Number of people directly involved:  
\_\_\_\_\_
- Number of people indirectly involved:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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## 4. Financial Information

If necessary, please attach a separate detailed budget.

**NB: Income and expenditure totals should be the same.**

Income	
Funding Source	\$ (incl. GST)
Amount requested from the Shire of Augusta Margaret River	
Amount contributed by your organisation (monetary value)	
Amount contributed by other Grants or Sponsorships:	
•	
In-kind contribution (e.g. volunteer time)	
•	
•	
<b>*TOTAL</b>	
Expenditure	
Project Costs	\$ (incl. GST)
In-kind contribution (matched to in-kind income above)	
Shire funding (please specifically outline how Shire funds were spent)	
•	
•	
•	
•	
•	
Other (please list below):	
•	
•	
•	
•	
•	
<b>*TOTAL</b>	

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## 5. Authorisation by President/Secretary/CEO/Director

I \_\_\_\_\_ (President/Secretary/CEO/Director) certify that this funding acquittal reflects a true and accurate account of how the Shire of Augusta Margaret River's 2022-23 Community Development and Events Grant -Category 2 (Easy Grant-under \$2,000) was expended.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date



### Please ensure that you have completed the following before submitting the acquittal.

Please tick off each item when it has been completed or attached.

- Copies of receipts.
- Unspent funds have been returned to the Shire (only if applicable).
- Submit evidence of how you have acknowledged the Shire

**For assistance, please contact:** Katie Taylor, Community Development Officer  
Phone: (08) 9780 5233  
Email: [ktaylor@amrshire.wa.gov.au](mailto:ktaylor@amrshire.wa.gov.au)

Or

Community Development Team  
Phone: (08) 9780 5255  
Email: [communitydevelopment@amrshire.wa.gov.au](mailto:communitydevelopment@amrshire.wa.gov.au)

## 6. Acquittal Submission Options

Acquittals must be returned within four weeks of the completion date.

Post:	Chief Executive Officer Shire of Augusta Margaret River PO Box 61 Margaret River WA 6285	
Email:	<a href="mailto:amrshire@amrshire.wa.gov.au">amrshire@amrshire.wa.gov.au</a>	
Hand delivery:	Shire Offices - Reception 41 Wallcliffe Road, Margaret River 9.00am – 4.00pm	OR Shire Offices - Reception 66 Allnutt Terrace, Augusta 9.00am - noon, 1.00pm - 4.00pm

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