

Acquittal Form

2024-25 Major Events Grants



File No: REC/40

1. Organisation Details

Contact details

Contact person

Name of organisation

Contact number/s

Contact email

Address

Postal address

If different to above address.

2. Event Summary

Event

Event name

Event date/s

Location/Venue

ACQUITTAL FORM – MAJOR EVENTS GRANTS

Event description

3. Funding Received

Funding details

Amount provided by the Shire of Augusta
Margaret River (inc GST)

Margaret River HEART fee waivers (if applicable)

Other Shire fee waivers or support (if applicable)

4. Outcomes

Event Outcomes

Visitation

- How many attendees did the event attract, and if known break attendance down by place of origin (local, WA, interstate, international)?
- How does this compare (if applicable) with previous years?
- What are the main demographics attracted to the event (e.g. by age, gender, lifestyle, etc)?
- What was the average length of stay for visitors to the event (day trip, overnight, three nights, etc)?
- How did you monitor the above for your event?

Economic impact

- What is the estimated local economic impact of event attendees (amount of patrons' spend on accommodation, dining, etc)?

	<ul style="list-style-type: none"> • How much of the festival budget was spent with local contractors and services? • How did the event encourage patronage of local businesses and services?
Media impact	<ul style="list-style-type: none"> • Provide an overview of the media outcomes (e.g. number of posts across platforms and engagement). What was the media value of the event? • How was the Margaret River region promoted as a potential tourism destination as a result of the event? • How was the Shire acknowledged for the grant in any advertising and promotion? Please attach / insert some examples.
Community benefit	<ul style="list-style-type: none"> • How many local artists / sportspeople / producers / professionals (depending on type of event) were involved or showcased? • Provide an overview of the major benefits the event provided for the local community, <i>excluding</i> general economic benefit derived from increased visitation. This might include any free events, community focussed activities, opportunities for community involvement, partnerships with community groups, etc.
Environmental impact	<ul style="list-style-type: none"> • Provide an overview of sustainability initiatives included at the event to reduce your impact on the environment. • What were the sustainability challenges that could be improved or require additional support (for example from the Shire) for future improvement?
Other (optional)	<ul style="list-style-type: none"> • Please outline any other highlights, outcomes or testimonials from the event (optional).

5. Expenditure Details

Please attach budget information using our **Major Events Grant Budget Template**. This needs to either be signed by the organisation's Treasurer, or supported by a book-keeping expenditure report (e.g. from MYOB, Xero, etc), or supported by receipts showing the claimed expenditure.

6. Authorisation

Authorisation Details

Name of authorising officer

Position of authorising officer

I authorise this acquittal for the Major Events Grant and confirm that the information within is accurate to the best of my knowledge.

Date

7. Acquittal obligations

The acquittal is a requirement of grant funding to ensure accountability and transparency. As part of the funding agreement there is a contractual obligation to provide the acquittal. The intention is not to be onerous, and where an existing event report has been created that outlines the above information this can be supplied in lieu of this acquittal form. Please note that the expenditure details (item 5) still need to be supplied regardless of how other outcomes are reported.

For assistance contact:

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