



Clarence... a brighter place

# Community Partnership Grant *Acquittal Form*

You need to return this completed form within 6 weeks following the completion of the project/activity, or as specified in the funding agreement associated with this grant. If you fail to do so you may be ineligible to apply for future grants.

- If your grant was for an amount less than \$10,000 your Statement of Income and Expenditure (Section 5) must be signed by your Treasurer.
- If your grant was for \$10,000 or greater; then your Statement of Income and Expenditure (Section 5) must be signed by a Chartered Accountant or Certified Accountant, who does not have a relationship with your organisation other than as an independent auditor.

*Post to:* Community Grants Officer, Clarence City Council, PO BOX 96, Rosny Park TAS 7018

*Email to:* [grants@ccc.tas.gov.au](mailto:grants@ccc.tas.gov.au)

For further information please contact the Community Grants Officer on **(03) 6217 9773**

## *1. Summary of Grant Received*

Grant ID number: \_\_\_\_\_ Grant amount received: \_\_\_\_\_

Title of project: \_\_\_\_\_

## *2. Recipient Details*

Name of organisation: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### 3. Certification

TO BE SIGNED BY THE CHAIR, PRESIDENT OR CHIEF EXECUTIVE OF THE ORGANISATION.

I certify that the attached project summary and project budget provides a true and fair record of the undertaking and outcomes of this project.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Position in Organisation: \_\_\_\_\_

### 4. Project

BRIEFLY DESCRIBE YOUR PROJECT AND ITS IMPLEMENTATION.

- What did you do?
- What did it achieve?
- Were there any major problems or difficulties?

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Did your project achieve the benefits to the community as outlined in your original application? Please give details / examples, or reasons why the benefits were not achieved.

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Describe any community partnerships that were strengthened or developed through the project.

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How many people participated in your project? \_\_\_\_\_

**DETAIL HOW YOU ACKNOWLEDGED CLARENCE CITY COUNCIL**

eg publicity in the media, speeches, newsletters etc. Attach any photos, videos, or other supporting material. Council may use this material in the promotion of the Grants Program, so please ensure you have permission from people in the photographs before submitting to Council.

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Did you invite the Mayor and Aldermen to any events or functions associated with the funded project? Please provide details.

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## 5. Statement of Income and Expenditure

- If your grant was for an amount less than \$10,000 this Statement of Income and Expenditure must be signed by your Treasurer.
- If your grant was for \$10,000 or greater, this Statement of Income and Expenditure must be signed by a Chartered Accountant or Certified Accountant, who does not have a relationship with your organisation other than as an independent auditor.

### ACTUAL INCOME

CLARENCE CITY COUNCIL GRANT		\$
Your own financial contribution		
Your own in-kind contribution (provide details)		
Project revenue / income earned through project / activity.		
Other in-kind support (provide details)		
Other grants (provide details)		
TOTAL PROJECT INCOME		\$

### ACTUAL EXPENDITURE

Budget item Description of item / activity	A: Amount received from Council	B: Amount from other sources
Sub Total		

TOTAL EXPENDITURE (Column A + Column B) = \$

To be signed by your organisation's Treasurer or independent Auditor:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Position in Organisation: \_\_\_\_\_

Privacy Statement: The personal information on this form is required by Council for the Community Grants Program. We will only use your personal information for this and related purposes. If this information is not provided, we may not be able to deal with this matter. You may access and/or amend your personal information at any time. How we use this information is explained in our Privacy Policy, which is available at [www.ccc.tas.gov.au](http://www.ccc.tas.gov.au) or at Council offices..