



Clarence... a brighter place

Clarence City Council Community Recovery Grant

Acquittal Form 2020

Before you start, download and save this form. Please also refer to your funding agreement and application.

About your project

1. Funding amount received

2. Project title

Name of group/club/organisation

Contact name

Phone

Email

Project ID number

3. Certification

To be signed by the Chair, President or Chief Executive of the organisation, or the Project Manager.

I certify that the project summary and statement of income and expenditure contained in this acquittal provides a true and fair record of the undertaking and outcomes of this project.

Name of signatory

Position in organisation or role in project

X

Sign here. (Use the 'fill and sign' option to add your signature without printing.)

Date

Project outcomes

4. About your project.

Please describe what you did and how you did it. What were the outcomes? Did your project go as planned? Please include photos or evidence with your acquittal. In 350 words or less.

5. Share a highlight.

This might be something you planned, or it might have been unexpected. In 250 words or less.

6. How did your project contribute to recovery in Clarence from the pandemic?

Please describe how your project contributed to recovery in Clarence.

It might help to review the eligible activities and recovery plan. In 250 words or less.

7. Describe how you worked with others.

8. How did your project align with council's plans?

Please refer to the Clarence City Council Community Recovery Grant Guidelines for more information.

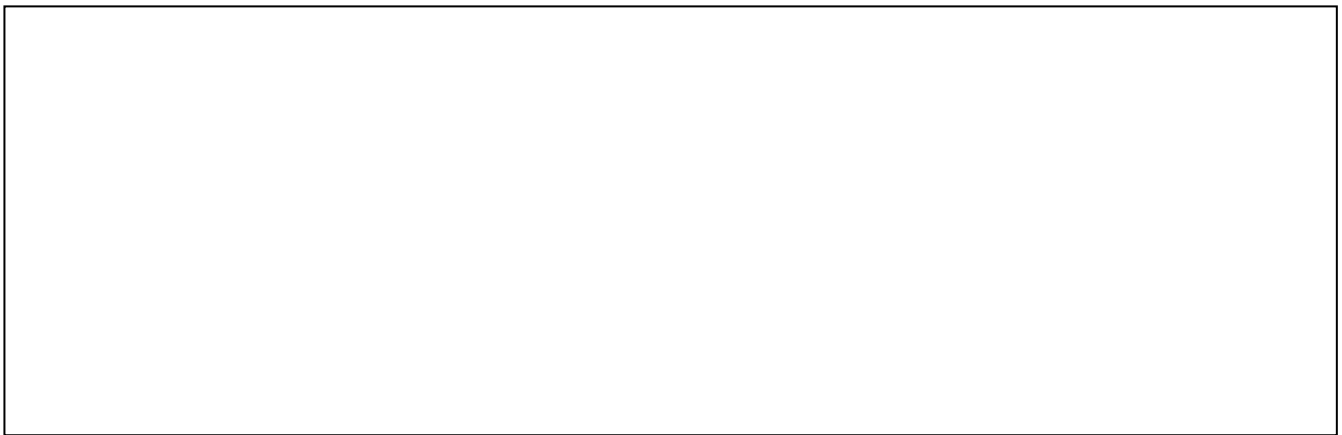
9. How did you promote and celebrate your project?

Please attach any media stories, photos or other examples.

10. How did you acknowledge Clarence City Council?

Please attach any media stories, photos or other examples.

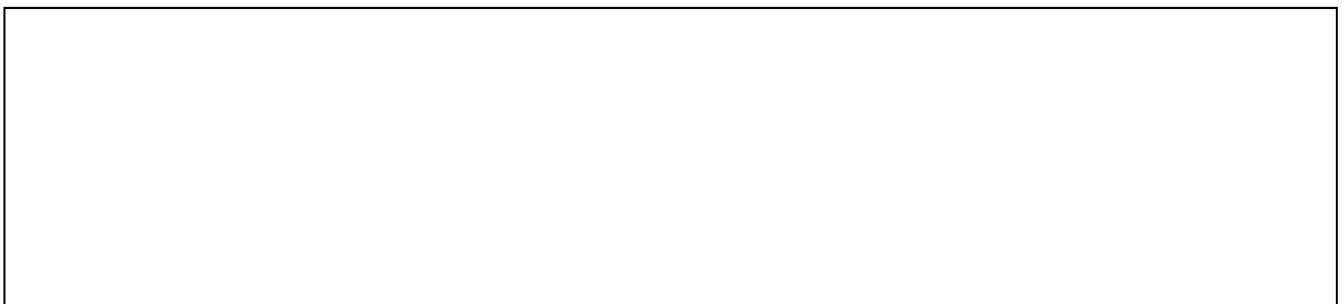
11. Things you created or produced during your project.
Did your project produce anything? Please attach photos or examples.

A large, empty rectangular box with a thin black border, intended for the respondent to provide details about their project outputs or attach photos and examples.

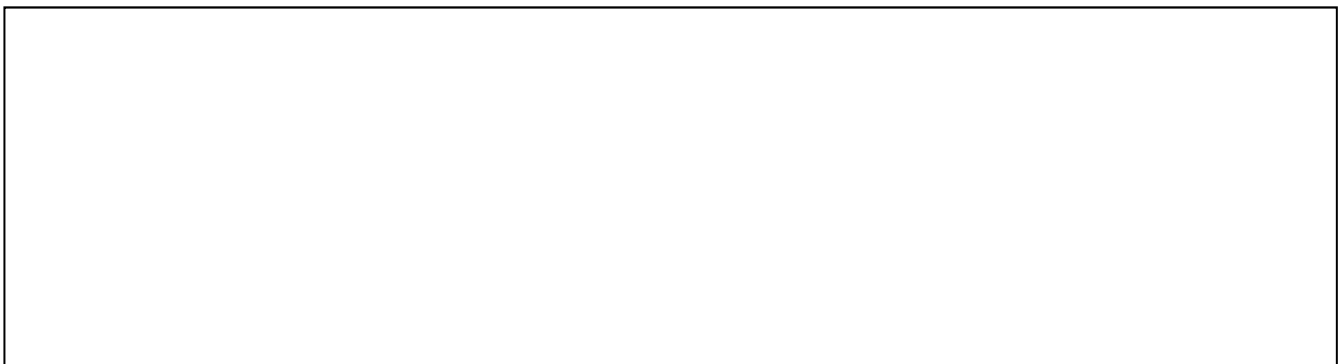
12. Did you collect or receive any feedback?
If yes, please give details and attach some examples if possible.

A large, empty rectangular box with a thin black border, intended for the respondent to provide details about any feedback received and attach examples if applicable.

13. Lessons learned.
What would you do differently next time? What worked well?

A large, empty rectangular box with a thin black border, intended for the respondent to describe lessons learned, including what would be done differently and what worked well.

14. Feedback about grant.
Please help us improve. What did we do well and what needs attention?

A large, empty rectangular box with a thin black border, intended for the respondent to provide feedback on the grant, highlighting what was done well and what needs attention.

15. Statement of income and expenditure. Total project income should equal total project expenditure.

Project income	Amount	Project expenditure	Council grant	Other funds	
Specify all income sources for this project.		Outline all project expenses and items. Place all costs paid for by this council grant in Column A and all other expenses in Column B.		Column A	Column B
Clarence City Council Grant	\$		\$	\$	
Other grants or funds (please specify)			\$	\$	
	\$		\$	\$	
	\$		\$	\$	
	\$		\$	\$	
Grants or funds total	\$		\$	\$	
In-kind contributions (please specify all that apply)			\$	\$	
Your financial contribution	\$		\$	\$	
Volunteer hours (\$35/hr)	\$		\$	\$	
	\$		\$	\$	
	\$		\$	\$	
	\$		\$	\$	
In-kind total	\$	Sub-totals	\$	\$	
Total project income	\$	Total project expenditure (Column a + b)	\$		
All amounts are exclusive of GST. Please provide receipts for purchases greater than \$500.					

This statement of income and expenditure must be signed by your treasurer or the treasurer of your auspice organisation.

X

Name of signatory:

Date:

Sign here. (Use the 'fill and sign' option to add your signature without printing.)

Required for all projects over \$1,500 and \$5,000 and up to \$10,000

Describe mutual benefits for project partners

Please attach evidence of how your project provided mutual benefits for your project partners. You can provide this in the format of your choice. This might be a report, summary, letter or messages from project partners.

Required for all projects over \$5,000 and up to \$10,000

Project evaluation

Please attach a project evaluation that includes how well you met your measures of success and any unforeseen outcomes. Your project plan will help you. You can provide this in the format of your choice.

Project case study

Please attach a 500-word story about your project's success or lessons learned. Please include at least one photo that depicts your project. Please include feedback or testimonials from project participants or community members if available. Your story and images will be published on council's website as part of acknowledging the efforts of our community and celebrating our recovery.

Checklist

Before you submit your acquittal, check that you have provided all the required details and documents. Check that your budget is accurate and a complete record of the whole project. The following checklist may help you. Check that you have:

- Provided a complete and balanced project budget signed by your treasurer or the treasurer of your auspice organisation.
- Answered all questions that apply.
- Answered the additional questions if applying for funds over \$1,500 or over \$5,000.
- Provided supporting documentation and photos (if applicable).
- Kept a copy of your acquittal for your records and to report back to your auspice organisation if required.

Return your signed acquittal with all supporting documentation to the Community Grants Officer at grants@ccc.tas.gov.au or Community Grants Officer, PO Box 96 ROSNY PARK TAS 7018.