

## NARRABRI SHIRE COUNCIL 2020/2021 COMMUNITY GRANTS FUND ACQUITTAL AND EVALUATION

(Under section 356 of the local government act)

This grant acquittal and evaluation form is to provide an overview of your organisation's project/event/program and provide proof of expenditure. This form must be filled out and received by Council with copies of receipts, invoices and photographs to enable payment of grant monies. Should you need to provide further information in addition to this form, please attach a separate document at the time of submission. Please ensure you make note on your application that you have attached further supporting material.

### Project/Event/ Program Details

**Organisation Name:**

**Name of Project/Event/Program:**

**Grant Amount Awarded:**

**Grant Amount Expended:**

**Date Completed:**

**Contact Name:**

**Position in Organisation:**

**Email Address:**

### Evaluation Details

**Describe how Council's contribution was acknowledged in all press releases, merchandising and promotional materials.**

(Provide proof as an attachment to this acquittal form)

**Did the project/event/program meet its objectives as outlined in your application form?**

(Provide details)

**Did the project/event/program achieve its goals as outlined in your application form?**

(Provide details)

**Were the project/event/program outputs met?**

(Provide details including any changes to the outputs that may have occurred)

**Were any additional benefits recognised from the project/event/program?**

(Provide details)

**Is there anything that your organisation would have done differently in relation to the project/event/program?**

## Expenditure Details

**Total Project Cost** \$  **Council Contribution Awarded** \$

Please enter details below outlining expenditure on the project/event/program and attach copies of the corresponding receipts and/or invoices.

Description of Expenditure	Value
<b>Total</b>	

## Application Checklist

- Copies of receipts and/or invoices are provided
- Photographs of the completed project/event/program
- Photographs of Council representatives in relation to the project/event/program
- Copies of press releases, merchandising, and promotional materials in relation to the project/event/program

## Certification

(Must be completed by an authorised officer of the organisation)

I certify to the best of my knowledge the statements made within this acquittal are true and correct.

**Name:**

**Position:**

**Signature:**

**Date**