

NARRABRI SHIRE COUNCIL 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:

Grant Identification:

Funding Year:

Name of Project/Event/Program:

Grant Amount Awarded:

Project Completion Date

Contact

Contact Name:

Phone:

Position in Organisation:

Email Address:

Evaluation Details

Was the Project

☐

Underspent

☐

Not Commenced

☐

Not Completed as per application

Amount Underspent

Explanation

How did the project/event/program meet its objectives as outlined in your application form? (Provide details)

How did the project/event/program achieve its goals as outlined in your application form? (Provide details including any changes to the outputs that may have occurred)

How has the completion of the project/event/program ensured that deliverable/outputs were met? (Provide details)

What additional benefits have been recognised from the completion of the project/event/program? (Provide details)

What actions/decisions would your organisation have done differently for this project/event/program? (Provide details)

Expenditure Details

Grant Amount Awarded

Grant Amount Expended

Total Project Cost

Total Claimable Amount

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
Total	

Application Checklist

- ☐ Copies of receipts and/or invoices are provided along with payment evidence
- ☐ Photographs of the completed project/event/program
- ☐ Photographs of Council representatives in relation to the project/event/program
- ☐ Copies of press releases, social media posts 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