



# Shire of Shark Bay Community Assistance Grants

## ACQUITTAL FORM

**Acquittal form is required to be completed within three (3) months of project completion.**

Please complete and return the signed acquittal form to The Shire of Shark Bay.

Applications to be addressed to:

Chief Executive Officer  
Shire of Shark Bay  
PO Box 126  
Denham WA 6537

Applications can be delivered:

Shire of Shark Bay  
65 Knight Terrace  
Denham WA 6537

Email:

cdo@sharkbay.wa.gov.au

For further information, please contact the Community Development Officer on 9948 1218

### **FUNDING ROUND**

Please indicate which funding round you are acquitting for:

- Round 1 - Community Projects Year: \_\_\_\_\_
- Round 2 – Equipment and minor projects Year: \_\_\_\_\_
- Significant Event Sponsorship Funding Year: \_\_\_\_\_

### **ORGANISATION DETAILS**

Organisation Name \_\_\_\_\_

Postal Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Position/Title \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

## FUNDING DETAILS

Project title: \_\_\_\_\_

Project description:

Date(s) the project took place: \_\_\_\_\_

Location(s) where the project took place: \_\_\_\_\_

Total funds received from Shire of Shark Bay (*including GST if applicable*) \$ \_\_\_\_\_

## COMMUNITY BENEFIT

Describe the success of the project and community benefits (*i.e Economic, Environment and Social*):

Would you make any improvements to the project?

## PROJECT BUDGET

Please provide expenditure description of how the Shire of Shark Bay funds were spent and identify if the actual cost differed from budget costs in your application. Please attach receipts for each expenditure items spent.

Amount received for the Shire of Shark Bay Grant	Expenditure Item Description (i.e. materials, equipment, advertising, catering, prizes)	Name of business where the money was spent	Is this a local Shark Bay business?	Provide ex cost differ your applic (if applicab
<b>Total</b>	<b>\$</b>			

Were any of the above-mentioned expenditure items spent locally with **Shark Bay businesses**?

- Yes  
 No

## SIGNIFICANT EVENT - ONLY

Return on investment calculations provide important information for the Shire and Shark Bay businesses and the wider community. If your organisation received funding for **Significant Event Sponsorship Funding** and hosted a 'Significant Event' please estimate the following:

Activity	Estimated Number of Event Participants	
How many people attended your event	Local:	Visitor:
Camped in designated camping grounds		
Stayed in local caravan parks		
Stayed in other local accommodation (i.e hotel)		
Purchased fuel in town		
Purchased food and drink in town		
Participated in paid local tourism activities		

## **ADDITIONAL INFORMATION**

Please attach a copy of the following:

- Receipts for expenditure items
- Photograph evidence of your completed project / event
- Any relevant project evaluation / written feedback from attendees (*if applicable*)

## **DECLARATION**

*I hereby certify that I am the authorised person to sign on behalf of the organisation and that the information is correct. I have read, understand and agree to abide by the conditions set out in the Shire of Shark Bay Community Assistance Grants guidelines.*

**NAME**

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**SIGNATURE**

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**POSITION IN ORGANISATION**

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**DATE**

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