



Shire of Shark Bay Community Grants

ACQUITTAL FORM

Acquittal form is required to be completed within six (6) months of receiving funding.

Please complete all questions and return the signed application form to The Shire of Shark Bay within the timeframe mentioned above.

Acquittals should be addressed to:

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

Acquittals can be delivered:

Shire of Shark Bay
65 Knight Terrace
Denham WA 6537

Or

Email:

debtors@sharkbay.wa.gov.au

For further information, contact the Community Development Officer on 9948 1218 or cdo@sharkbay.wa.gov.au should you require clarification or assistance.

PART 1 – ORGANISATION DETAILS

Organisation Name _____

Postal Address _____

Contact Person _____

Position/Title _____

Telephone (Home)_____ (Mobile)_____

E-mail _____

PART 2 – FUNDING DETAILS

Please specify the grant round and year that you are acquitting (e.g. – Round 2- 2018/2019)

Project the grant was used for:

Was the funding spent according to the original grant application? YES NO

If NO, please explain the reasons for the variation from the original grant proposal:

PART 3 – BUDGET

Please included copies of invoices and receipts with this form.

INCOME

GRANT AGENCY	AMOUNT	ORGANISATION CONTRIBUTION	IN-KIND VALUE
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
TOTAL	\$	\$	

EXPENITURE

BREAK DOWN	COST	IN-KIND	UNSPENT FUNDS
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
TOTAL	\$		

PART 4 – COMMUNITY BENEFIT

Did the organisation use the Shire Community Grant as leverage to attract additional funds into the community? Please outline:

Provide the names of local Shark Bay businesses where the organisation spent any of this grant?

Name of local business	Item(s) Purchased	Amount Spent

As a result of this project, please outline any income earned from sales and what the organisation plans to use this for?

Item	Profit	Future Investment
<i>E.g. Hamburgers</i>	<i>100 x \$5 each = \$500</i>	<i>2020 Event/Program</i>
<i>E.g. Cool drinks</i>	<i>300 x \$2 each = \$600</i>	<i>Equipment</i>

Outline the successes of the project?

How could it have been improved?

SIGNIFICANT EVENT PROJECTS ONLY

Refer to **PART 5** of this acquittal form. Please complete this information as part of your project and grant acquittal.

PART 5 - SIGNIFICANT EVENT PROJECTS

Return on Investment calculations are important information for the Shire and Shark Bay businesses. If your organisation hosted a **'Significant Event'** please provide the following information.

Visitor Expenditure		
Event Attendees x fees	Est. Number	\$
Accommodation		\$
Food & Non-alcoholic beverages		\$
Alcoholic beverages		\$
Caravan & Camping fees		\$
Fuel purchases		\$
Merchandise & other retail		\$
Bait, fishing gear		\$
Other (please outline)		\$
Total Visitor Expenditure		\$

Organisation Inflows	
Shire Community Grant	\$
Additional government grant	\$
Organisation's spend (cash inflow)	\$
Gate takings	\$
Competition Entry fees	\$
Participation fees	\$
Subtotal	\$

Organisation Outflows	
Insurance	\$
Marketing & Promotion costs	\$
Communications	\$
Utilities	\$
Contractor costs	\$
Equipment hire charges	\$
Other (please outline)	\$
Subtotal	\$

Calculation of Direct Expenditure	
Total project expenditure (Excl. airfares)	\$
Plus inflows (gate/competition/participation fees)	\$
Minus outflows (insurance, marketing, communications, contractors etc.)	\$
Direct Spend	\$

Calculation of Return on Investment	
Direct Expenditure	\$
Divided by Shire Community Grant	\$
Return on Investment	\$

PART 6 – DECLARATION

I hereby certify that I am authorised to supply this acquittal on behalf of my organisation and that the information is correct. I have read, understood and agreed to abide by the conditions set out in the Donation and Financial Assistance guidelines.

NAME _____

SIGNATURE _____

POSITION IN ORGANISATION _____

DATE _____