

Community Impact Grant Program Acquittal report



The purpose of the acquittal report is to confirm that the grant funding has been used for the purpose intended and as outlined in your application.

This acquittal report is a written overview of your project/event outcomes including statistical and financial information. This information assists Wodonga Council to evaluate its financial investment and to determine what impact your project/event has had on the community.

Checklist

To ensure you comply with the requirements of this report, please use this checklist and tick all boxes to indicate completion of all aspects of the report:

Answered all questions in this acquittal report;

Attached a financial statement of income and expenditure relating to the project/event and any supporting documentation such as invoices and receipts;

If you are an incorporated organisation:

Your financial statement must be signed by two office bearers (president/treasurer); and

You must include your organisation's annual financial statement.

Enclosed copies of any photos, promotional material and media coverage received;

Proof of acknowledgement of Wodonga Council on any promotional material; and,

Signed the declaration.

You must return this completed acquittal report to Wodonga Council within 60 days of completion of your project/event if under the *Community Impact Grant Program* **OR** at the end of each funded 12 month period for organisations funded under the *Community Impact Partnership Program*.

Organisations may not be considered for further council funding if the acquittal conditions have not been met. If you are having difficulties meeting the acquittal deadline or need assistance please contact the Community Impact Grants team on (02) 6022 9300.

Amount awarded (excl GST):	
Project/event name:	
Date of completion:	
Organisation:	
Address:	
Phone:	
Mobile:	
Email:	

Please return this completed acquittal report to:

Cassie Grimison,

Wodonga Council,

PO Box 923,

Wodonga, VIC 3689.

Email: info@wodonga.vic.gov.au

In accordance with Wodonga Council's Privacy Policy, the information we collect may also be used for our own planning and research purposes to improve the services to the community. Wodonga Council will never reveal personal information we collect to third parties, unless you have opted below to do so, or disclosure is required or authorised by law.

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<p>Please tick the relevant population group/s that your project/event targeted.</p>	<p>Whole community Children and Young people Aboriginal and Torres Strait Islander people People on low incomes People from culturally and linguistically diverse backgrounds People with a disability Older people People at risk of suffering poor health Other: _____</p>
<p>What positive impacts did this project/event have on our community?</p>	
<p> </p>	
<p>Has anything else resulted from your event/project? For example, a new partnership, a new initiative or other opportunities?</p>	
<p> </p>	
<p>What was the highlight of your project/event?</p>	
<p> </p>	
<p>Do you have any additional comments that you would like to share regarding your project/event?</p>	
<p> </p>	
<p>If you are considering applying for funding from council in the future for this project/event, please demonstrate how you will become less reliant on council as a funding source.</p>	
<p> </p>	

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Event attendance

How many participants, including volunteers were involved?	
Total number of volunteer hours:	
How many events were run as a result of this funding?	

Where did the attendees come from?	Percentage equaling 100 per cent
Albury-Wodonga residents	
Within 40km of Albury-Wodonga	
40km to 100km of Albury-Wodonga	
More than 100km of Albury-Wodonga	

Please attach any evidence of how you recognised Wodonga Council's sponsorship before, during and after your event (for example, logo on promotional materials, photographs of banners at event, newspaper articles etc).

Statement of income and expenditure (excluding GST)

Please provide a financial statement of income and expenditure relating to the project/event. This includes documentary evidence such as invoices and receipts. If you are an incorporated organisation your financial statement must be signed by two office bearers such as the president and treasurer. You will also be required to submit your most recent annual financial statement. Further information and documentation may be required upon request.

In-kind support for event/project

In-kind support is defined as the donation of goods or services from the local community or from your own organisation. It is instead of financial assistance. Examples include equipment, reduced registration fees or the donation of seeds and tools for a community garden.

Please list the in-kind support your organisation provided for the event/project
Please list any in-kind support your organisation received from other organisations for the event/project

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Recipient's declaration

We hereby declare on behalf of our organisation that:

- To the best of our knowledge, information detailed in this report (and relevant attachments) is true and correct;
- That the grant was received and expended solely for the purposes of the project/event;
- That all terms and conditions contained in the funding agreement have been complied with; and,
- We may need to provide the council with additional information on the funded project/event if required.

Representative one

Signed:	
Printed name:	
Position:	
Organisation:	
Date:	

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Feedback survey

Wodonga Council is committed to achieving excellence in service provision and welcomes your feedback in relation to the *Community Impact Grant Program*

Overall, how helpful and knowledgeable did you find the grant team in the grant process?	Please tick (One is very poor, 10 is very helpful) 1 2 3 4 5 6 7 8 9 10
How clear and easy to understand was the grant process?	Please tick (One is very poor, 10 is very helpful) 1 2 3 4 5 6 7 8 9 10
Comments 	
What was your experience in dealing with Wodonga Council's Grants Program?	
What areas for improvement would you recommend for future funding rounds?	
Do you have a quote about how the council funding assisted you with your event, which we may use in promotional activities? Can we use your name: Yes No	

Office use only

Assessment of acquittal report

Event/activity outcomes	Yes	No	Comments
Acquittal received 60 days from completion of project/event			
Project/event aims were achieved			
Financial statement included and if applicable: <ul style="list-style-type: none"> • Includes documentary evidence • Signed by two office bearers • Includes most recent annual statement 			
The project/event provided notable benefits to the community			
The council was recognised for its contribution to the project/event			

Acquittal report assessed and reported by council officers:

Staff member: _____

Position: _____

Signature: _____

Date: _____

Staff member: _____

Position: _____

Signature: _____

Date: _____