



Community Grants Program

Project Report and Acquittal Form

Please Note:

- Within two (2) months of funds being expended, grant recipients must complete and return to Council the grant acquittal form.
- The Project Report & Acquittal Form is to be returned to The Chief Executive Officer, Scenic Rim Regional Council, PO Box 25, Beaudesert, Qld 4285.
- Facsimile Project Report & Acquittal Form will not be accepted.

Section A – Organisation Details

1. Name and Address of your Organisation.

2. Address for Correspondence (if different to above).

3. Contact Person’s Name.

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4. Contact Details.

Phone	<input type="text"/>	Fax	<input type="text"/>
Mobile	<input type="text"/>	Email	<input type="text"/>

Section B – Financial Details

To fully acquit the funded project your organisation must prove it has expended the eligible project cost on eligible items of expenditure as outlined in the Community Grants Program Guidelines. If the project has been completed under budget or your organisation has spent the grant funds on ineligible items then your organisation will be requested to return the unexpended funds or repay the amount spent on ineligible items.

The expenditure on the project should be supported by one of the following:

1. Original receipts and invoices for each item of expenditure listed in the ‘Grant Expenditure Statement’ should be attached. Cheque butts, bank statements and delivery dockets are not acceptable; or
2. Copies of receipts and invoices, with a signed declaration on each receipt from the treasurer of your organisation, declaring that the receipt or invoice is a copy of the original and the reason why the original is being withheld by your organisation; or
3. An original auditor’s certification complete with the telephone number and qualifications of the auditor certifying that he/she has examined the financial records as detailed in the ‘Grant Expenditure Statement’ and certification that the expenditure is in accordance with the grant payment.

Grant Approval Amount Received from Council: \$

ABN GST Registered? Yes No

Grant Expenditure Statement (List of Receipts and Invoices)

Please list the details of all receipts and invoices related to this claim in the following table. Items claimed must be only those deemed eligible according to your original application and as outlined in the Community Grants Program Guidelines.

Please attach all documentation to support the following.

Receipt/Invoice No.	Total Amount of Receipt/Invoice	GST Amount	Receipt/Invoice Value Excluding GST	Provider of Goods/Services	Goods/Services Provided

Sub Total			
Grant Approval Amount			
Variance			

Section C – Project Report

Is the project complete? Yes No

If yes:

1. Please describe the work undertaken.

2. If the completion date was past the date originally set down in your application, please explain the reason for the delay.

3. Describe how Scenic Rim Regional Council was acknowledged for the support it provided. (Please attach any printed material such as signage, press, newspaper clippings, posters etc to this form).

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- 4. Please provide a summary of how the project was implemented and what it achieved. Please include answers to the following questions:
 - What was the aim of the grant funding?
 - How do you know you achieved that aim?
 - Who benefited from the project?

- 5. Was the project implemented as described in your original application for funds?
Yes No

If **no**, please outline the changes below.

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If the project is not complete:

6. If an extension time was required, did you obtain approval from Council.

Yes No Not Applicable

If **no**, please explain why approval of an extension was not obtained and the reason for the delay in delivering the project.

Section D – Claimant’s Declaration

Please have two members of your organisation sign the declaration below. Only the Chairperson, or President (or another officer, formally delegated such authority *), and the Secretary/Treasurer of the organisation which is to receive the grant should sign.

We certify that the total amount of this acquittal relates to funding approved in the project report as identified in Section B of this acquittal form.

Name	<input type="text"/>	Name	<input type="text"/>
Position	<input type="text"/>	Position	<input type="text"/>
Signature	<input type="text"/>	Signature	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>

PLEASE NOTE: * Where this agreement is signed by a delegated officer, current documentation authorising such a delegation of authority signed by the Chairperson or President, must be attached to this agreement.