



Community Grants Program Acquittal Form

P O Box 3078
WEST KEMPSEY NSW 2440
T 6566 3200 F 6566 3205
E ksc@kempsey.nsw.gov.au
W www.kempsey.nsw.gov.au
ABN 70 705 618 663

**You need to return this completed form within 12 months from the notification of grant approval.
If you fail to do so any subsequent applications may not receive funding.**

Mail to:

Kempsey Shire Council
P O Box 3078
WEST KEMPSEY NSW 2440

For further information please contact Community Services on **6566 3221**.

1. Grant Details

Grant Year

Grant amount from Kempsey Shire Council

Project Name

2. Recipients Details

Organisation's Name

Contact person's name

Business hours no.

Mobile no.

Fax no.

Email

3. Certification

To be signed by the Chair, Presidents or Executive of the Organisation

I certify that the attached statement of Income and Expenditure provides a true and fair record of income and expenditure on this project.

Name

Position in Organisation

Signature

Date

4 Project Summary

- You may choose to attach a separate project report but it must address the questions included in this form.
- Please attach materials developed as part of your project e.g. media coverage or publicity, flyers, reports etc.

1 Please briefly describe your project and its outcomes.
What did you do? How did the community benefit?

2 How many people participated in your project?

3 How many volunteers worked on your project?

4 Was the project successful in the way you expected? If not, how did it differ? What would you do differently next time?

5 Did you learn anything new in carrying out your project?

5 Statement of Income and Expenditure

Please note: Funding recipients undertake to provide at the request copies of all documentation including receipts, invoices and bank records relevant to the acquittal of the grant.

Actual Income		Actual Expenditure		
		Item	Total Cost	Total Cost less GST
Project revenue / income earned through the project / activity	\$			
Organisation's contribution to the project / activity, including volunteer staff <i>Give details</i>	\$			
Donations or in-kind support <i>Give details</i>	\$			
Sponsorship	\$			
Kempsey Shire Council Community Grants Program Grant	\$			
Other subsidies				
State Government Grant <i>Give details</i>	\$			
Federal Government Grant <i>Give details</i>	\$			
Other Income <i>Give details</i>				
TOTAL	\$	TOTALS	\$	\$

Note: Volunteer staff / labour are to be costed at \$20.00 per hour.