

Waverley Council
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Small Grants Acquittal Form	
To be completed and returned by recipients of Council Small Grants within 4 weeks of completion of project, or together with any new grant application. Non-submission will affect any future application.	
THE RECIPIENT	
Organisation	
Contact name	Position:
Postal address	
Email address	Telephone:
THE PROJECT	
Name	
Description	<input type="checkbox"/> As described in application <input type="checkbox"/> Variations (<i>specify; add pages if necessary</i>): _____ _____ _____
Outcomes	What did the project achieve? <i>Please note benefits to Waverley community</i> _____ _____ _____ _____
Community involvement	Who, or which section of the community was targeted? <input type="checkbox"/> All <input type="checkbox"/> Older people <input type="checkbox"/> Children <input type="checkbox"/> Youth <input type="checkbox"/> Multicultural <input type="checkbox"/> Other (<i>specify</i>) _____ _____ How many people participated? (eg daily, weekly, in total) _____ _____
Promotion	How was the project promoted? <i>Please attach copies of any clippings, flyers etc</i> _____ _____ _____
Acknowledgement	How was Council's support acknowledged? <i>Please attached any relevant material</i> _____ _____ _____
Synopsis	Synopsis of the project and its outcomes for publication to Council's small grants website. <i>Please complete and attach release form</i> _____ _____ _____

THE GRANT

Round	<input type="checkbox"/> Round 1 <input type="checkbox"/> Round 2 <input type="checkbox"/> 2015-16 <input type="checkbox"/> 2016-17 <input type="checkbox"/> 2017-18		
Amount granted	Monetary: \$	In kind: \$	Total: \$
Use	Please attach: <input type="checkbox"/> for totals <i>under</i> \$10,000: a financial statement <input type="checkbox"/> for totals of \$10,000 or over: an audited statement <i>Council reserves the right to require an audited statement of any applicant</i>		
	How was the grant money spent:		

DECLARATION

I confirm that all the above and attached information is correct.

Signature _____ Date _____

Office Use Only

Promotional material attached
 Fin. statement attached
 Audited Fin.statement attached
 Photograph attached
 Release attached
 More information required:

Acquitted
 Signed: _____
 Date: _____