The City of Nedlands Community Grants Fund acquittal is **due 3 months** after the project or event is completed.

**Part 1: Applicant information**

|  |  |
| --- | --- |
| Group or organisation |  |
| Contact person |  |
| Position |  |
| Street address |  |
| Postal address |  |
| Telephone |  |
| Mobile number |  |
| Email address |  |

**Part 2: Key details**

Project or event funded \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of project or event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 3: Declaration**

I/We the undersigned, declare that the sponsorship of $\_\_\_\_\_\_\_\_\_\_\_ provided by the City of Nedlands has been spent in accordance with the purpose and conditions for which it was granted and that the financial statement is a true and correct record of the transactions for this project.

Signed Date

Signed Date

**Part 4: Grant evaluation report**

Did you achieve the purpose of the event or project?  Yes  No

|  |
| --- |
| Please elaborate: |

What were the key outcomes of your event?

|  |
| --- |
|  |

How many people attended?

|  |
| --- |
|  |

Did the City of Nedlands receive any acknowledgment as a result of the grant? How?

|  |
| --- |
|  |

Please attach photographic evidence of your project or event.

**Part 5: Budget information**

Briefly describe what the grant funding was spent on.

|  |
| --- |
|  |

Please detail your project or event budget.

|  |  |
| --- | --- |
| **Income**  Sponsorship, own contribution, other funding | **Amount** |
| City of Nedlands Community Grant |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

|  |  |
| --- | --- |
| **Expenditure**  Please list items | **Amount** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

**Please provide copies of receipts and attach them to the Grant Acquittal, to show how sponsorship funds were spent.**

**Part 6: Submission**

Please email completed Acquittal Form, copies of receipts and copies of photographs to commdev@nedlands.wa.gov.au