



KU-RING-GAI COUNCIL FINANCIAL ASSISTANCE TO COMMUNITY GROUPS PROGRAM 2016

Acquittal Form

*In accordance with the Conditions of Funding Agreement signed by your organisation when you received your Ku-ring-gai Community Grants funding, this Acquittal Form must be completed and returned to Ku-ring-gai Council by **31 May 2017**.*

The following documents will need to be included when this report is submitted to Council:

- *Copies of all promotional material acknowledging Council's support*
- *Statutory Declaration detailing Income and Expenditure relating to the project.*

Should you have any queries in relation to completing this form, or if you anticipate a delay in expending these funds, please contact Danny Houseas on 9424 0829. Any unspent funds must be returned to Council.

Name of Organisation:

Postal Address:

Contact person:

Phone Number:

Email Address:

PROJECT DETAILS

1. Amount Received From Ku-ring-gai Council:

2. Name of Project:

3. Briefly outline the activities undertaken during this project:

4. What were the outcomes and achievements of this project:

Please measure against original objectives and outcomes outlined in proposal.

5. Were there any difficulties or constraints in achieving your objectives:

6. Who in the Ku-ring-gai community has benefited from the financial assistance provided by Council?

7. Have you had any feedback from the community and/or participants regarding the project?

8. Was the entire grant expended?

- If yes, please indicate how the grant was spent on an attached Statutory Declaration form and attach copies of receipts.
- If no, please explain why and indicate either when the grant will be spent or when unspent funds will be returned to Council.

9. Did Ku-ring-gai Council receive any publicity or acknowledgement as a result of the grant? If yes, please attach any articles, newsletters, promotional materials.

Signature: _____

Name: _____

Date: / /

Please return this form and attachments as outlined on the first page to:

Manager Community Development
Ku-ring-gai Council
Locked Bag 1006
Gordon NSW 2072

Please phone Mr Danny Houseas on 9424 0829 if you would like further information or assistance.