



# KU-RING-GAI COUNCIL FINANCIAL ASSISTANCE TO COMMUNITY GROUPS PROGRAM 2019

## 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 2020**.*

*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.*

