



Croydon Shire Council Community Grants Program

Acquittal Form

Introduction

The Croydon Shire Council Community Grants program is an initiative to support not-for-profit community groups by providing financial and in-kind support to enhance their capacity to provide services, leisure activities and opportunities within the Croydon Shire community.

This acquittal is to be submitted no later than six (6) weeks after completion of the project, activity or event.

1. Grant Recipient's Details

Organisation Name	
Postal Address	
Contact person for this application	
Contact person position in organisation	
Phone number	
Mobile phone number	
Email address	
Project / event / activity title	
Program funding provided	\$
Program funding spent	\$
Amount to repay	\$
Date project completed	

2. Project Summary

<p>Project Outcome</p> <p>Describe the project and the results achieved, include information detailing the benefits to the community. Include an estimate of the number of people that benefited / attended the project / event / activity. Support material such as photos may also be included.</p>	
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<p>How was the support acknowledged</p> <p>Describe how the support was acknowledged. Attach copies of any publications and publicity material.</p>	
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3. Financial Summary

<p>Project Financial Report</p> <p>Provide a detailed breakdown of how the grant funds were spent. Provide copies of invoices or documents to support your acquittal.</p>	
<p>ATTACHMENTS</p> <p>Please list any attachments provided.</p>	

4. Certification

I certify that I am authorised by the applicant to prepare and submit this acquittal for funds received under the Community Grants Program.

I certify that the information provided in this acquittal report, including relevant attachments are true and correct. I agree to provide Croydon Shire Council with additional information on the funded activity if required.

Name (please print)

Signature

Position

_____/_____/_____
Date

5. Lodgement of Acquittal

All acquittals must be addressed to:

The Chief Executive Officer
Croydon Shire Council
PO Box 17
Croydon QLD 4871

The information collected in this form will be used by Council for lawful purposes directly related to the functions and activities of the Council. Your personal details will not be disclosed to a third party outside the process of dealing with your application, except where required by legislation (including the *Right to Information Act 2009*). The information collected may be retained as required by the *Public Records Act 2002*.