

Shire of Esperance Community Grants Program Small Grant Accountability Report



This report must be completed within 60 days of the completion of the project. Contact the Shire of Esperance if you are unable to complete questions or declarations or supply required evidence.

INDIVIDUAL APPLICANT / CONTACT PERSON

PERSON NAME

PERSON POSITION

PERSON PHONE NUMBER/S

PERSON POSTAL ADDRESS

PERSON EMAIL ADDRESS

ORGANISATION DETAILS

ORGANISATION NAME

ORGANISATION RESIDENTIAL / POSTAL ADDRESS

ORGANISATION PHONE NUMBER/S

ORGANISATION EMAIL ADDRESS

DETAILS OF ACTIVITY / EVENT

PROJECT TITLE & DESCRIPTION - What did you do?

PROJECT ACHIEVEMENTS - What did your project achieve? How did the Community Benefit?

NUMBER AND BROAD DEMOGRAPHIC DETAILS OF PARTICIPANTS - Who and how many people were involved in your event?

WHAT WERE THE FUNDS SPENT ON? (Evidence to be attached)

HOW DID YOU ACKNOWLEDGE SHIRE'S SUPPORT? (Evidence to be attached)

DECLARATION & CHECKLIST

I am authorised to make this acquittal on behalf of my organisation.

The project met the conditions as set out in our grant approval letter and the Community Grant Program Guidelines.

The information provided in this accountability report and any attachments is true, correct and discloses an estimate as accurate as possible as to the actual income, expenditure and activities of the project.

Budget Completed (overleaf)

Mandatory Supporting Documentation Attached:

Evidence of grant expenses (invoices/receipts)

Tangible evidence of all Shire acknowledgment (e.g. social media screenshots; images of Shire signage; copies of media articles & promotional material. etc)

A good quality image of your project in action and/or an image that represents your organisation for use by the Shire of Esperance for promotional purposes.

Signature or E-Signature

Date

