

CENTRAL HIGHLANDS REGIONAL COUNCIL COMMUNITY GRANTS PROGRAM

Category: Acquittal Form

ACQUITTAL FORM

Applicant Important Information

At the completion of funded program, project and/or activity, please complete this acquittal form.

For enquiries or assistance with acquittal, please phone Central Highlands Regional Council on 1300 242 686.

Document Checklist

- Copies of invoices
- Proof of payment (nil invoices/receipts)
- Project Summary
- Support material (press clippings, photographs, written responses to your project, event and/or activity etc.)

Project Summary Checklist

- You will need to attach a project summary to this report (this only needs to be brief)
- A brief description of the project, program or activity, include any variations from your initial application form
- Direct/indirect benefit to Central Highlands community?
- Did you achieve the results you intended for the project, program or event expressed in your application form? (e.g. skill development, community access, professional development, innovation)

Final Checklist

- All questions have been answered in full
- Appropriate person/s has signed
- You have kept a copy
- Your acquittal has been submitted to council within 6 months of approval date

COUNCIL USE ONLY

- Acquittal completed
- Project completion letter
- Cheque request completed

Amount: Date: ____/____/____

Responsible Council Officer

ORGANISATION DETAILS

SECTION A

Q1. Details of your organisation

Organisation:

Street Address:

Suburb:

State: Postcode:

Postal Address:

Suburb:

State: Postcode:

Phone:

Fax:

Email:

ABN:

Q2. Contact person for this application

Title:

Name:

Position:

Phone:

Email:

GRANT DETAILS

SECTION B

Q3. Which funding round and year was approved?

Round 1 (February) Year:

Round 2 (August) Year:

Q4. Which category was approved?

Community Assistance Grant

Sport and Recreation Assistance Grant

Community Improvement Grant

Q5. Amount approved?

Q6. Title of project funded?

Q7. Date notified of grant approval

(refer to date of CHRC letter of approval)/...../.....

Q8. Extension approved?

Yes Length of extension

N/A





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ADDITIONAL INFORMATION SECTION C

Financial Summary

Please complete the below table with the actual expenditure (may be different from quotations).
Copies of invoices if different and receipts to be attached.

Project expenditure items	Quoted expenditure	Actual expenditure
TOTAL:		

Q9. What is your preferred payment type?

- Cheque Please provide postal details:
- EFT Please provide bank details:
Account:
- BSB:
- Account Number:

Q10. Was there any media coverage?

- No
- Yes Please specify and attach:
 Newsletter Radio Other

Q11. How and when has Council been acknowledged?

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CERTIFICATION BY ORGANISATION

SECTION D

I hereby certify that:

- I have been authorised to prepare and submit this acquittal on the above mentioned group/organisation and the information contained herein is a true and correct record to the best of my knowledge. On behalf of the above mentioned group/organisation, I agree to accept funding in accordance with the CHRC Community Grants Program Guidelines and associated conditions.

Signature:	Date:
Name:	Position:

Privacy Statement

Central Highlands Regional Council is collecting your personal information for the purpose of assessing your grant application and/or finalising your grant requirements. The collection of this information is authorised under the Local Government Act 2009. Some of the information may be given to media for the purpose of promoting your success and council's support. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

Please send acquittal form to:
 Community Grants Officer
 Central Highlands Regional Council
 PO Box 21
 Emerald QLD 4720

Further information:
 Central Highlands Regional Council
 1300 242 68

enquiries@chrc.qld.gov.au

www.centralhighlands.qld.gov.au

