

Community Funding Program

Acquittal report

Please return to:

Community Funding Program
South Perth Civic Centre
Cnr Sandgate Street & South Tce
South Perth WA 6151

1. Applicant Details

Name of organisation: _____

Contact person: _____

Address: _____

Phone: _____ Email: _____

2. Project Details

Project title: _____

Start Date: _____ Completion date: _____

3. Project Evaluation

3a. Tell us about your project- what did you do and who was involved?

- I give permission for information shared in this section to be shared by the City of South Perth for publicity purposes

3b. Were the project objectives met? Please refer to the objectives from your application.

3c. Achievements: what were the best outcomes from the project?

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3d. Lessons: what would you do differently if you could run the project again?

3e. How many participants were involved in this project, and what proportion were City of South Perth residents?

4. How was the City of South Perth acknowledged in this project?

4a. please attach copies of promotions and media articles

5. Feedback on Community Funding Program

Please provide suggestions for improvement of the community funding program (e.g. the application or acquittal process, support provided, funding requirements or amount available)

6. Financial acquittal

The following table is an example only. Please attach the project's financial report, including all income and expenditure for the project. Ensure you have retained receipts in case of an audit.

Income	\$	Expenditure	\$
City of South Perth funding	1000	e.g. Administration	800
Applicant's contribution	600	e.g. Marketing/ Advertising	1000
e.g. Ticket sales	400	e.g. Materials	200
e.g. Merchandise sales	100	e.g. Professional Fees	500
Other sponsorship (please specify)	400	e.g. Catering	200
e.g. In-kind contributions / volunteers	200	e.g. Venue Hire	In kind
Other (please specify)		Other costs (please specify)	
TOTAL	\$2,700	TOTAL	\$2,700

7. Declaration

I declare the grant of \$_____ provided by the City of South Perth has been spent in accordance with the purpose and conditions for which it was granted and that the financial statement is a true and accurate record of the income and expenditure transactions for this project.

Contact Person: _____

Position: _____

Signature: _____

Date: _____

Checklist – please ensure you have...

- Completed Sections 1-7
- Taken a copy of your acquittal report
- Attached financial report
- Attached marketing, promotion and media examples
- Attached at least one photograph of the project activities