

Acquittal Report General Acquittal Form 2020-2021



Please provide a completed Acquittal Report to grantsubmissions@canning.wa.gov.au by the date requested in your Grant Notification email to remain eligible for further funding. Allow 4 weeks for your acquittal to be reviewed. Receipts may be requested by the City. The City may also seek to recoup grant funds if the information you provide is late or incomplete.

1. Applicant Details	
Applicant name	Email:
Contact Name:	Phone:
Position Held:	Activity Name:
	Project Ref (<i>see offer letter</i>):

2. Project Details:									
<p>a) Which grant did you receive?</p> <table> <tr> <td>Small Grant</td> <td>Can – Do</td> <td>Disability Access & Inclusion</td> </tr> <tr> <td>Volunteer Grant</td> <td>Sport and Community Equipment</td> <td>Resilience</td> </tr> <tr> <td>50/50 Equipment</td> <td>Sport, Recreation and Community Facilities</td> <td>Other.....</td> </tr> </table>	Small Grant	Can – Do	Disability Access & Inclusion	Volunteer Grant	Sport and Community Equipment	Resilience	50/50 Equipment	Sport, Recreation and Community Facilities	Other.....
Small Grant	Can – Do	Disability Access & Inclusion							
Volunteer Grant	Sport and Community Equipment	Resilience							
50/50 Equipment	Sport, Recreation and Community Facilities	Other.....							
<p>a) Describe the achievements of your activity</p>									
<p>b) i How many members of the Canning community benefited from this grant?</p> <p>ii How did they benefit?</p>									

3. Expense Details:

Please match up costs with original application form and include receipt reference numbers.

Costs			Variations (or write n/a)
Receipt Ref	Expenditure	\$(GST Inc)	
List expenditure for goods and services paid by grant funds			Provide explanations if the actual costs differ from budgeted costs in your application
List expenditure for goods and services purchased by the applicant's funds (<i>50/50 Equipment and Facility Improvements recipients only</i>)			Provide explanations if the actual costs differ from budgeted costs in your application
Receipt Ref	Expenditure	\$(GST Inc)	Variations (or write n/a)
Total (Inclusive of GST):			

Attach evidence of activity - your acquittal report is incomplete without this evidence

Incorporated organisations - Proof of purchases e.g. supplier issued receipts or bank statements, unless treasurer signature has been provided and;

Businesses, individuals an unincorporated organisations - Proof of purchases e.g. supplier issued receipts or bank statements and;

Confirmation activity took place eg photographs of activity; participant feedback forms and,

Evidence of public acknowledgment of the City of Canning grant e.g. social media, newsletter.

4. Media/Photographic Consent

Please include photos to help the City promote the grant you received. Complete this form to provide permission for the City to use your photos. Each identifiable person in the photo must complete this form.

I _____ allow the City of Canning to use my image as taken for the following purposes:

- City of Canning internal communications
- Promotional/marketing and advertising
- Media - press releases, TV, print and online publications, social media, website
- City of Canning publications

Signature:

Under 18 year olds require the consent form to be signed by a parent or guardian.

I _____ (Parent/Guardian name) allow the City of Canning to use images of my child for the abovementioned purposes.

Date:

Declaration - Your acquittal report is incomplete unless signed and dated

1. Recipient: I certify I am authorised by my organisation to prepare and submit this Acquittal Report. I warrant the activity was undertaken as described in my grant application, or with the written approval of the City of Canning. All information contained herein is, to the best of my knowledge, true and correct.

2. Treasurer: I certify the budget included in this Acquittal report is a true and accurate record of this activity. *(Businesses, individuals and unincorporated groups must supply receipts with their acquittal.)*

1. Recipient's Name (please print clearly)

2. Treasurer's name (please print clearly)

Signature

Signature

Position Held

Address

Date

Date

Complete this form electronically

Attach your acquittal and all supporting documents by email and send to
grantsubmissions@canning.wa.gov.au.

Use the subject heading **Name of organisation - Category of grant - Grant Acquittal** to ensure your acquittal is assessed, e.g. Canning Ballroom Dancers (Inc) - Can Do - Grant Acquittal.