# SCHEDULE C: ACQUITTAL FORM

**ACQUITTAL FORM**

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| Recipient Organisation: | Insert details | Grant ID: | Insert details |
| Project Title: | Insert details | Date of Report: | Insert details |
| Contact Name: | Insert details | Reporting Period: | Insert details |
| Direct Phone No: | Insert details | Grant Amount: | Insert details |
| Email: | Insert details |  |  |

What was the key purpose of the project?:

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| Objectives | Activities | Outputs  the specific, measurable amount of goods/services produced as a direct result of the activities, eg: event attendance, satisfaction survey results, number of clients served. | Impact  broad effect or impact of the funded activities; the eventual benefit to the target group/community, eg: improved awareness, enhanced quality of life. |
| What did you intend to do? Restate key objectives from your original application. | What did you do? Detail the specific activities undertaken for each objective. | What happened as a result? Detail actual results. | Did it make a difference? State how success was measured. |
| EXAMPLE: | Produce promotional and educational materials in 3 languages  Six legal information sessions held using material | 40 people attended each session. | EXAMPLE: Target group made up 75% of participants  Evaluation of sessions reported 80% now better informed |
| Insert details |  | Insert details | Insert details |
| Insert details |  | Insert details | Insert details |
| Insert details |  | Insert details | Insert details |

**Looking back after completing the project, are there things you would do differently or improve?**

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| **Is there anything else you would like to tell the Community Grants Team about your Project?** eg: unexpected issues, client feedback, media coverage, event records, development of products, evidence of acknowledgement of Council funding. |

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| **Looking back after completing the project, are there things you would do differently or improve?** |

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| **What, if any, are the plans for continuing the work started?** |

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| **Attach a financial statement showing budgeted versus actual revenue and expenses for the funded project providing detail of each budget line item.** Please refer to budget you indicated in section 5 of your application. |

In particular:

* Provide explanations for deviations in actual and/or proposed expenditures from originally approved budget line items.
* Include information on other funders and the dollar amount awarded by each.
* If the total proposed budget was not raised, indicate how you adjusted the project or goals.
* Provide evidence including receipts or invoices to the value of the grant amount.

If there are any unexpended funds greater than $100 these funds at the end of the grant period will be required to be returned to Council. You are required to contact the Grants Team to should you require a variation to your agreement including your project, including project plan or budget as outlined in your application.

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| **Are there any other comments or suggestions you would like to make to the Community Grants Team as we continue to develop our grants program?** |

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| **Acquittal** |

I, the undersigned, being a person duly authorised by [insert Applicant Name], certify that:

1. the above information is true and complete;
2. the expenditure of the Grant received to date has been solely on the Project;
3. there is no matter or circumstances of which I am aware, that would constitute a breach by Us or, if applicable the End Recipient, of any term of the Grant Agreement between Us and You dated [insert date] that has not been notified by You.

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| --- | --- | --- |
| Signature: x |  | Position: [insert position] |
| Name: [insert name] |  | Date: |

This report to the Community Grants Team is a permanent record of what you achieved and what you have learned in the process of implementing your project. The information you provide here will be used to shape future grant making and report to various stakeholders on the achievements accrued through the Community Grants Program.

This report will also be used to assess the performance of your organisation in implementing a project funded by the Community Grants Program, and to add to our knowledge about promising practises and lessons learned to consider in the ongoing development of our program.

Please mail a signed copy to:

Community Grants Program

Redland City Council

PO Box 21

Cleveland QLD 4163