# 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	ORGANISATION DETAILS
PERSON NAME	ORGANISATION NAME
PERSON POSITION	ORGANISATION RESIDENTIAL / POSTAL ADDRESS
PERSON PHONE NUMBER/S	
PERSON POSTAL ADDRESS	ORGANISATION PHONE NUMBER/S
PERSON EMAIL ADDRESS	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

# PROJECT BUDGET

Amount Received \$ Total Project Cost (A+C) \$

List all income and expenditure details relating to your project/activity. If you are registered for GST all amounts are to be GST exclusive. If you are not registered for GST all amounts are to be GST inclusive. Volunteer labour is valued at \$25 per hour. Where a trades person is donating labour identify the full value of works. If you need more space attach a budget using the same format.

EXPENDITURE - CASH	GST EXCLUSIVE: YES NO	
ITEM - DESCRIPTION	BUDGETED \$	ACTUAL \$
TOTAL PROJECT EXPENDITURE (A)	\$	\$
INCOME - CASH CONTRIBUTION		
ITEM - DESCRIPTION	BUDGETED \$	ACTUAL \$
SHIRE OF ESPERANCE CONTRIBUTION		
APPLICANT CASH CONTRIBUTION		
PARTICIPANT CONTRIBUTION ie Registration or Entry Fees		
OTHER FUNDING - please specify		
TOTAL PROJECT INCOME (B)	\$	\$
	IS / DEFICIT (B) — (A)	¢

IN KIND CONTRIBUTION - NON CASH ITEMS - VOLUNTEER DETAILS		
ORGANISATION - ITEM - DESCRIPTION	BUDGETED \$	ACTUAL \$
TOTAL PROJECT INCOME (C)	\$	\$

TOTAL PROJECT COST (A) + (C) \$