

Shire of Esperance

Community Grants Program

Accountability Report - Assistance



It is a legal requirement of the Shire of Esperance to obtain a completed accountability report from all recipients of grant funds through the Community Grants Program. As outlined in the guidelines: An accountability report must be completed and returned within 60 days of the completion of the project or at the end of the financial year which ever falls first. The accountability report must include a financial report of budgeted and actual expenditure, and evidence of: grant funds being spent; recognition of Shire contribution; and tangible evidence to support performance indicators.

PROJECT SUMMARY (PLEASE PRINT IN BLOCK LETTERS)

NAME OF PROJECT

LOCATION OF PROJECT / ACTIVITY

PROJECT START DATE

PROJECT FINISH DATE

TOTAL PROJECT COST

FUNDING AMOUNT RECEIVED

ORGANISATION DETAILS (PLEASE PRINT IN BLOCK LETTERS)

ORGANISATION NAME

CONTACT PERSON NAME

CONTACT PERSON POSITION / ROLE

ORGANISATION STREET / POSTAL ADDRESS

CONTACT PERSON PHONE NUMBER/S

CONTACT PERSON EMAIL ADDRESS

ORGANISATION PHONE NUMBER/S

ORGANISATION EMAIL ADDRESS

PROJECT DETAILS (PLEASE PRINT IN BLOCK LETTERS)

OUTLINE THE PROJECT THAT THE FUNDING WAS SPENT ON

SPECIFICALLY IDENTIFY WHAT THE GRANT FUNDS WAS USED FOR

DID THE PROJECT ACHIEVE THE AIMS AND OBJECTIVES AS OUTLINED IN YOUR APPLICATION? PLEASE PROVIDE DETAILS

FOR EVENTS / ACTIVITIES - PROVIDE DETAILS OF THE PARTICIPANTS (I.E. NUMBER, AGE, GENDER)

DETAIL THE BENEFIT THAT THE PARTICIPANTS AND THE BROADER COMMUNITY GAINED FROM THIS PROJECT

PROVIDE DETAILS OF THE PARTNERSHIPS WITH OTHER ORGANISATIONS OR COMMUNITY GROUPS THAT HELPED TO DELIVER THIS PROJECT AND OUTLINE HOW THEY SUPPORTED THE PROJECT

DETAIL HOW YOU CONDUCTED AN EVALUATION OF THE PROJECT

FOR ONGOING PROGRAMS: DETAIL ANY CHANGES YOU WOULD MAKE TO IMPROVE THE PROGRAM AND FUTURE SUSTAINABILITY

DETAIL HOW YOU PROMOTED THIS PROJECT TO THE COMMUNITY

DETAIL HOW YOU ACKNOWLEDGED THE SHIRE OF ESPERANCE'S CONTRIBUTION TOWARDS THE PROJECT (EVIDENCE TO BE ATTACHED TO THIS REPORT)

WERE THERE ANY VOLUNTEERS INVOLVED WITH THIS PROJECT

YES

NO

HOW MANY VOLUNTEERS WERE INVOLVED WITH THE PROJECT

WHAT IS THE TOTAL NUMBER OF HOURS VOLUNTEERS CONTRIBUTED TOWARDS THE PROJECT

PROVIDE ANY FURTHER INFORMATION WHICH YOU THINK IS RELEVANT TO YOUR PROJECT HERE

FUNDING (PLEASE PRINT IN BLOCK LETTERS)

DETAIL ANY GRANT FUNDING RECEIVED FROM OTHER SOURCES FOR THIS PROJECT

FUNDING BODY AND PROGRAM	AMOUNT RECEIVED

DECLARATION

I declare that:

I am a person authorised on behalf of my organisation to complete this report.

The information provided in this document and any attachments is to the best of my knowledge true, correct and discloses an accurate income, expenditure and activities of the project.

I understand any omission or false statement may result in the rejection of future applications or withholding of any funds already approved.

NAME

NAME

POSITION HELD

POSITION HELD

SIGNATURE

SIGNATURE

DATE

NOTE: Supporting documentaion is required with this report. This includes evidence of grant funds being spent; recognition of Shire contribution; and tangible evidence to support performance indicators.

