

# Shire of Esperance

## Community Grants Program

### Accountability Report - Events



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.**

