

Shire of Esperance

Community Grants Program

Accountability Report - Annual Grant



This report must be completed within 60 days of the completion of the project or 30th September following the completion of the grant year - which ever falls first. This accountability report must be completed in full and returned with evidence of: grant funds being spent; recognition of Shire contribution; and tangible evidence to support performance indicators. Contact the Shire of Esperance if you are unable to complete questions or declarations or supply required evidence.

PROJECT SUMMARY

NAME OF PROJECT

LOCATION OF PROJECT / ACTIVITY

PROJECT START DATE

PROJECT FINISH DATE

TOTAL PROJECT COST

FUNDING AMOUNT RECEIVED

ORGANISATION DETAILS

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

Please refer back to your original application to assist with completing this report.

PROJECT DETAILS

OUTLINE THE PROJECT THAT THE FUNDING WAS SPENT ON

SPECIFICALLY IDENTIFY WHAT THE GRANT FUNDS WERE USED FOR - TANGIBLE EVIDENCE TO BE ATTACHED TO THIS REPORT (ie Receipts or Invoices)

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

PROVIDE A BRIEF EVALUATION OF THE PROJECT - Achievements, Challenges, Successes, Gaps, Key Learnings, Consequences, New priorities etc

IF YOU EMBARKED ON THE PROJECT AGAIN WHAT CHANGES YOU WOULD MAKE TO IMPROVE THE PROGRAM / PROJECT?

DETAIL HOW YOU PROMOTED THIS PROJECT TO THE COMMUNITY

DETAIL HOW YOU ACKNOWLEDGED THE SHIRE OF ESPERANCE'S CONTRIBUTION TOWARDS THE PROJECT

TANGIBLE EVIDENCE TO BE ATTACHED TO THIS REPORT - Evidence may include Photos, Media Articles, Website Screen-shots, Newsletters, Promotional Material etc

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

We are people authorised on behalf of our organisation to complete this report on behalf of our organisation.

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

The project met the conditions as set out in our grant approval letter and the Community Grant Program Guidelines.

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

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.

NAME

NAME

POSITION HELD

POSITION HELD

SIGNATURE or E-SIGNATURE

SIGNATURE OR E-SIGNATURE

DATE

DATE

PROJECT BUDGET

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 PLEASE ATTACH A BUDGET USING THE SAME FORMAT

<i>EXPENDITURE - CASH</i>		GST EXCLUSIVE: YES NO	
ITEM - DESCRIPTION	BUDGETED \$	ACTUAL \$	
TOTAL PROJECT EXPENDITURE (A)		\$	\$
<i>INCOME - CASH CONTRIBUTION</i>		GST EXCLUSIVE	
ITEM - DESCRIPTION	BUDGETED \$	ACTUAL \$	
SHIRE OF ESPERANCE CONTRIBUTION (maximum 50% Total Project Cost)			
APPLICANT CASH CONTRIBUTION			
PARTICIPANT CONTRIBUTION ie Registration or Entry Fees			
OTHER FUNDING - please specify			
TOTAL PROJECT INCOME (B)		\$	\$
SURPLUS / DEFICIT (B) — (A)			\$

<i>IN KIND CONTRIBUTION - NON CASH ITEMS - VOLUNTEER DETAILS</i>		GST EXCLUSIVE	
ORGANISATION - ITEM - DESCRIPTION	BUDGETED \$	ACTUAL \$	
TOTAL PROJECT INCOME (C)		\$	\$

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