

# Shire of Esperance Community Grants Program Support Accountability Report



This report must be completed within 60 days of the completion of the project or 30th September which ever falls first.

Please return this report with evidence of funds being spent.

Please select:

**Community Sponsorship**

Amount Received

**Arts / Culture / Sport Representation**

Level 1 - State \$200

Level 2 - National/International \$500

## INDIVIDUAL APPLICANT / CONTACT PERSON

PERSON NAME

PERSON POSITION

PERSON PHONE NUMBER/S

PERSON POSTAL ADDRESS

PERSON EMAIL ADDRESS

## ORGANISATION DETAILS

ORGANISATION NAME

ORGANISATION RESIDENTIAL / POSTAL ADDRESS

ORGANISATION PHONE NUMBER/S

ORGANISATION EMAIL ADDRESS

## DETAILS OF ACTIVITY / EVENT (PLEASE PRINT IN BLOCK LETTERS)

OUTLINE THE PROJECT / ACTIVITY

OUTLINE HOW THE OBJECTIVES / OUTCOMES WERE ACHIEVED / PARTICIPANTS & PARTICIPANT NUMBERS

DETAIL WHAT THE FUNDS WERE SPENT ON (EVIDENCE OF FUNDING BEING SPENT IS REQUIRED)

DETAIL HOW YOU ACKNOWLEDGED THE SHIRE OF ESPERANCE

## DECLARATION

I am the person authorised to complete this form. The information provided in this document and any attachments is to the best of my knowledge true and correct. I understand that any omission or false statement may result in the rejection of future applications or withholding of any funds already approved.

**Signature**

Date

- Project Budget (Actuals) Completed - see overleaf  
 Evidence of Funds Being Spent (Invoices/Receipts)

**PROJECT BUDGET**

LIST ALL INCOME AND EXPENDITURE DETAILS RELATING TO YOUR PROJECT / ACTIVITY. VOLUNTEER LABOUR IS VALUED AT \$25 PER HOUR. WHERE A TRADES PERSON IS DONATING LABOUR IDENTIFY THE FULL VALUE OF WORKS. **ALL AMOUNTS ARE GST EXCLUSIVE.** IF YOU NEED MORE SPACE PLEASE USE THE SAME FORMAT, HOWEVER PLEASE LIMIT YOUR BUDGET TO TWO (2) A4 PAGES.

<b>EXPENDITURE - CASH</b>	<b>GST EXCLUSIVE</b>	
<b>ITEM - DESCRIPTION</b>	<b>BUDGETED \$</b>	<b>ACTUAL \$</b>
<b>TOTAL PROJECT EXPENDITURE (A)</b>	<b>\$</b>	<b>\$</b>

<b>INCOME - CASH CONTRIBUTION</b>	<b>GST EXCLUSIVE</b>	
<b>ITEM - DESCRIPTION</b>	<b>BUDGETED \$</b>	<b>ACTUAL \$</b>
SHIRE OF ESPERANCE CONTRIBUTION (maximum 50% Total Project Cost)		
APPLICANT CASH CONTRIBUTION		
PARTICIPANT CONTRIBUTION ie Registration or Entry Fees		
OTHER FUNDING - please specify		
<b>TOTAL PROJECT INCOME (B)</b>	<b>\$</b>	<b>\$</b>
<b>SURPLUS / DEFICIT (B) — (A)</b>		<b>\$</b>

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

<b>TOTAL PROJECT COST (A) + (C)</b>	<b>\$</b>
-------------------------------------	-----------