**RECIPIENT DETAILS**

Recipient organisation/group:

Contact person’s name:

Phone (business hours) Mobile:

**GRANT DETAILS**

Grant funding year: Grant amount:

Project name:

Has the project been completed? Yes *(go to Q.1)* No, expected completion date

*If incomplete, please provide a brief summary of the project status and why it has not been completed:*

**PROJECT DETAILS**

**Project Summary**

1. Was the project successful in the way you expected? If not, how did it differ? What would you do differently next time?

1. Outline any changes that were made to the project and the reasons for these changes.

1. How did you acknowledge Council’s funding?

*Please attach all literature containing reference to the Council’s contributions*

1. Is there anything else you would like to share with the Community Grants team about your project?

**Statement of expenditure and income**

Please note: Funding recipients undertake to provide, on request, copies of all documentation including receipts, invoices and bank records relevant to the acquittal of the grant.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACTUAL INCOME** |  |  | **ACTUAL EXPENDITURE** |  |
| District Council of Yankalilla Community Grant  | $ |  | Item | Total Cost |
|  |  |
| Organisation’s contribution (including volunteer staff)*Give details:*     | $ |  |
| Donations or in-kind support*Give details:*     | $ |  |
| Other grantsState Government*Give details:*   Federal Government *Give details*    | $$ |  |
| Other income*Give details*    |  |  |
| **TOTAL INCOME** | **$** |  | **TOTAL EXPENDITURE** | **$** |

*Note: volunteer labour to be costed at $30 per hour and specialised services at $45 per hour.*

**DECLARATION**

**To be signed by the Chair, President or Executive of the Organisation**I certify that this acquittal provides a true and fair record of income and expenditure on this project.

Name:

Signature: Date:

Position in Organisation: