

ACQUITTAL FORM



APPLICANT DETAILS

This is the group which undertook the project and person legally authorised to enter into contracts on behalf of the organisation. This is generally the President or Chairperson.

Legal Name of Organisation	
Contact Name	
Position	
Mobile / Telephone	
Email	

PROJECT DETAILS

Project Name	
Which Shire of Boddington Council Plan outcome aligns with your project?	
Describe how the project benefited those participating, as well as the broader community.	
How did you acknowledge the Shire of Boddington's contribution to the project?	
Provide details of any collaborations or partnerships that assisted in the delivery of this project, and outline how they supported the project.	
Outline how the grant funds were used.	

BUDGET DETAILS

Use the table below to demonstrate how the approved funding amount was used by listing the expenses your project incurred. Please note Shire of Boddington's contribution is limited to 75% of the total project expenditure, and no more than \$3,000. Any unused grant funds are to be returned to the Shire of Boddington.

Grant Amount

Funds Spent

Unspent Funds

Income

Item	Budget	Actual
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Income	\$	\$

Expenditure

Item	Budget	Actual
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Expenditure	\$	\$
Total (Income – Expenditure)	\$	\$

DECLARATION

☐ I declare I am the authorised person to submit this Acquittal Form on behalf of my organisation, and I am authorised to sign legal documents on behalf of the organisation.

☐ I declare the information and attachments provided are to the best of my knowledge true, correct and discloses all estimates as accurate as possible.

☐ I have attached supporting documentation (including receipts, invoices and copies of promotional material).

☐ I understand false or misleading statements listed in this Community Grant Program Acquittal can result in disqualifying the organisation from future funding.

Name		Position	
Signature		Date	