

# 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.

<b>Legal Name of Organisation</b>	
<b>Contact Name</b>	
<b>Position</b>	
<b>Mobile / Telephone</b>	
<b>Email</b>	

## PROJECT DETAILS

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

## 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 33% of the total project expenditure. Any unused grant funds are to be returned to the Shire of Boddington.

<b>Grant Amount</b>		
<b>Funds Spent</b>		
<b>Unspent Funds</b>		
Income		
Item	Budget	Actual
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total Income</b>	\$	\$
Expenditure		
Item	Budget	Actual
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total Expenditure</b>	\$	\$
<b>Total (Income – Expenditure)</b>	\$	\$

## 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 Facility Fund Acquittal can result in disqualifying the organisation from future funding.

<b>Name</b>		<b>Position</b>	
<b>Signature</b>		<b>Date</b>	