# (Please submit this form with relevant documentation within 6 weeks of project completion date)

# Section 1: Organisation information

|  |  |
| --- | --- |
| Name of organisation |  |
| Contact person |  |
| Phone number |  |
| Email |  |

# Section 2: Project information

|  |  |
| --- | --- |
| Project name |  |
| Project dates |  |
| Number of people involved/attended the project/event |  |
| Provide a brief overview of the project or event for which your organisation received funding.  Max 100 words | |
|  | |
| Provide an overview of how your project achieved the indented outcomes and how the Shire of Exmouth was acknowledged for their support. Max 200 words *(please attach photos and/ or evidence)* | |
|  | |

# Section 3: Financial Information

If necessary, please attach a separate detailed budget.

|  |  |  |
| --- | --- | --- |
| **Income** | | |
| Amount contributed by Shire of Exmouth | |  |
| Amount contributed by your organisation | |  |
| Amount contributed by other grants and sponsorships | |  |
| Other | |  |
| **Total Income** | |  |
| **Expenditure Item** | **Budgeted Expenditure (as per the grant application budget)**  **$ (incl. GST)** | **Actual Expenditure**  **$ (incl. GST)** |
| Shire funding (please outline how the shire funds were spent)  *\* receipts must be provided* |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Other (please list below) |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total expenditure: (B)** |  |  |
| **Net amount (A-B):** |  |  |

# Section 4: Declaration

I, the undersigned, being the     ( insert title) of       (organisation name), confirm that I have carefully reviewed and considered the responses and the information provided is true and correct.

Signed      Date: Click or tap to enter a date.

Completed applications should be mailed or submitted in person to:

Shire of Exmouth

Community Grants and Sponsorship Acquittal

2 Truscott Cres

EXMOUTH WA 6707

Electronic submissions should be emailed to [info@exmouth.wa.gov.au](mailto:info@exmouth.wa.gov.au) with subject line: Community Grants and Sponsorship Acquittal