
GRANT ACQUITTAL REPORT

Please complete this report and return it to Council within 6 weeks of your event or project finishing. If you require any help using this form, please contact Community Development on community@dvc.tas.gov.au or phone 6261 8500.

This form lets Council know about how your grant money was spent, and how it matches with your grant application. Submitting an acquittal is an essential part of any Council grant process.

Why do you need to submit an acquittal?

- An acquittal allows Council to be accountable for the funds provided to the community.
- An acquittal allows you to reflect on the achievements and challenges of your project.
- The feedback allows us to develop the grant program to best support our community.
- To be able to apply for any further Council grants, an acquittal must first be received.

Project information

Project name

Organisation / name

Grant amount received

Date funding received

Please briefly describe the funded project – what happened, what was achieved?

What changes (if any) were made from your initial plan?

Please let us know how your project benefitted the local community.

In your answer, please also discuss how well you achieved the community benefits that you identified in your grant application. If your grant was for an event, please include information such as number of attendees, tickets sold etc.

How did you acknowledge Council’s funding support?

Please provide information about any media articles, speeches, advertisements, signage, or other acknowledgment of Councils support; and also attach copies as supporting information.

What were the challenges of your project, or what would you do differently?

Did you invite the Mayor or Councillors to any events associated with this project? Please provide details.

Financial information

In the tables below, please show how you spent your grant money, and your total project income. Please include receipts and/or financial records for expenditures with this acquittal.

Expense item	Amount
Total expenditure of Council grant	

Grant money remaining - If you did not spend all your funds, please explain what happened to the remaining funds below.

Project income	Amount
Your own financial contribution	
Your own in-kind contribution (please provide details below)	
Other in-kind support (please provide details below)	
Income earned through project	
Other grants, donations, or sponsorship	
Total project Income	

Supporting information

Please provide the following supporting information:

- ✓ receipts and/or financial records (essential)
- ✓ at least two photos which can be used in the promotion of your project and Council's Grant program (essential). Please ensure you have permission from people in image before submitting.
- ✓ Media articles, newsletter articles, brochures etc. concerning the project. If these exist, please provide two examples.
- ✓ Any project reports, surveys, quotes and/or stories.

Declaration

Signed _____

Name _____

Role _____

Date _____

Please return this report and accompanying documentation to dvccouncil@dvc.tas.gov.au or by mail to Community Development - Derwent Valley Council PO Box 595, New Norfolk 7140.