

## **NARRABRI SHIRE COUNCIL**

### **2016/2017 COMMUNITY GRANTS FUND ACQUITTAL AND EVALUATION**

**(UNDER SECTION 356 OF THE LOCAL GOVERNMENT ACT)**

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This grant acquittal and evaluation form is to provide an overview of your organisation's project/event/program and provide proof of expenditure. This form must be filled out and received by Council with copies of receipts, invoices and photographs to enable payment of grant monies.

#### **PROJECT/EVENT/PROGRAM DETAILS**

Organisation Name	
Name of Project/Event/Program	
Date Completed	
Grant Amount Awarded	
Grant Amount Expended	
Contact Name	
Position in Organisation	
Email Address	

#### **EVALUATION DETAILS**

Describe how Council's contribution was acknowledged in all press releases, merchandising and promotional materials.  
(Provide proof as an attachment to this acquittal form)

Did the project/event/program meet its objectives as outlined in your application form? (Provide details)


Did the project/event/program achieve its goals as outlined in your application form?  
(Provide details)

Were the project/event/program outputs met?  
(Provide details including any changes to the outputs that may have occurred)

Were any additional benefits recognised from the project/event/program?  
(Provide details)

Is there anything that your organisation would have done differently in relation to the project/event/program?

**EXPENDITURE DETAILS**

Total Project Cost	\$
Council Contribution Awarded	\$

Please enter details below outlining expenditure on the project/event/program and attach copies of the corresponding receipts and/or invoices.

Description of Expenditure	Value
<b>TOTAL</b>	

**ATTACHMENT CHECKLIST**

- Copies of receipts and/or invoices are provided
- Photographs of the completed project/event/program
- Photographs of Council representatives in relation to the project/event/program
- Copies of press releases, merchandising, and promotional materials in relation to the project/event/program

**CERTIFICATION (MUST BE COMPLETED BY AN AUTHORISED OFFICER OF THE ORGANISATION)**

I certify to the best of my knowledge the statements made within this acquittal are true and correct.

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