



This form is to be completed by the group/organisation that received funding via the Community Projects Grants Program. Recipients must complete and return the below Acquittal Form no later than 30 days after the project is complete, as per your funding agreement.

If an applicant fails to provide Council with an acquittal within the specified period, this will affect future eligibility for any future grant submissions to Council.

The below Acquittal Form must include the following:

- Details on the outcomes of the project that were achieved as a result of the funding.
- How the grant funds were expended including the income and expenditure associated with the grant.
- Evidence of how Council's support for the project was recognised.

Upon submission of the Acquittal Form, the following must be attached for the Acquittal Form to be considered complete:

- A minimum of two quality photos of the project, with permissions already sought, that highlight the completed project and community participation.
- Any supporting promotional material related to the project with Maitland City Council's Logo.
- Copies of receipts for any equipment/services valued at \$500.00 or more. Please ensure to supply either a receipt from the supplier or a copy of the bank transaction demonstrating payment. Please note that copies of invoices are not sufficient evidence to demonstrate expenditure of funds.

**ACQUITTAL FORM**  
**SECTION ONE - APPLICANT DETAILS**

1. Please outline applicant details.

Name of group/organisation:

Group/organisation address:

State:

Postcode:

First name of person completing acquittal:

Last name:

Primary phone number:

Primary email address:

## SECTION TWO – PROJECT SUMMARY

2. Please tick your project grant category:

- Community Strengthening – capacity building
- Creative Community – arts and culture
- Healthy Active Living – leisure and recreation

3. Please outline the below details relating to the project:

Name of project:

Start date of project:

Completion date of project:

Location of project:

4. Please provide a summary of the project below:

Briefly describe your project. What did you do? Was the project completed as outlined in the grant application?  
**Must be at least 25 words.**

Please list any variations from the original proposal:  
**Must be at least 25 words.**

## SECTION THREE – PROJECT OUTCOMES

5. Please outline the below details relating to the project outcomes.

How many people from the Maitland LGA benefited from this project? Please include any target groups within the community including age group, cultural group, or geographic area.

How did the local community benefit from this project? What were the project outcomes? Please include any achievements for the community and any issues encountered throughout the project.  
**Must be at least 25 words.**



Please outline how the project contributed to the aims and objectives of the Bi Annual Grant Program, as outlined in the Community Grants Program Guidelines:

Must be at least 25 words.

Please provide any feedback or quotes from project attendees or those who have benefited from the project.

#### SECTION FOUR – FINANCIAL DETAILS

6. Was the funding expended as outlined in the grant application?

Yes

No

If no, please provide details:

7. Please provide details of how the grant funding provided by Maitland City Council was expended. Please attach a separate statement detailing income and expenditure if the space provided below is inadequate.

INCOME	CASH	IN KIND	TOTAL
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total	\$	\$	\$

EXPENDITURE	CASH	IN KIND	TOTAL
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total	\$	\$	\$



8. Were there surplus funds that were generated from the project?

Yes

No

If yes, please outline what type of funds. Tick all that apply and advise dollar amount:

Fundraising/donations \$

Ticket sales \$

Stallholder fees \$

Sponsorship contributions \$

Admission charge \$

Other: \_\_\_\_\_ \$

Please advise how the above funds will be spent?

## SECTION FIVE – PROJECT FUTURE

9. Is the project fully completed?

Yes

No

If no, what needs to be done to complete the project?

10. If your project was an event, will it be held in the Maitland City Council area again? If yes, when? If no, for what reasons?

11. What, if any, are the plans for continuing the work that has started from this project?

## SECTION SIX – COUNCIL ACKNOWLEDGEMENT

12. Please outline how Council's support of this project was acknowledged. E.g. media coverage, newsletters or any relevant publicity. Please ensure to attach any promotional materials to this form or include with this form via email/post/delivery.

## SECTION SEVEN – APPLICANT DECLARATION AND AUTHORISATION

13. Please read and complete the following declaration. I as the applicant declare that:

- The information provided in this acquittal is true and correct.
- Completed all sections of the Acquittal Form.
- I have attached up to two photos (with all necessary permissions already sought) and any relevant supporting promotional material and acknowledge that Maitland City Council have unrestricted licence to reproduce, resize and give away the supplied images, for the promotion of the Community Grants Program, Maitland City Council and the City of Maitland.
- I have attached receipts/copy of bank transaction to prove expenditure of the funds received from Council, for any equipment/services valued at \$500.00 or more.

14. Please complete authorisation/signature of applicant:

Name:

Position held:

Signature:

Date:



## SUBMITTING YOUR ACQUITTAL

### EMAIL

Please email the Acquittal Form and supporting documentation to [community.grants@maitland.nsw.gov.au](mailto:community.grants@maitland.nsw.gov.au).

Please include 'Community Projects Grants Program – Acquittal Form – Organisation Name' as the subject line.

### POST

Community Projects Grants Program

Community & Recreation

Maitland City Council

PO BOX 220

Maitland NSW 2320

### DELIVER TO

Community Projects Grants Program

Community & Recreation

Maitland City Council

263 High St

Maitland NSW 2320

### Privacy statement

Council is committed to privacy protection and complies with the Privacy and Personal Information

Protection Act 1998 and Government Information Public Access Act 2009.

