



This form is to be completed by the individual who has received funding via the Individual Development Grants Program – Creative Arts. Recipients must complete and return the below Acquittal Form no later than 30 days after the project/activity 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/activity that were achieved as a result of the funding.
- How the grant contributed towards the recipient’s development in the specified area.

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/activity, with permissions already sought, that highlight the completed project/activity.
- Copies of receipts for any 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.

Individual applicant first name:

Last name:

Applicant address:

State:

Postcode:

Applicant primary phone number:

Applicant primary email address:

If individual applicant is under 18 years of age, please provide name of parent/guardian below.

First name:

Last name:

SECTION TWO – PROJECT/ACTIVITY OUTCOME DETAILS

2. Please outline the below details relating to the project/activity outcomes.

Category of Creative Arts:

Project or activity title:

Start date of project/activity:

Completion date of project/activity:

Location of project/activity:

Please outline what the funds were spent on:

Must be at least 25 words.

Please describe your project/activity highlights:

Must be at least 25 words.

Please advise the outcomes or results of the project/activity. Please provide evidence of the outcomes attached to this form e.g. photos of project/activity:

Must be at least 25 words.

How has this grant contributed to your development in the specified area?

Must be at least 25 words.

Please outline how the project/activity contributed to the objectives of the Year Round Program, as outlined in the Community Grants Program Guidelines:

Must be at least 25 words.

Please outline what is next for you in this specified area?

Must be at least 25 words.

Further comments (optional):

SECTION THREE – APPLICANT DECLARATION AND AUTHORISATION

3. Please read and complete the following declaration. I, as the applicant, or as the parent/guardian of applicant, declare that:

- The information provided in this acquittal is true and correct.
- I have completed all sections of the Acquittal Form.
- I have attached a minimum of 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 or more.
- If completing the application on behalf of a minor (under 18 years old), I, as the parent/guardian, have consented to my child participating in the event/activity.

4. Please complete authorisation/signature of applicant or parent/guardian (if the Individual applicant is under 18 years old):

Name:

Signature:

Date:

Contact number (if parent/guardian):

SUBMITTING YOUR ACQUITTAL

EMAIL

Please email the Acquittal Form and supporting documentation to community.grants@maitland.nsw.gov.au.

Please include 'Individual Development Grants Program – Creative Arts – Acquittal Form - Surname' as the subject line.

POST

Individual Development Grants – Creative Arts

Community & Recreation

Maitland City Council

PO BOX 220

Maitland NSW 2320

DELIVER TO

Individual Development Grants – Creative Arts

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.

