

Quick Response Grants Individual Sponsorship Acquittal

2018/19



Applicant Details

Name	
Email	
Telephone	
Mobile	
Address	
Suburb	Postcode

Activity Details

1. Activity Title	
2. Activity Dates	
3. What outcomes were achieved through receipt of the funding (both short and long term)?	
4. What was your involvement in the activity?	
5. Would you consider the activity to have been successful? Yes No (<i>if NO please explain why</i>)	
6. How did funding assist you to participate in the activity?	
7. How have you shared information and skills with the community after attending the activity?	

8. Other comments or suggestions? Comments will be used to help improve the Quick Response Grants process.

Financial Information

9. What was Council funding used for? Please include expenditure item and cost indicating what Council funding was used for. Where possible please include a receipt or proof of purchase.	
Expenditure Item	Cost
10. Proof of purchase attached? Yes No <i>(if NO please explain why)</i>	

Acknowledging Wellington Shire Council Support

11. How did you acknowledge the support provided by the Wellington Shire Council? You are required to acknowledging support in all promotional material and media opportunities (advertising, interviews, television advertisements, radio advertisements, interviews, newspaper articles and all other marketing opportunities).
12. Have you attached material that provides evidence of Wellington Shire Council's support? (Images, photographs, publicity material, newspaper clippings etc)? Yes No <i>(if NO please explain why)</i>

Photographic Evidence

You are required to include photographs of your attendance at the activity. This should include photos of:

- Community Inclusion – Your involvement or benefit from the activity; and/or
- Any other photos that demonstrate how you achieved your grant outcomes.

13. List below photographic evidence attached?

Authorisation

Acquittal forms must be completed within 8 weeks following the completion of your activity. If there is information missing from this form, including attachments, you will be asked to resubmit your acquittal.

An acquittal form is a requirement of all Quick Response Grants. The acquittal form finalises the funding agreement between you and the Wellington Shire Council. Confirmation of your acquittal will be sent to you if funding has been spent in line with funding guidelines.

I (insert name)
activity according to the funding agreement.

confirm that I completed the

Parent / Guardian declaration if under 18 years old.

I (insert name)
activity according to the funding agreement.

confirm that I completed the

Application forms can be submitted by any of the following;

Email:

Mail:

Attn: Community Grants Officer
Wellington Shire Council
PO Box 506
SALE VIC 3850

Fax: 03 5142 3501

The personal information provided on this form will be used by Wellington Shire Council for the purpose of the Quick Response Grants Scheme. The personal information will be used solely by Council for that primary purpose or directly related purposes and will not be transferred to another agency.