

Quick Response Grants 2018/19

Event/Project/Facility Acquittal



Organisation Details

| | |
|---------------------------------------------------------------|-----------------|
| Applicant Organisation | |
| Name | |
| Position | |
| Email | |
| <i>(Correspondence will be sent to and from this address)</i> | |
| Telephone | |
| Mobile | |
| Organisation Postal Address | |
| | |
| | |
| Suburb | Postcode |
| | |

Event/Project Details

| | |
|------------------------------------------------------------------------------------------------------------|--|
| 1. Title | |
| 2. Dates | |
| 3. What outcomes were achieved through the funding received - both short and long term? | |
| | |
| 4. How did the event/project involve and include members of the community? | |
| | |
| 5. Would you consider the event/project a success? Yes No (if NO please explain why) | |
| | |



6. How did you evaluate the event/project?

7. Will you run the event/project again in the future?
Yes No (if NO please explain why)

8. For each day of the event/project what were the estimated numbers?

| Estimated Numbers | Day 1 | Day 2 | Day 3 | Day 4 |
|--------------------------|--------------|--------------|--------------|--------------|
| Spectators | | | | |
| Volunteers | | | | |
| Participants | | | | |
| Total | | | | |

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



Acknowledging Wellington Shire Council Support

10. How did you acknowledge the support provided by the Wellington Shire Council? You are required to acknowledge sponsorship when promoting and delivering your event, this includes:

- Recognition of sponsorship through strong Wellington Shire Council branding (Wellington Shire Logo in club newsletters, signage, brochures, plaques etc); and
- Acknowledging support in all promotional material and media opportunities (advertising, interviews, television advertisements, radio advertisements, interviews, newspaper articles and all other marketing opportunities).

11. Have you attached material that provides evidence of Wellington Shire Council branding (images, photographs, publicity material, newspaper clippings etc)?
Yes **No** (if NO please explain why)

12. Did you display Wellington Shire Council banners at your event?
Yes **No** (if NO please explain why)

Photographic Evidence

You are required to include photographs of your event/project. Please include photos of:

- Community Inclusion – Members of the community involved or receiving benefit from the event; and/or
- Any other photos that demonstrate how you achieved your grant outcomes.

13. Photographic Evidence attached?
Yes **No** (if NO please explain why)



Financial Statement

Please include a financial statement for your event/project including:

- Income and Expenditure statement; and
- Proof of purchase for expenditures worth \$1,000 or more (Invoice / Receipt); and
- Financial figures that specify how Wellington Shire Council funding was spent.

A budget template has been included below or you may attach your own financial statement.

14. Financial statement attached?

Yes **No** (if NO please explain why)

Budget Template

Please find below a budget template that can be included as part of Question 9. You may attach your own budget documents, or use the template below.

15. Please complete the budget tables below:

- Total **A** and Total **D** must match.
- Total **B** plus Total **C** = Total **D**.

| Income Item | \$ |
|--------------------------------------------------------------------|------------|
| Council Funding – How much are you applying for? | \$ |
| Group Contribution (<i>Monetary \$'s you are contributing</i>) | \$ |
| Group Contribution (<i>in kind support and volunteer labour</i>) | \$ |
| Sponsorships or donations (<i>outside the organisation</i>) | \$ |
| Income from ticket sales or costs to participants / spectators | \$ |
| State or Federal Government Funding | \$ |
| | \$ |
| | \$ |
| | \$ |
| Total Income | A\$ |

Expenditure

The 'Council \$' column should indicate how much funding was allocated to the expenditure items listed in the 'Item' column. This can be for the full or part cost of the expenditure item. Total **C** must equal the amount of funding requested from Council.

| Item | \$ | Council \$ |
|--------------------------------------------------------------------|------------|------------|
| Group Contribution (<i>in kind support and volunteer labour</i>) | \$ | |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| Total | B\$ | C\$ |

Total Expenditure (B + C) **D\$**



16. All purchases using Council funds over \$1,000 must provide proof of purchase (invoice/receipt).

Yes **No** (if NO please explain why)

Auspice Information – If Applicable

Did a third party auspice your application? The Auspice will need to complete the details below:

I (print name)

confirm I am authorised to acknowledge the completion of the funding agreement to with Wellington Shire Council.

| | | | |
|---------------------|----------------------|------------------|----------------------|
| Organisation | <input type="text"/> | | |
| Position | <input type="text"/> | Telephone | <input type="text"/> |

Authorisation

Acquittal forms must be completed within 8 weeks following the completion of your event.

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 Community Assistance Grants. The acquittal form finalises the funding agreement between your organisation and the Wellington Shire Council. Confirmation of your acquittal will be sent to your organisation if funding has been spent in line with funding guidelines.

I (print name)

confirm I am authorised to acknowledge the completion of the funding agreement with Wellington Shire Council.

| | | | |
|-----------------|----------------------|------------------|----------------------|
| Position | <input type="text"/> | Telephone | <input type="text"/> |
|-----------------|----------------------|------------------|----------------------|

Acquittal forms can be submitted by either of the following methods:

Email:

Mail:

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

Fax: 03 5142 3501

