



Shire of Wickepin

Community Grants Program Acquittal 2023/24

Organisation Name: _____

Project Description: _____

Organisation Details

Address: _____

Contact Person: _____

Phone Number: _____ Email: _____

Please briefly describe how your project was delivered and the benefits to your organisation and the broader community.

For community events, how many people attended your event?

Was the funding spent according to the original grant application? Yes No

If No, please explain why.

Please detail any community feedback you received on the project.

Budget

Total cost: _____

Council's contribution: _____

Applicant's cash contribution: _____

Total Project Expenditure		
Supplier	Description/ Quantity	Amount (ex GST)
<i>eg Ewen's Rural Supplies</i>	<i>Cement and Posts</i>	<i>\$2100</i>
Total Expenditure Exc GST (must equal total of project cost)		\$

Please attach the following documentation:

1. Copies of receipts for the purchase of any equipment or service
2. Schedule of voluntary labour (if applicable)
3. Schedule of donated materials (if applicable)
4. Media clippings (where appropriate)
5. Promotional media such as flyers/posters/stickers etc (where appropriate)
6. Photographs (where appropriate)

Signed _____ Dated _____

Schedule of Voluntary Labour

To be completed by the Sponsorship recipient:

Date	Name of Volunteer	Purpose	Rate \$	Hours	Total \$
TOTAL					

Voluntary Labour can be calculated at \$25 per hour

I certify the above voluntary labour was worked by volunteers at the hours as indicated above.

Name: _____

Signature: _____

Position: _____

Date: _____

Schedule of Donated Materials

To be completed by the Sponsorship recipient:

Date	Name of supplier	Description	Retail Cost \$	Cash paid to supplier \$	Total Donations claimed \$
TOTAL					

I certify the above donated materials were supplied as noted to a total value of

Name: _____

Signature: _____

Position: _____

Date: _____