



**Community Grants**  
**Acquittal Project Report – Category 1 Level 1**

**Application Details**

Organisation Name:

Title of Project:

Project Date:

**Applicant Completing the Project Report**

Contact Person's Name:

Contact Person's Position:

Phone Number – Contact Person's Direct Line:

Email – Contact Person's Direct Email:

Please provide a brief summary of how the funding was used for the project:

---

---

---

How many people were impacted by your project and how do you know this?

---

---

---

How did your project benefit the community and how do you know this?

---

---

---

Please provide us with evidence of promotional materials acknowledging the City of Gosnells:

Please provide us with evidence of photographs for your project/event:



### Budget Document

### Project Income

Please indicate in the tables below your project income and project expenditure.

Income (Cash)		
Source	Confirmed or Estimated	Amount
City of Gosnells		\$
Your Organisation		\$
Other Income 1		\$
Other Income 2		\$
Other Income 3		\$
<b>Total Cash Income (A)=</b>		<b>\$</b>

For more information, please see Section 4 'In-Kind Support' in the [Community Grants Guidelines](#).

Income (In Kind)		
Source	Goods/Service (e.g. Volunteer Hours)	Amount
City of Gosnells	Venue Hire	Maximum amount of \$700.
Your Organisation		\$
Other Support 1		\$
Other Support 2		\$
Other Support 3		\$
<b>Total In-Kind Income (B)=</b>		<b>\$</b>
<b>Total Income (A+B)=</b>		<b>\$</b>



Project Expenditure

Expenditure (Cash)				
Goods/Services	Provider	Source of Funds	Amount	Quote Provided (please tick) <i>Quotes are required for items valued at over \$1,000</i>
<i>E.g. Facepainting</i>	<i>Belle's Fairies</i>	<i>City of Gosnells</i>	\$200	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
<b>Total Cash Expenditure (A):</b>			<b>\$</b>	

Expenditure (In Kind)			
Goods/Services	Calculation	Source of In Kind Support	Amount
<i>e.g. Volunteer Hours</i>	<i>Volunteer Coordinator (8 hours @ \$40 per hour)</i>	<i>(Your Organisation)</i>	\$ 320
			\$
			\$
			\$
			\$
			\$
			\$
			\$
<b>Total In Kind Expenditure (B)=</b>			<b>\$</b>
<b>Total Expenditure (A+B)=</b>			<b>\$</b>

Media Consent

- Yes: [insert form to sign]
- No

Supporting Documents

Attach evidence of activity – your acquittal report will not be approved without this evidence:

- Proof of purchases – supplier issued receipts or bank statements
- Confirmation activity took place i.e. photos or participant feedback form
- Evidence of promotional materials acknowledging the City of Gosnells
- Photographs of the project to be used by the City of Gosnells for marketing purposes