



Community Grants
Acquittal Project Report – Category 1 Level 2

Application Details

Organisation Name:

Title of Project:

Project Start 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:

What were the key outcomes of your project?

Three horizontal lines for text input.

How did you achieve the above outcomes?

Three horizontal lines for text input.

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

Three horizontal lines for text input.

How did your project benefit the community and what positive changes did it bring about?

Three horizontal lines for text input.

What was the hardest part of this project and what was the best part?

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		\$
Total Cash Income (A)=		\$



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		\$
Total In-Kind Income (B)=		\$
Total Income (A+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	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
Total Cash Expenditure (A):			\$	

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
			\$
			\$
			\$
			\$



			\$
			\$
		Total In Kind Expenditure (B)=	\$
		Total Expenditure (A+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