

## Welcome

This grant acquittal form provides feedback to Council about how your organisation has spent the grant in line with the funding agreement. Submitting this acquittal is a critical responsibility of grant recipients. Failure to do so will result in the organisation being ineligible for further Council grants.

It is a good idea to **Save your work** as you go. You can complete the form in several sessions. Once the form is submitted then no further changes can be made. Thoroughly check the form before you submit it.

If you **require any assistance** in the use of this form or how to answer the questions please contact the Grants Officer by email [grants@noosa.qld.gov.au](mailto:grants@noosa.qld.gov.au) or phone 5329 6500.

## Organisation update

\* indicates a required field

**Are there any changes to your organisation that Council should be aware of?**

Please list any changes in the executive team, contact persons, email addresses, phone numbers, regular meeting times etc.

**When is your next Annual General Meeting (AGM)? \***

**How many members does your organisation have? \***

**How many volunteers does your organisation have? \***

**What insurances does your organisation have in place? \***

- Public Liability Insurance
- Volunteer Insurance
- Building Insurance
- Content Insurance
- Other:

Any paid staff?

**Do you employ any staff? \***

Yes

No

# Acquittal Form

## Form Preview

'Staff' includes paid employees, workers, personnel, hired hands, labourers, office workers, as opposed to paying fees for service, or contracting work.

Paid staff details:

Role	Status of employee	

## Project information

\* indicates a required field

So how did your project go?

**Project Title**

**What date did your project start? \***

**What date did your project end? \***

**Describe the activities that took place leading up to, during and after the project. \***

List the specific activities that took place including where and when they took place.

**What have been the outcomes of the project to this point? \***

Describe three things the project has achieved in terms of benefits for participants and / or the community.

**What were the key lessons your organisation learned while delivering the project? \***

**Upload any relevant photographs or other documents to demonstrate your achievements in delivering this project. \***

Attach a file:

# Acquittal Form

## Form Preview

### Financial and legals

\* indicates a required field

**Did your organisation spend all the Council grant? \***

- Yes - complete the Statement of Expenditure below.
- No - upload a full explanation.

**Was the expenditure eligible under the Funding Agreement?**

- Yes
- No

### Statement of Expenditure

List below the items of eligible expenditure relating to the project.

NOTE: it is not necessary to provide receipts and financial records with this acquittal, however Council may wish to see these.

Expenditure items	\$
	\$

### Explanation

**Upload a full explanation why funds were not fully expended here.**

Attach a file:

### Acknowledge Council

It is a requirement of your agreement that your organisation [acknowledge](#) the funding support provided by Noosa Council.

**How did you acknowledge Noosa Council's contribution to the project? \***

- Annual report
- Social media
- Letters to supporters, members, participants etc.
- Media release
- Newsletters, flyers or brochures
- Promotional videos
- Signage
- Speeches
- Stickers
- Website
- Other:

# Acquittal Form

## Form Preview

**Upload examples of the acknowledgement here: \***

Attach a file:

## Declaration

\* indicates a required field

### Privacy

Council will only use any personal information provided for the intended purpose and for remaining in contact with you. Council is authorised to collect this information in accordance with the Local Government Act 2009 and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Your personal information is dealt with in accordance with Council's privacy policy.

### Declaration

**In affixing my name to this form my organisation is making the following declarations:**

- We declare to the best of our knowledge that the statements made in this report are true.
- We have recorded and retained original invoices and receipts in accordance with the Funding Agreement. We acknowledge that Noosa Council may audit the organisation to verify the accuracy of the information contained in this acquittal.
- The information contained within the Statement of Expenditure or Explanation is complete and accurate and does not contain any misleading or fraudulent information.
- Relevant statutes, regulations, by-laws and requirements on any Federal, State or Local Government have been complied with.

Must be at least 4 choices selected

**Name \***

By typing my name here I am representing the organisation which is making the above declarations.

**Position \***

**Date declared \***

Must be a date