

The City of Nedlands Community Grants Fund acquittal is **due 3 months** after the project or event is completed.

Part 1: Applicant information

Group or organisation	
Contact person	
Position	
Street address	
Postal address	
Telephone	
Mobile number	
Email address	

Part 2: Key details

Project or event funded _____

Date of project or event _____

Part 3: Declaration

I/We the undersigned, declare that the sponsorship of \$_____ provided by the City of Nedlands has been spent in accordance with the purpose and conditions for which it was granted and that the financial statement is a true and correct record of the transactions for this project.

Signed_____
Date_____
Signed_____
Date

Part 4: Grant evaluation report

Did you achieve the purpose of the event or project? Yes No

Please elaborate:

What were the key outcomes of your event?

How many people attended?

Did the City of Nedlands receive any acknowledgment as a result of the grant? How?

Please attach photographic evidence of your project or event.

Part 5: Budget information

Briefly describe what the grant funding was spent on.

Please detail your project or event budget.

Income	Amount
Sponsorship, own contribution, other funding	
City of Nedlands Community Grant	
Total	

Expenditure	Amount
Please list items	
Total	

Please provide copies of receipts and attach them to the Grant Acquittal, to show how sponsorship funds were spent.

Part 6: Submission

Please post completed Acquittal Form, copies of receipts and copies of photographs to:

Community Development Officer (Events), City of Nedlands
PO Box 9, Nedlands, WA 6909

Or email to council@nedlands.wa.gov.au