



# COMMUNITY GRANT ACQUITTAL 2018/19

## Shire of Manjimup Community Fund Program

### GRANT ACQUITTAL REPORT and ITEMISED STATEMENT OF EXPENDITURE

This Grant Acquittal Report and Itemised Statement of Expenditure needs to be submitted and approved by the Shire of Manjimup **before the last business day of September.**

As a guide, for Item 6, any in-kind labour component can be calculated at \$30 per adult volunteer hour (or \$250 per full adult volunteer day). Children or school students at half the adult rates. The dollar value for time contributed free-of-charge by skilled, qualified tradesmen should be equivalent to what they would otherwise have charged for their time (ex GST).

Responses to Items 10 to 17 can be brief (use bullet points). Receipts and invoices can be photocopies (if clear).

Return the Report and Statement of Expenditure together with:

- (a) Copies of all receipts or invoices pertaining to your use of these grant funds, and
- (b) Copies of any media, promotional or publicity material your project generated

to the Community Fund Program at the Shire of Manjimup by:

Post	Email	Hand
Community Fund Program Shire of Manjimup PO Box 1 MANJIMUP WA 6258	<a href="mailto:info@manjimup.wa.gov.au">info@manjimup.wa.gov.au</a>  (subject: Community Grant Fund)	Shire of Manjimup Reception Desk 37 – 39 Rose Street Manjimup

COMMUNITY GRANTS  
TERMS & CONDITIONS UPON ACCEPTANCE OF A GRANT

1. The region in which the activities supported by funds can be carried out is the area of the Shire of Manjimup and the benefits of the activities supported by funds shall be directed predominantly to residents of the Shire of Manjimup.
2. The proposed project must take place and be completed within the financial year that funding is made available.
3. Prior approval must be sought for any change to the use of grant funding from that which was proposed in the group's / organisation's accepted grant application.
4. All funded groups/organisations will be required to acknowledge the support of the Shire of Manjimup in any promotional or publicity material.
5. Every endeavour will be made by grant recipients to support local business and services when expending the allocated grant monies.
6. Payments of grants may be suspended at any time if, in the opinion of Council, any of the conditions laid down are not met or satisfactory progress on the grant's objectives has not been achieved.
7. The Shire of Manjimup may use the project information provided by funded groups / organisations for promotional and networking purposes.
8. Acquittal forms provided to successful applicants are to be submitted within 2 months of the end of financial year that the funding is made available. The acquittal must be satisfactorily completed (including provision of all receipts and invoices) before any further funding applications will be granted.

# Shire of Manjimup Community Fund Program

## GRANT ACQUITTAL REPORT 2018/19

<b>1</b>	<b>Project name:</b>	
<b>2</b>	<b>Organisation name:</b>	
<b>3</b>	<b>Name of auspicing organisation: (if applicable)</b>	

<b>4</b>	<b>Total project cash budget (excluding GST)</b> <small>(Item 4 = Items 5 + 7 + 9)</small>	\$	<b>5</b>	<b>Shire of Manjimup grant funding received (excluding GST)</b>	\$
<b>6</b>	<b>Total project in-kind contributions (estimated dollar equivalent)</b>	\$	<b>7</b>	<b>Total cash contribution made by group (grant recipient) (excl GST)</b>	\$
<b>8</b>	<b>Total volunteer hours to implement project (estimated)</b>	hours	<b>9</b>	<b>Total cash contributions received from others (excl GST)</b>	\$

Responses to Items 10 to 17 can be brief (use bullet points). Generally, the spaces provided should be adequate for your concise responses. Refer back to your grant application for project objectives and planned outcomes. Your acquittal should, as far as possible, provide Council with an accurate representation of how funds were expended.

10	What were the Objectives of your project?	
11	How many people were <i>participants</i> in your project?	
12	How many people were <i>volunteers</i> in your project?	
13	Who made up your target participation?	
14	List the social and/or economic benefits your project brought to the local community.	
15	List the in-kind contributions brought to your project.	

16	What specifically was the Shire of Manjimup grant funding used for?	
17	What proportion of the grant funds were expended through local businesses and service providers?	
18	Media, promotions & publicity: please include with this report scans or photocopies of any media reports or promotional material used to publicise your project.	Media & publicity material (tick one):
		ATTACHED <input type="checkbox"/>
		NONE <input type="checkbox"/>

**DECLARATION:**

As the Authorised Officer of the group named on this Grant Acquittal Report and Itemised Statement of Expenditure, I declare that the project details and financial information included are correct and complete and that they provide a true and accurate reflection of the project to which the Shire of Manjimup grant was directed.

19	Name of Authorised Officer:	
20	Position of Authorised Officer:	
21	Signature of Authorised Officer:	
22	Date:	
23	Telephone contact:	
24	Email contact:	

# Shire of Manjimup Community Fund Program

## ITEMISED STATEMENT OF EXPENDITURE 2018/19

<b>Project name:</b> (as in Item 1)	
<b>Organisation name:</b> (as in Item 2)	

PLEASE NOTE THAT YOU MUST ATTACH COPIES OF ALL RECEIPTS OR INVOICES REFERED TO IN THIS STATEMENT AS PROOF OF PAYMENT

DATE	INV/REC NUMBER	PAID TO WHOM	PURPOSE	AMOUNT (excl GST)	GST paid	TOTAL COST (incl GST)
<b>TOTALS</b>				<b>A</b>		

<b>Shire of Manjimup grant funding received excluding GST (as in Item 5)</b>			<b>B</b>	
<b>Surplus or deficit generated? (circle one)</b>	<b>SURPLUS</b> (B greater than A)	<b>DEFICIT</b> (B less than A)	<b>B – A</b>	

IF YOU HAVE GENERATED A SURPLUS OF GRANT FUNDS AND THIS SURPLUS WAS NOT INCORPORATED IN YOUR APPLICATION, YOU MAY BE CONTACTED BY THE SHIRE TO DISCUSS AN APPROPRIATE COURSE OF ACTION