

**SHIRE OF NORTHAM COMMUNITY GRANT
FINANCIAL ACQUITTAL AND EVALUATION FORM**



GRANT RECIPIENT: _____

GRANT PURPOSE: _____

GRANT AMOUNT: _____

GRANT TERM: To be expended by 14 April 2019

DECLARATION BY THE CHAIRPERSON / PRESIDENT

I declare that the Shire of Northam Community Grant as specified above has been spent in accordance with the purpose and conditions for which it was granted. The attached financial acquittal and project evaluation are a true and correct record of the transactions and outcomes of the project.

NAME _____

POSITION _____

ORGANISATION _____

SIGNATURE _____ **DATE** _____

ATTACHED:

- Statement of Income and Expenditure
- Copies of Invoices / Evidence of Expenditure
- Evidence of project outcomes and acknowledgement of Shire of Northam



PROJECT FINANCIAL STATEMENT

You are required to complete the statement of income and expenditure, unused funds (if applicable), schedule of donated materials and volunteer labour (if applicable) and to provide copies of invoices and / or other evidence of expenditure for all items expended with Shire of Northam funding.

PROJECT INCOME \$		
SOURCE	\$ (ex GST)	\$ (inc GST)
Applicant Cash		
Shire of Northam		
Other grants/sponsorship (specify sources)		
Other		
TOTAL INCOME		

PROJECT EXPENDITURE \$		
ITEM (e.g. equipment, advertising, contractor)	\$ (ex GST)	\$ (inc GST)
TOTAL COST \$		

PROJECT EVALUATION

1. Did the project commence on schedule? Yes No

If not, why and what was the commencement date?

2. Was the project completed on schedule? Yes No

If not, why and what was the commencement date?

3. Was the project completed in accordance with the project plan and were the expected outcomes achieved? Please elaborate on the outcomes, including how many people benefited and how they benefited from the project. *(Please provide evidence of outcomes including attendance figures, photos etc.)*

4. Please detail how the Shire of Northam's contribution to the project has been recognised and acknowledged. *(Attach copies of printed materials, media releases, photos of signage etc.)*
