

Community Funding Program – Guidelines and acquittal form

Guidelines

On project completion, applicant organisations must complete a grant acquittal form and present original receipts & or invoices as proof of purchase.

Any unexpended funds are to be paid back to the Shire of Yilgarn by 30 June of the funding year. Repayment can be made in cash, cheque or via EFT.

Completing and lodging your acquittal

If you require any further information or assistance with your acquittal form please contact the relevant Shire Officer:

Monica Fairless
CRC Coordinator
Email: crc@yilgarn.wa.gov.au
Phone: 08 9049 1001

Please complete **all** sections of the form and sign the declaration. Take a copy for your records if required. The Shire requires a signed application form which can be submitted by:

Email:

Monica Fairless
CRC Coordinator
Email: crc@yilgarn.wa.gov.au

or

Mail / in Person:

Shire of Yilgarn Administration Office
23 Antares Street
Southern Cross WA 6426

What happens after your acquittal is received?

You will receive an acknowledgement email upon receipt of your acquittal. If all funds are acquitted accordingly and unexpended funds repaid by 30 June your organisation will be eligible to apply for funding in the next round of the program.

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Acquittal form

Applicant details

Name of organisation: _____

Contact person: _____

Phone number: _____

E-mail: _____

Item details and funding amount

Which category did you receive funding for? A B C

Please provide a brief description of -

(A) The type of **essential equipment / capital items** you purchased / hired and the outcome.

(B) The type of **community / sporting event related expenses** you purchased / hired and the outcome.

(C) The details of the **training & travel your officials/office bearers** attended and how this assists your organisation in its future development.

Budget details	Amount
Total cost	
How much have you received from the Shire of Yilgarn?	
How much has your organisation contributed?	
Other source of funding? Please specify:	

Have you spent all funds received? Yes No

If 'No', have you repaid unexpended funds to the Shire of Yilgarn? Yes No

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Acknowledgment of the Shire’s support

Successful applicants are to acknowledge the Shire of Yilgarn in any advertising, social media, other media statements, websites and on any material if applicable. Where appropriate the organisation will be asked to display a “Proudly sponsored by Shire of Yilgarn” banner.

Have you acknowledged the Shire of Yilgarn’s support? Yes No

If ‘Yes’, describe how and provide evidence if possible.

If ‘No’, please explain why.

Checklist:

All relevant invoices are attached? Yes No

All unexpended funds repaid to the Shire of Yilgarn? *If applicable.* Yes No

All questions are answered? Yes No

Acquittal is signed by authorised person? Yes No

Declaration

I, _____ the undersigned, declare that the sponsorship of

\$_____ provided by the Shire of Yilgarn has been spent in accordance with the purpose and conditions for which it was granted and that the acquittal is a true and correct record.

Position

Signature

Date

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Shire office use only

Acquittal received by: _____ **Date:** _____

Is the acquittal lodged in time? Yes No

Is the acquittal complete? Yes No
If 'No', which actions have been taken?

Club / organisation notified of receipt and future eligibility: Yes No

Repayment of unexpended funding received? If applicable. Yes No

Amount received: \$ _____

Is this amount correct? Yes No

If 'No', amount outstanding / overpaid: \$ _____

Actions taken:

Final completion

Authorised officer

Signature

Date