

## 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](mailto: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](mailto: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.

## Community Funding Program – Guidelines and acquittal form

### 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

Please provide a brief description of -

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>Budget details</b>	<b>Amount</b>
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.

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If 'No', please explain why.

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### 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.

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Position	Signature	Date
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## Community Funding Program – Guidelines and acquittal form

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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?

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**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:

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Final completion

\_\_\_\_\_  
Authorised officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date