



# Community Financial Assistance Program Acquittal Form

(For One- Off project financial assistance projects only not included in  
Policy 31: Community Financial Assistance - Schedule 1)

**You need to return this completed form within 12 months from the notification of grant approval.  
If you fail to do so any subsequent applications may not receive funding.**

**Mail to:** Blayney Shire Council  
PO Box 62  
BLAYNEY NSW 2799

For further information please contact Council on (02) 6368 2104

## 1. Grant Details

Grant Year

Grant amount from Blayney Shire Council

Project Name

## 2. Recipients Details

Organisations Name

Contact person's name

Business hours no.

Mobile no.

Fax no.

Email

## 3. Certification

**To be signed by the Chair, President or Executive of the Organisation**

I certify that the attached statement of Income and Expenditure provides a true and fair record of income and expenditure on this project.

Name

Position in Organisation

Signature

Date



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## 4. Project Summary

- You may choose to attach a separate project report but it must address the questions included in this form.
- Please attach materials developed as part of your project e.g. media coverage or publicity, flyers, reports etc.

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1 Please briefly describe your project and its outcomes.  
What did you do? How did the community benefit?

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2 What were the success measures and did you achieve all of  
them through the project? Why/Why not?

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3 How many people participated in your project?

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4 How many volunteers worked on your project?

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5 Was the project successful in the way you expected? In not, how  
did it differ? What would you do differently next time?



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6 Did you complete the project within the allocated time frame? If not, please provide reasons why

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7 Was the funding you received from Council sufficient to allow you to complete your project?

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8 Did you have the opportunity to publicly acknowledge Council for contributing towards the project? Please provide details. Examples could include media coverage, including the Council logo on publications or acknowledgement at events.

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9 Did you learn anything new in carrying out your project?

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10 Was the application process for the Community Financial Assistance Program easy to understand and timely?

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11 How could we improve the Community Financial Assistance Program?



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## 12. Statement of Income and Expenditure

- You may choose to attach a separate financial report

**Please note:** Funding recipients undertake to provide, at **Council's** request, copies of all documentation including **receipts**, invoices, and bank records relevant to the acquittal of the grant.

<u>Actual Income</u>		<u>Actual Expenditure</u>	
DETAILS	\$	DETAILS	\$
Project income earned through the project / activity			
Organisation contribution to the project/activity, including volunteer time. <i>Give details</i>			
Sponsorship			
<b>Blayney Shire Council Community Financial Assistance Program</b>			
Other Grants & Subsidies <i>Give details</i>			
Other Income <i>Give details</i>			
<b>TOTAL</b>		<b>TOTAL</b>	

**Note:** Volunteer staff / labour are to be costed at \$20.00 per hour.