

(For One- Off project financial assistance projects only not included in Policy 3I: 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.	<b>Grant Details</b>	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	D.L.		
			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. 1 Please briefly describe your project and its outcomes. What did you do? How did the community benefit? 2 What were the success measures and did you achieve all of them through the project? Why/Why not? 3 How many people participated in your project? 4 How many volunteers worked on your project?

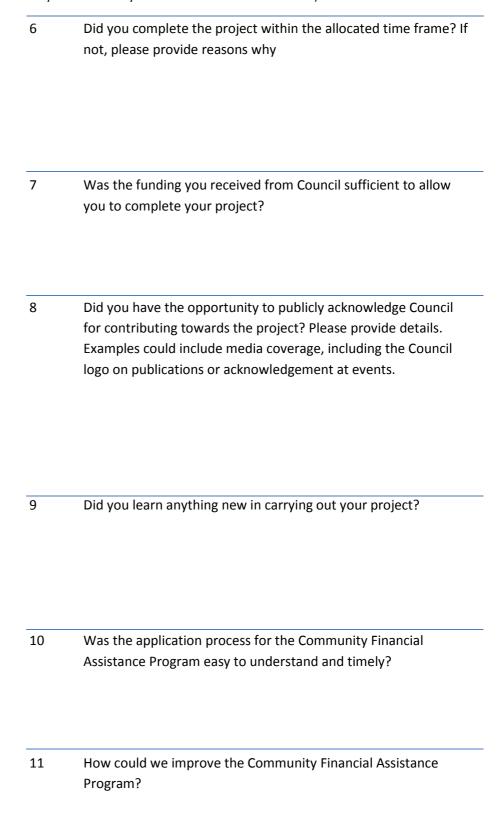
Was the project successful in the way you expected? In not, how

did it differ? What would you do differently next time?

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#### 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.

### **Actual Income**

#### **Actual Expenditure**

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

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