
COMMUNITY GRANTS POLICY PROJECT ACQUITTAL

The Community Grants Policy requires recipients of grants to submit a completed project acquittal within 12 months of remittance of grant funds or eight weeks of project completion. The purpose of the project acquittal is to certify that the funding has been used for the purpose as approved.

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Grant details

Application number:

Organisation name:

Funding received:

Project commencement date:

Project completion date:

Project output

Please provide a short summary of what was completed as part of this project:

Was your project open to the public?

Yes No N/A

Number (Example: participants, quantity)

Was the City of Gold Coast acknowledged?

Yes No N/A

Who/What (Example: parents, trees, koalas, books)

Did you take any images of your project?

(If yes, please attach)

Yes No N/A

Activity (Example: trained in first aid, planted, provided treatment, delivered)

Were the grant funds provided sufficient?

Yes No N/A

Project budget

Income description:

Income type:

Income amount:

Expenditure description:

Expenditure type:

Expenditure amount:

IMPORTANT: Please attach copies of receipts relating to the total expenditure of the Community Grant. If you require additional space please attach a spreadsheet.

Project certification

This section must be completed by an appropriately authorised person. These are generally the Chair, Secretary or Treasurer of the organisation responsible for the grant funds. We hereby certify on behalf of our organisation that:

- to the best of our knowledge, information detailed in this report (and relevant attachments) are true and correct;
- we will provide the City with additional information on the project if required;
- there are no unspent funds relating to this grant.

Full name:

Full name:

Position:

Position:

Organisation:

Organisation:

Email:

Email:

SIGNATURE:

SIGNATURE:
