



ACQUITTAL REPORT COUNCIL COMMUNITY GRANTS PROGRAM

PROJECT COMPLETION REPORT

ORGANISATION NAME:	<INSERT ORG NAME>
PROJECT NAME:	<INSERT PROJECT NAME>
TOTAL PROJECT COST:	<INSERT TOTAL PROJECT COST>
GRANT APPROVED:	<INSERT GRANT AMOUNT>
REPORT PREPARED BY: POSITION:	

INTRODUCTION

The purpose of this report is to:

- Confirm the completion of this project.
- Comment on the management of the project including any problems or issues you encountered along the way.
- Highlight the positive outcomes of the project for your community.
- Formally acquit your commitments under the Terms & Conditions for this grant.

PROJECT IMPLEMENTATION

Please comment (where relevant) on the following aspects of the project:

Did everything go according to plan?

Were there any problems? How were they overcome?

Was the project delivered within agreed timelines and on budget? (If not, what occurred)

Detail the benefits of the project to the Community.



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ATTACHMENTS

Please attach the following:

- Progress photos and photos of finished project
- Copies or photographs of any advertising/publicity/signage
- Copies of any media coverage that the project has attracted

CERTIFICATION OF REPORT BY COMMUNITY GROUP

A signed endorsement of this report by the Community Group is required. This should be signed by the Project Manager – as specified in the Grant Application.

PLEASE PRINT

I, _____, am the _____ of <insert
Community Group>

I certify this Acquittal Report as an accurate account of the management of this project.

Signature: _____ Date: ____/____/____

Completed Reports are to be sent by 31 May <insert year> to:

Grants Coordinator
Strathbogie Shire Council
PO Box 177
EUROA VIC 3666

or

info@strathbogie.vic.gov.au