| Grant Reference Number: |  |
| --- | --- |
| Date Received:  |  |
| Acknowledged: |  |

# **A close up of a flower  Description automatically generated**

# Shire of Cuballing LEAP Grants Program - Acquittal Report

## **Section One - General Information**

**1.1 Grant Details**

|  |  |
| --- | --- |
| Name of project organisation: |  |
| Grant amount $ |  |

**1.2 Applicant’s Details**

|  |  |
| --- | --- |
| Legal name of organisation: |  |
| Email address: |  |
| Postal address: |  |
| Suburb: |  | Postcode: |  |

## **Section Two - Declaration**

I declare that the requirements of Shire of Cuballing LEAP Grants Program funding have been meet.

| Authorised officer’s name:  |  |
| --- | --- |
| Authorised officer’s position: |  |
| Authorised officer’s telephone contact: |  |
| Legally authorised officer’s signature: |  |

**1.3 Please provide a short summary of the outcome of your event or project.**

Eg:

* Did the event occur as planned?
* How many attended
* Was the construction outcome of the project as planned?
* What, if any, challenges did your event/project over come?
* When was the project completed?
* How many volunteers were involved?

**1.4 If available, please attach a photo(s) of the event/project to this form.**

**1.5 Is the Shire of Cuballing permitted to these photos in promotional activities?**

**1.6 Are there any comments you would like to make about the grant program or the grant application process?**

## **Section Three - Financial Reporting**

|  |  |  |
| --- | --- | --- |
|  | **BUDGET ($)** | **ACTUAL ($)** |
| **INCOME** |  |  |
|   |  |  |
|  |  |  |
|  |  |  |
| **TOTAL INCOME**  |  |  |
| **EXPENDITURE**  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL EXPENDITURE** |  |  |
| **SURPLUS\*/DEFICIT** | 0 | 0 |

## **Section Four - Check List**

**1.7 Please return the completed form to the Shire of Cuballing**

* In person to the Shire Office;
* By email to cdo@cuballing.wa.gov.au
* Have you attached tax invoices of expenditure?
* Have you attached a tax invoice for payment?
* Have you attached any photos?