



# Longreach Regional Council Acquittal Form

## Community Donations

Successful applicants will be required to complete and return the Longreach Regional Council acquittal form within six months of the nominated event date. The acquittal form must be accompanied with proof of payment of invoices and supporting documentation.

For enquiries or assistance with acquittals, please contact Longreach Regional Council on 07 46584 111.

### Document Checklist

Copies of invoices

Project Summary

Support material (press clippings, photographs, written responses to your project, event and/or activity etc.)

### Final Checklist

All questions have been answered in full

Appropriate person/s has signed

You have kept a copy

Your acquittal has been submitted to council within 6 months of approval date

# COMMUNITY DONATIONS - ACQUITTAL FORM

## 1. Applicant details

Organisation name:

Postal address:

Contact number:

Email:

ABN:

## 2. Contact person

Title: Name:

Position:

Contact number:

Email:

## 3. Project summary

Project / Event name:

Project / Event date: Start date: End date:

Date of funding:

Funding round:

Acquittal due date (as per funding agreement):

Total Council grant awarded: \$

Financial component of Council grant: \$

In-kind breakdown:	Tables	Bin
	Chairs	Facility
	Stage	Plant hire
	Other	

Project description:

#### 4. Were any changes made to the project from the initial application?

Yes:            No:

If YES, what were the changes?

#### 5. Describe the main activities undertaken in this project.

#### 6. Identify any community groups who were involved in the project.

Aboriginal people

Older people (over 55 years of age)

Torres Strait Islanders

People with a disability

Australian South Sea Islanders

Women

Children and young people  
(30 years and under)

People from culturally and linguistically diverse  
backgrounds

#### 7. What were approximate attendance figures or engagement figures from the community and visitors and what did people think of the project/s? Attach any written feedback or quotes from participants and media coverage.

## 8. Financial Summary

Please provide a detailed breakdown of how Council's financial Community Donation was expended including financial and in-kind (Please attach invoices or supporting documentation. For in-kind costings please refer to Funding Agreement)

\$ Amount	Description
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TOTAL AMOUNT EXPENDED: \$

FUNDS TO BE RETURNED TO COUNCIL (if applicable): \$

## 9. Was there any media coverage? (Please provide evidence, where possible)

No

Yes (Please specify and attach)

Newsletter

Radio

Other

## 10. How was council's support acknowledged during the event/project? (please provide evidence, where possible).

## DECLARATION BY RECIPIENT:

I certify that to the best of my knowledge, information detailed in this report (and relevant attachments) is true and correct.

I understand I may be asked to provide the Council with additional information on the funded project.

## Signature:

Note: If you are under the age of 18, your legal guardian must also sign this application

Date:

Name in full:

Community Group/Organisation:

Position in Group/Organisation: