



Acquittal

Community Assistance Grant



Acquittal – Community Assistance Grant

Name of Project

Name of Organisation

Contact Person

Position within Organisation

Postal Address Postcode

Contact Numbers (W) (AH) (Fax)

Email

Signed _____ Date _____

NOTE

- This acquittal is made up of three parts: the acquittal data page; the Project Evaluation Report form; and the Financial Acquittal form. These need to be completed and forwarded to Alice Springs Town Council within 2 months of completion of the project. Recipients of grants will not be considered for further funding until all outstanding grant monies are financially acquitted and reports completed.
- The grant money will not be used for any other purpose other than that for which the grant is awarded, unless written permission has been obtained from Alice Springs Town Council.

Project Evaluation Report

Please complete answers within the format provided with reference to the project guide lines.

Did the project achieve its aims and objectives?

Were there any issues in relation to the time frame?

In what ways did the project benefit the community?

Will further community outcomes result from this initiative?

How did the project benefit the participants involved?

Ideally, what is your vision for this project in the future?

As the project organiser/s, what did you learn from running this project?

Project Budget

(This is for example only. Please supply details of your own actual items of income and expenditure.)

Income	Total \$		Expenditure	Total \$
Box Office			Professional wages	
Performance fees			Coordinators wages	
Stall fees			Travelling expenses	
Advertising income			Materials (please itemise)	
Sponsorship			Equipment hire	
Donations			Publications/programs	
In-kind support			Advertising	
Applicant's cash contribution			Vehicle expenses	
Other funding			Postage and phone	
			Printing and stationery	
			Street closures/waste disposal, etc	
			Insurance Services	
Amount requested from ASTC			Other	
TOTAL \$			TOTAL \$	

Please note: The total expenditure and income must be the same, as the budget must balance.