



# Community Grants Project Acquittal Form

## Community Grants Project Acquittal Form

The Project Acquittal is to provide an overview of your project, outlining costs and providing proof of expenditure.

This Project Acquittal is made up of three parts. These are a Project Evaluation Report, a Project Financial Statement and Project Receipts.

To acquit the Alice Springs Town Council's Community Assistance Grant, the Project Evaluation Report and Project Financial Statement with accompanying Project Receipts are to be forwarded to Alice Springs Town Council **within 2 months of project completion.**

Name of Project	<input type="text"/>		
Grant Amount Received	<input type="text"/>		
Project Commencement Date	<input type="text"/>		
Project Completion Date	<input type="text"/>		
Name of Organisation	<input type="text"/>		
Contact Person	<input type="text"/>		
Position within Organisation	<input type="text"/>		
Postal Address	<input type="text"/>		
Contact Numbers	<input type="text"/> (W)	<input type="text"/>	(AH)
Email	<input type="text"/>		
Signed	_____		
Date	_____		

### NOTE

- Recipients of grants will not be able to apply 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 Financial Statement

Please supply details of your actual expenditure, as per grant monies received.

## FINANCIAL STATEMENT

Item	Cost	Subtotal
TOTAL		

For your acquittal to be complete, **it is essential to provide all Project Receipts** as proof of expenditure.