**Cook Shire Council**

10 Furneaux Street

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Ph: 07 4069 5444

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**COMMUNITY GRANTS, SPONSORSHIP, IN-KIND SUPPORT — ACQUITTAL FORM**

**Due 8 weeks after project completion**

**Acquittal Reports should be returned to:**

Community Grants and Support Program

Cook Shire Council

PO Box 3

COOKTOWN QLD 4895

**Important Information**

**About your Acquittal Report**

All grant recipients are required to complete an acquittal no later than 8 weeks after completion of the project. It is a condition of receiving a grant from Council and is a formal stage of the funding cycle. The Acquittal Report is how you account for the activities completed through the project utilising the grant funds.

The information contained in this Acquittal Report also helps Council to understand the nature of your project and the activities of your group and identifies future opportunities for collaboration in the support of your organisations activities and role in the community. Make sure that the information you supply in the Acquittal Report is accurate and respond to every question that relates to your funded activity.

**Refer to your original application**

It is your responsibility to ensure that all information and amounts recorded on the Acquittal Report and other related documents are accurate and can be accounted for. It is recommended that you refer to a copy of the original application you sent to Council in order to fill out your Acquittal Report.

**Help is available**

If you have any questions on how to complete this Acquittal Report, contact Council for assistance on

(07) 4082 0588 or email: mail@cook.qld.gov.au

# Section 1 – Applicant

Organisation name: ACN/ABN:

Postal address:

Phone: Email:

**Auspice Organisation Details (if applicable)**

Organisation name: ACN/ABN:

Postal address:

Locality: State: Postcode:

Phone: Email:

Preferred method of correspondence: Mail: [ ]  Email: [ ]

# Section 2 – Details of project, activity or event

Project name:

Start date: Completion date: Funding received: $

Details of completed project

|  |
| --- |
| **Which of Councils Guiding Values did the project reflect and how?** |
| An accessible community | [ ] Recreational services which meet community needs  | [ ] A vibrant and active community | [ ] Visually appealing and well presented towns | [ ] A safe and prepared community | [ ] Facilities and services meet community needs | [ ] A community that values art, history and culture |
|  |

**Acquittal receipt details**

|  |  |
| --- | --- |
| **Expenditure items from Council funding** | **Amount** |
|  | $  |
|  | $  |
|  | $  |
|  | $  |
| TOTAL | $  |
| Funding amount LESS total spent = Unspent funds of | $  |

[ ] Receipt(s) of expenditure items attached, or [ ]  certified copy of Profit and Loss statement attached

#  Section 3 – Evidence of Funding Acknowledgement

[ ]  Evidence of completed project, activity or event. *Please provide no less than two high resolution images (emailed to* *mail@cook.qld.gov.au* *or provide on a CD or USB)*

[ ]  Cook Shire Council was acknowledged in all media releases, advertising and promotion of the funded project, activity or event. *Please provide copies of media releases, posters or other advertising material*

 [ ]  A Cook Shire Councillor was invited to attend any events, functions or project launches

Councillor(s) invited:

Did they attend? Yes No

#  Agreement

I certify that the information provided is a true and accurate record of the distribution of the Community Grants or Sponsorship funds and/or In-kind support.

 Name: Position:

 Signature: Date:

*Cook Shire Council is collecting your personal information for the purpose of processing your grant acquittal. The collection of this information is authorised under the Local Government Act 2009. Your personal information will not be disclosed to any other person or agency unless you have given your permission or Council is required to by law.*

Date: .................................................... Received by: .....................................................

Further action required? Yes No

***Office Use Only***