

**ENVIRONMENTAL GRANTS PROGRAM**

**ACQUITTAL FORM**

|  |
| --- |
| Office use only |
| **Organisation** |  |
| **Project** |  |
| **Amount** |  |
| **Year/Round** |  |
| **Doc ID** |  |

* **CHECK LIST**

**Please ensure the following are attached to your acquittal form.**

|  |  |
| --- | --- |
|  **Documents, items required** | **Check** |
| Copies of all invoices paid by organisation | ☐ |
| Photographs of the project (please supply the highest resolution on CD or DVD) | ☐ |
| Copies of media coverage. | ☐ |
| Copies of all promotional methods where applicable. | ☐ |
| Evidence of recognition/acknowledge of Council contribution. | ☐ |

* **ABOUT THE ACQUITTAL REPORT**

The Environmental Grants Program (EGP) requires all grant recipients to complete an Acquittal Report no later than 6 weeks after completion of the project. It is a set condition of receiving a grant through the EGP and is a formal stage of the funding cycle. The Acquittal Report is how you account for the activities completed through the project and that were made possible with the grant funds.

The information requested by the Acquittal Report aims to identify what has been achieved during the project process and what were the learnings in the process of implementing the project. In addition, this information will be used to report the accomplishments accrued through the EGP to the community and stakeholders.

All of the information provided in the Acquittal Report must be accurate and every question that relates to the project or activity must be responded to.

* **REFER TO ORIGINAL APPLICATION**

It is the applicant’s responsibility to ensure the information and figures provided in the Acquittal Report are accurate and can be accounted for. Similarly, any document completed by the applicant’s auspice should be reviewed and approved by the applicant before submitting it.

It is recommended to refer to a copy of the original application sent to Council to fill out the Acquittal Report.

* **HELP IS AVAILABLE**

Questions on how to complete the Acquittal Report or other related inquiries can be sent to the Environmental Services Team via email enviroteam@mountisa.qld.gov.au or call 07 4747 3200.



**ACQUITTAL FORM SECTION A**

**details of the organisation**

1. **Name of organisation**
2. **Address**

|  |  |  |  |
| --- | --- | --- | --- |
| Address |  | Postal Address |  |
| Suburb |  | **Suburb** |  |
| State |  | **State** |  |

1. **Who is the contact for the Acquittal Report?**

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Telephone** |  |
| **Mobile** |  |
| **E-mail** |  |

**SECTION B**

**Project details**

1. **Name of project**
2. **Location of project**

|  |  |
| --- | --- |
| **Grant Amount Received** |  |
| **Total Project Budget** |  |
| **Date Commenced** |  |
| **Date Completed** |  |

1. **Briefly describe the project**
2. **What were the objectives of the project?**
3. **Were these objectives achieved? How?**
4. **Promotional method/s used (please attach any promotional material to this form)**

☐ Newspaper ☐ Radio ☐ Television ☐ Newsletter

☐ Facebook ☐ Twitter ☐ YouTube ☐ Website (enter text)

☐ Other (enter text)

1. **Please provide details of the completed project, including any media coverage:**
2. **How was Council’s contribution to the project acknowledged? (Please attach evidence to this form)**

**SECTION C (Not required for Theme of the year project)**

**Financial details**

# Please provide final budget details of the project

Note: All figures are to be calculated incl. GST.

(*You may attach a separate project budget if insufficient space below*)

|  |  |  |
| --- | --- | --- |
| Expenditure (Total cost of the project) | Total | Amount of Grant Request |
|  A. Material |
|    |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
| Subtotal A | 0 | 0 |
|   |
| B Equipment |
|   |   |   |
|   |   |   |
|   |   |   |
| Subtotal B | 0 | 0 |
|   |
| C. Labour Hire |
|   |   |   |
|   |   |   |
|   |   |   |
| Subtotal C | 0 | 0 |
|   |
| D. Other Expenses |
|   |   |   |
|   |   |   |
|   |   |   |
| Subtotal D | 0 | 0 |
|   |
| E Total Grant request-whole dollars only (transfer this figure to subtotal K) |   | 0 |
|  |
| Total Expenses (A+B+C+D) Not E (Must equal Total income) | 0 |   |

|  |
| --- |
| Income (money generated to cover the total cost of the project. This includes in-kind contribution and the total EGP grant you are seeking) |
| F. Cash in Hand |
|   |   |
|   |   |
|   |   |
|   |   |
| Subtotal F | 0 |
|   |
| G. Donated Material & Equipment |
|   |   |
|   |   |
|   |   |
| Subtotal G | 0 |
|   |
| H. Labour in kind |
|   |   |
|   |   |
|   |   |
| Subtotal H | 0 |
|   |
| I. Other income (sponsorship, donation, fundraisings) |
|   |   |
|   |   |
|   |   |
| Subtotal I | 0 |
|   |   |
| J. Subtotal (F+G+H+I) | 0 |
|   |
| K. Community Grant Requested (transfer from E) | 0 |
|   |
| Total Income (J+K) must equal to Total expenses) | 0 |

**SECTION D**

**Endorsement**

I certify that to the best of my knowledge, information detailed in this report (and relevant attachments) is true and correct. I understand that I may need to provide Mount Isa City Council with additional information on the funded project if requested.

|  |  |
| --- | --- |
| Name  |  |
| Position |  |
| Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Name Witness |  |
| Position |  |
| Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Please mail a signed copy to: Environmental Services

 Mount Isa City Council

 PO Box 815

 Mount Isa QLD 4825

Or via email to: enviroteam@mountisa.qld.gov.au

Subject heading: Environmental Grants Program Acquittal