

ALCOA WAROONA SUSTAINABILITY FUND

Grant Acquittal Form

The acquittal must be completed and submitted to the Shire of Waroona no later than 90 days from the completion of your project. The report must include a financial report, evidence of grant funds and applicant funds being spent and recognition of the Alcoa Waroona Sustainability Fund contribution.

Project Summary

Name of Project

Location of Project/Activity

Project Start Date

Project Finish Date

Total Project Cost

Funding Amount Received

Organisation Details

Organisation Name

Organisation Email

Contact Person

Contact Person Phone Number

Project Details

Project delivery – outline details of the project that the funding was spent on

Project Details cont.

Specifically identify what the grant funds were used for

Did the project achieve the aims and objectives outlined in your application?

Describe how the project benefits community and addresses need?

Detail how you acknowledged the Alcoa Sustainability Fund's contribution towards the project (evidence to be attached to this report)

Project Details cont.

Provide details of project partnerships and how you conducted an evaluation of the project

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Funding – detail any grant funding received from other sources for this project

Funding body and program	Amount received

Declaration

I declare that:

- I am a person authorised on behalf of my organisation to complete this report
- The information provided in this document and any attachments is to the best of my knowledge true, correct and discloses an accurate income, expenditure and activities of the project.
- I understand any omission or false statement may result in the rejection of future applications or withholding of any funds already approved.

Name	
Position Held	
Signature	
Date	

Project Budget		
Expenditure – Cash		
Item Description	Budget \$	Actual \$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total project Expenditure (A)	\$	\$

Income – Cash contribution – please list all sponsors / contributions		
Item Description	Budget \$	Actual \$
Alcoa Sustainability Fund	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total project Expenditure (B)	\$	\$

Surplus / Defecit (B) – (A) \$

In Kind Contribution – noncash items, volunteer details		
Organisation - Item Description	Budget \$	Actual \$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total project Expenditure (C)	\$	\$

Total Project Cost (A) + (B) \$

Please forward completed forms along with copy of receipts and photos to:
warshire@waroona.wa.gov.au or Shire of Waroona, PO Box 20, WAROONA WA 6215