

# Alcoa Waroona Micro Grants Fund

## Acquittal Report

This acquittal must be completed and submitted to the Shire of Waroona **no later than 90 days** from the completion of your project/event. The report must include a copy of your budget, evidence of the grant funds spent and recognition of the Shire of Waroona and Alcoa's contribution.

### Organisation Details

Organisation Name:

Postal Address:

Phone:

Email:

Name of person completing this acquittal:

Position in group/organisation:

### Project Details

Project Title:

Location of Project/Event:

Project Start Date:

Project End Date:

Total Project Cost:

Alcoa Waroona Micro Grant Amount Received:     \$

Specifically identify what the grant funds were used for:

Describe how the project achieved the short-term and long-term benefits as outlined in your application.

Provide detail and demographics of the participants (ie. number, age group, gender etc).

How did you acknowledge the Shire of Waroona and Alcoa for support towards the project? (please attach copies of media, social media posts etc.)

Where there any volunteers involved with this project?

Yes

No

How many volunteers were involved in the project?

## Final Budget

Please complete the final budget for your project.

<b>Income stream</b> (Grants, ticket sales etc.)	<b>Amount received</b>
Alcoa Waroona Micro Grant	\$
Other grants funding	\$
Amount contributed by your organisation (cash)	\$
Amount contributed by your organisation (in-kind volunteer hours calculated at \$25 p/h)	\$
Ticket sales	\$
Other	\$
	\$
<b>Total income</b>	\$

<b>Expenditure – list all items</b>	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total Expenditure</b>	\$

## 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 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:

Please forward completed forms **along with copy of receipts and photos** to:

Post	In Person	Email
Alcoa Waroona Micro Grant Fund Shire of Waroona PO Box 20 WAROONA WA 6215	Shire Administration Centre 52 Hesse Street WAROONA WA 6215	<a href="mailto:warshire@waroona.wa.gov.au">warshire@waroona.wa.gov.au</a>