



# COMMUNITY GRANTS 2023/24

## ACQUITTAL FORM

### Grant Acquittal Report & Itemised Statement of Expenditure

This Grant Acquittal Report and Itemised Statement of Expenditure (page of this document) needs to be submitted and approved by the Shire of Manjimup as soon as possible after the end of the project but no later than **the last business day of September 2024**.

As a guide, for Item 6, any in-kind labour component can be calculated at \$30 per adult volunteer hour (or \$250 per full adult volunteer day). Children or school students at half the adult rates. The dollar value for time contributed free-of-charge by skilled, qualified tradesmen should be equivalent to what they would otherwise have charged for their time (ex GST).

Responses to Items 10 to 17 can be brief (use bullet points). Receipts and invoices should be photocopies (if clear).

Return the Report and Statement of Expenditure together with:

- (a) Copies of all receipts or invoices pertaining to your use of the Shire of Manjimup Community Grant funds, and
- (b) Copies of any media, promotional or publicity material your project generated

To the Community Fund Program at the Shire of Manjimup by:

Post	Email	In Person
Community Fund Program Shire of Manjimup PO Box 1 MANJIMUP WA 6258	<a href="mailto:info@manjimup.wa.gov.au">info@manjimup.wa.gov.au</a>  (subject: Community Grant Fund)	Shire of Manjimup Reception Desk 37 – 39 Rose Street Manjimup

Enquiries may be forwarded to [community.grants@manjimup.wa.gov.au](mailto:community.grants@manjimup.wa.gov.au) or by phone to Community Services on 9771 7777.

## **COMMUNITY GRANTS TERMS & CONDITIONS UPON ACCEPTANCE OF A GRANT**

1. The region in which the activities supported by funds can be carried out is the area of the Shire of Manjimup and the benefits of the activities supported by funds shall be directed predominantly to residents of the Shire of Manjimup.
2. The proposed project must take place and be completed within the financial year that funding is made available.
3. Prior approval must be sought for any change to the use of grant funding from that which was proposed in the group's / organisation's accepted grant application.
4. All funded groups/organisations will be required to acknowledge the support of the Shire of Manjimup in any promotional or publicity material.
5. Every endeavour will be made by grant recipients to support local business and services when expending the allocated grant monies.
6. Payments of grants may be suspended at any time if, in the opinion of Council, any of the conditions laid down are not met or satisfactory progress on the grant's objectives has not been achieved.
7. The Shire of Manjimup may use the project information provided by funded groups / organisations for promotional and networking purposes.
8. Acquittal of all granted monies must be completed and submitted, using the acquittal form provided, as soon as possible after the completion of the project, but no later than **three months** after the end of the financial year the grant is approved in. The acquittal must be satisfactorily completed (including provision of all receipts and invoices) before any future funding applications will be granted.

# Shire of Manjimup Community Fund Program

## GRANT ACQUITTAL REPORT 2023/24

<b>1</b>	<b>Project name:</b>	
<b>2</b>	<b>Organisation name:</b>	
<b>3</b>	<b>Name of auspicing organisation: (if applicable)</b>	

<b>4</b>	<b>Total project cash budget (excluding GST)</b> <small>(Item 4 = Items 5 + 7 + 9)</small>	\$	<b>5</b>	<b>Shire of Manjimup grant funding received (excluding GST)</b>	\$
<b>6</b>	<b>Total project in-kind contributions (estimated dollar equivalent)</b>	\$	<b>7</b>	<b>Total cash contribution made by group (grant recipient) (ex GST)</b>	\$
<b>8</b>	<b>Total volunteer hours to implement project (estimated)</b>	hours	<b>9A</b>	<b>Total (cash) contributions received from others including grants (ex GST)</b>	\$
<b>9B</b>	<b>List all other funding agencies and organisations.</b>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>			

Responses to Items 10 to 17 can be brief (use bullet points). Generally, the spaces provided should be adequate for your concise responses. Refer back to your grant application for project objectives and planned outcomes. Your acquittal should, as far as possible, provide Council with an accurate representation of how funds were expended.

10	What were the Objectives of your project?	
11	How many people were <i>participants</i> in your project?	
12	How many people were <i>volunteers</i> in your project?	
13	Who made up your target participation?	
14	List the social and/or economic benefits your project brought to the local community.	
15	List the in-kind contributions brought to your project.	

16	What specifically was the Shire of Manjimup grant funding used for?	
17	What proportion of the grant funds were expended through local businesses and service providers?	
18	Media, promotions & publicity: please include with this report scans or photocopies of any media reports or promotional material used to publicise your project.	Media & publicity material (tick one):
		ATTACHED
		NONE

**DECLARATION:**  
As the Authorised Officer of the group named on this Grant Acquittal Report and Itemised Statement of Expenditure, I declare that the project details and financial information included are correct and complete and that they provide a true and accurate reflection of the project to which the Shire of Manjimup grant was directed.

19	Name of Authorised Officer:	
20	Position of Authorised Officer:	
21	Signature of Authorised Officer:	
22	Date:	
23	Contact number:	
24	Email address:	

**Shire of Manjimup Community Fund Program**  
**ITEMISED STATEMENT OF EXPENDITURE 2023/24**

<b>Project name:</b>	
<b>Organisation name:</b>	

**PLEASE NOTE THAT YOU MUST ATTACH COPIES OF ALL RECEIPTS OR INVOICES REFERED TO IN THIS STATEMENT AS PROOF OF PAYMENT**

DATE	INVOICE/ RECEIPT NUMBER	PAID TO	PURPOSE	AMOUNT (Ex GST)	GST paid	TOTAL COST (Inc. GST)
<b>TOTALS</b>				<b>A</b>		

<b>Shire of Manjimup grant funding received excluding GST (as in Item 5)</b>	<b>B</b>	
<b>Surplus or deficit generated? (circle one)</b>	<b>SURPLUS</b> (B greater than A)	<b>DEFICIT</b> (B less than A)
	<b>B – A</b>	

**IF YOU HAVE GENERATED A SURPLUS OF GRANT FUNDS AND THIS SURPLUS WAS NOT INCORPORATED IN YOUR APPLICATION, YOU MAY BE CONTACTED BY THE SHIRE TO DISCUSS AN APPROPRIATE COURSE OF ACTION**