



City of Kalgoorlie-Boulder

COMMUNITY ASSISTANCE SCHEME

Annual Grants Program

Project Evaluation
& Acquittal Form



Live, Work, Play

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1. INTRODUCTION

An acquittal is a written account of how funds received for a particular purpose have been spent. Groups, organisations or individuals receiving funds from the City under the Community Assistance Scheme must submit to the City of Kalgoorlie-Boulder a Project Evaluation & Acquittal within thirty (30) days of either the conclusion of the project or activity, or the end of the financial year, whichever falls first.

This document contains two main sections:

1.1 Acquittal Report

Information to be provided in this report includes;

- A statement of actual and budgeted expenditure in relation to any Minor Funding.
- Copies of supporting documentation such as a summary of receipts, accounts, and financial statements

For those organisations that are not incorporated, this information will be required to be provided by the nominated auspice body/organisation.

1.2 Project Evaluation

Funding recipients will be asked to assess and demonstrate the outcomes of their project/event.

Tangible evidence to support these performance indicators will be required such as photos, press clippings, copies of fliers, newsletters, documents produced etc.

Failure to satisfactorily complete the performance evaluation, acquittal and service agreement requirements may disqualify recipients from further financial assistance from the City.

Applicants may, from time to time, be required to present a brief project evaluation at a Council meeting.



2. APPLICANT INFORMATION

Please supply information for your organisation or group and your auspice if applicable.

Applicant/Organisation:

Date of Original Application:

(If your organisation is not incorporated please include details of your nominated auspice organisation below)

Organisation:

Contact Person:

Phone: Mobile:

Fax:

Email:

DECLARATION

I hereby certify that to the best of my knowledge, the information provide in the above is correct and disclose an accurate account of income, expenditure and project activities listed in this acquittal.

Signed:

Name: Date:

Position (Please mark): Treasurer President Chairperson



3. ACQUITTAL REPORT

For your acquittal report you may use the form included below or you might create a report specific to your organisation. Please ensure this does not exceed two (2) A4 pages and includes the information set-out below and it is clearly identifiable.

- Where the City of Kalgoorlie-Boulder funding was expended within your budget
- Where funding from other sources (including state and federal government departments) was expended within your budget
- GST costs incurred
- All other income received, including entry fees/ticket sales, in-kind support and donations
- Any fees incurred, including artists, professionals, presenters etc.
- Direct project costs, including materials, freight, and equipment/venue hire etc.
- Promotional, marketing and publication expenses
- Administration expenses, including salaries, on-costs, insurance, postage etc.
- Travel, accommodation and living expenses
- All other expenditure
- Identify any surplus that is to be returned to the City
- Project Financial Outcome, i.e. surplus or deficit
- **Attach copies of all supporting evidence/documentation, i.e. receipts, cheque numbers and financial statements.**

Please Note:

- In-kind and volunteer labour is valued at \$25.00/hour
- Where a tradesperson has donated labour, please identify full value of works
- This acquittal report must relate directly to the budget submitted as part of the original funding application received by the City of Kalgoorlie-Boulder.
- If your group is not incorporated your auspice body/organisation must provide this report and sign the included declaration that the information provide in this acquittal report is true and correct.



Acquittal Report:

PROJECT INCOME	GST Inclusive	Non-GST
Community Assistance Scheme Funding		
Applicant Contribution Cash		
In-kind (Please Specify)		
Other Grants - Please specify		
Donations/Sponsorship		
Fees/Ticket Sales		
Other Income - specify		
A TOTAL PROJECT INCOME		
PROJECT EXPENDITURE		
Accommodation & Meals		
Advertising & Publicity		
Administration (telephone, postage, stationery)		
Artist/Presenters Fees		
Hire Fees Venue		
Equipment		
Purchases Equipment		
Materials		
Insurance		
Travel, Freight & Transport		
Wages		
Other - Please Specify		
B TOTAL PROJECT EXPENDITURE		
C BUDGET SURPLUS/DEFICIT		

Formula: A - B = C (Total Project Income - Total Project Expenditure = Project Surplus/Deficit)

Please attach copies of supporting documentation such as a summary of receipts, accounts, and financial statements.



4. PROJECT EVALUATION

Project Name:

Commencement: / / Completion / /

Brief Project Description: *(350 words or less, including purpose and project outcomes)*

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.....
.....

Did your project achieve the goal and objectives identified?

Yes No

Please describe how this was achieved, and if not please explain why and include any direct feedback you may have received.

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.....

Did you/your organisation achieve all your tasks & activities as described in your project plan and during the specified time frames?

Yes No

Please describe how this was achieved/reasons for not achieving these outcomes below

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.....
.....

Was your project/event communication and promotional plan successful?

Yes No



Please describe how this was achieved/reasons for not achieving these outcomes below

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.....

Give 5 outcomes from your project that benefited the community and how they did so:

1.
2.
3.
4.
5.

Did you received support from other community groups and how was this important in the organisation/outcome of your project?

Yes No

Please describe how this was achieved/reasons for not achieving these outcomes below

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What were the outcomes from your evaluation of your project?

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What changes, if any, would you make to improve this project/event in the future?

Please detail how you recognised the City’s contribution to your project

Please attach tangible evidence to support your evaluation; such as photos, press clippings, copies of fliers, newsletters, documents produced etc.

PLEASE RETURN YOUR COMPLETED ACQUITTAL MARKED AS BELOW

Addressed:

*City of Kalgoorlie-Boulder
Attention: Mr Eric Plet
CGP Group application
Project Evaluation & Acquittal*

By Post to:

PO Box 2042
BOULDER WA 6432

By Hand to:

City’s Administration Centre
577 Hannan Street
KALGOORLIE WA 6430

By E-mail to:

mailbag@ckb.wa.gov.au

By Fax to:

(08) 9021 6113



OFFICE USE ONLY			
ASSESSMENT OF EVALUATION AND ACQUITTAL			
EVENT/ACTIVITY OUTCOMES	Yes	No	COMMENTS
Evaluation and acquittal received within a month of the completion of the event/activity	<input type="checkbox"/>	<input type="checkbox"/>	
Project aims and objectives were obtained	<input type="checkbox"/>	<input type="checkbox"/>	
Project plan was adhered to	<input type="checkbox"/>	<input type="checkbox"/>	
Communication and promotional plan was successful	<input type="checkbox"/>	<input type="checkbox"/>	
Project provided notable benefits to the community	<input type="checkbox"/>	<input type="checkbox"/>	
Community support was an outcome of the project	<input type="checkbox"/>	<input type="checkbox"/>	
The city was recognised for its contribution to the project	<input type="checkbox"/>	<input type="checkbox"/>	
PROJECT RESOURCES AND FINANCIAL STATEMENTS	Yes	No	COMMENTS
The applicant has provided a budget which details income and expenditure	<input type="checkbox"/>	<input type="checkbox"/>	
The applicant has including quotations and supporting documentation.	<input type="checkbox"/>	<input type="checkbox"/>	
Applicant has detailed the expenditure of funds as per application and there is no surplus of funds. (Please note surplus funds must be refunded to the City).	<input type="checkbox"/>	<input type="checkbox"/>	

Acquittal and evaluation assessed and approved by officer:

Signed:

Dated:

Acquittal and evaluation assessed and approved by Team Leader - CDU:

Signed:

Dated:

Acquittal and evaluation assessed and approved by Manager LCD:

Signed:

Dated:

Letter of acknowledgement or acquittal and evaluation completed:

Yes

No

