

Alice Springs Town Council Community Grants Acquittal Form



Acquittal Information

To acquit an Alice Springs Town Council Community Grant, you are required to complete and submit this Acquittal Form within two months of project completion.

Grant recipients will not be able to apply for further Council funding until the grant is satisfactorily acquitted.

Grant money is not to be used for any other purpose other than that for which the grant is awarded, unless written permission has been obtained from Alice Springs Town Council.

Grant To Be Acquitted

Which grant are you acquitting?

Community Development	Community Assistance
Sustainability Initiatives	Araluen Access
	Youth Development

Project Details

Project name:

Grant amount received:

Project start date:

Project completion date:

Organisation Details

Organisation name:

Contact person:

Position in organisation:

Telephone:

Email:

To be signed by the Chair, President, CEO or authorised representative of your organisation:

I certify that to the best of my knowledge the statements made within this Acquittal Form are true.

Full name:	
Position in organisation:	
Signature:	
Date:	

Project Evaluation

Project summary

Provide a detailed summary of your project or event including:

- Date and location of activities
- Aims and objectives achieved
- Project partners engaged
- Number of participants

(Please limit response to 500 words)

How did the project or event benefit participants and the Alice Springs community? Will further outcomes result from this initiative? *(Please limit response to 250 words)*

How was the project or event promoted? How was Council's support acknowledged?
(Please attach copies of any relevant material)

What measures were undertaken to minimise the environmental impact of your project or event? (Please limit response to 100 words)

How did your project or event consider accessibility options for the community, if relevant? (Please limit response to 100 words)

Please provide at least two (2) images of the project or event undertaken.

- If necessary provide captions or 'Image Credit' for the attached images.
- Please ensure that images provided are of at least one megabyte (1mb) quality.
- Ensure that permission was sought from individuals in photos.

* The content and images of this acquittal may be used by Council for marketing purposes (i.e. publications, newsprint and social media) and Council reports.

Financial Statement

Please supply details of your actual expenditure, as per grant monies received.

ITEM	COST	SUBTOTAL
TOTAL		

Please note: For your acquittal to be completed, it is essential to provide project receipts as proof of expenditure. Please provide and attach receipts only for items spent with Council grant money.

Acquittal Checklist

Use this checklist to ensure your acquittal is complete and ready to submit.

I have attached quotes to substantiate expenditure related to my project.

I have attached two (2) photos related to my project or event.

I have completed all sections of the acquittal form as completely as possible.

The acquittal has been signed by an appropriate authorised representative.

I acknowledge that this acquittal form and accompanying photos will be made publically available.

Submitting Your Acquittal

Please submit your acquittal via email, mail or in person, **within two months of project completion** to:

Community Development Officer

Alice Springs Town Council

PO Box 1071

ALICE SPRINGS NT 0871

astc@astc.nt.gov.au

All hand deliveries can be made to:

Alice Springs Town Council

93 Todd Street, Alice Springs