



Morawa Sinosteel Future Fund - Acquittal Form

You need to return this completed form within 6 weeks following the completion of the project / activity. Failure to do so may make you ineligible to apply for future grants.

Section 1: Summary of Grant Received

Grant ID Number		Grant Amount	
Title of Project			

Section 2: Grant Recipient Details

Name of Organisation:

Contact Person:

Position:

Business Hours Phone:

Mobile:

Email:

Section 3: Certification

To be signed by the Chair, President or Chief Executive of the Grant recipient's organisation.

<i>I certify that the attached project summary and project budget provides a true and fair record of the undertaking and outcomes of this project.</i>			
Signature:		Date:	
Name:		Phone:	
Position in Organisation:			

Section 4: Project Summary

Briefly describe the project, its achievements, and benefits to the community. Include how many people participated if relevant. This blurb, or part thereof, may be used to promote the Morawa Sinosteel Future Fund.

Section 5: Financials

Please provide details and evidence that shows all income, including in-kind support, that was received that supported the successful delivery of this project.

Table 1: Total Income Sources including In-Kind Support

Project Income Sources	\$	Attach Evidence
<i>Morawa Sinosteel Future Fund Grant – Amount Requested</i>		Yes <input type="checkbox"/> No <input type="checkbox"/>
Cash Contribution How much did your organisation contribute to the project/activity?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Value of voluntary labour Please provide details about the number of volunteers, hourly rate, and number of hours that contributed to the delivery of the project		Yes <input type="checkbox"/> No <input type="checkbox"/>
State Government Did you receive any funds from the State Government? If no - leave blank.		Yes <input type="checkbox"/> No <input type="checkbox"/>
Australian Government Did you receive any funds from the Federal Government? If no - leave blank.		Yes <input type="checkbox"/> No <input type="checkbox"/>
Other Did you receive any other funding from anywhere else? If yes - How much?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Total Income Total Project Income Value = Total Project Cost Value in Table 2	\$	

Table 2: Total Project Costs Associated with delivering the Project

<i>Details</i> <i>Provide itemised cost details to deliver the project ie., products, services, labour both paid and voluntary, insurance, catering etc</i>	\$	<i>Receipts attached?</i>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
Total Cost of Project Total Project Cost Value = Total Project Income Value in Table 1	\$	

Section 6: Acknowledgement.

Share with us, how you acknowledged the Morawa Sinosteel Future Fund? For example, publicity in the media, speeches, newsletters etc. Attach any photos, videos, or other supporting material. The Shire of Morawa may also use this material in the promotion of the Morawa Sinosteel Future Fund Grants Program, so please ensure you have permission from people in the photographs before submitting back to the Morawa Sinosteel Future Fund. You can use the Image Consent and Release Form that is included in the application pack.

Section 7: Checklist

Have you included....

- Receipts for ALL expenses Yes No
- Documentation as highlighted in Section 6 Yes No
- Photographs for Promotional purposes (can be sent electronically) Yes No
- Completed Image Consent & Release Forms Yes No