

ISAAC COMMUNITY GRANTS ACQUITTAL REPORT FORM

Isaac Regional Council is collecting personal information you supply on this form in accordance with the *Information Privacy Act 2009*. Your personal information will be used by Council officers who have been authorised to do so. The information will not be given to any other person or agency unless required by law or unless your permission is sought. Personal information will be handled in accordance with the *Information Privacy Act 2009*.

Introduction

Isaac regional Council requires that all recipients of Isaac Community Grants must complete an Acquittal Report within 12 weeks of the completion of their project, program or event.

Acquittal reports are essential in maintaining accountability for the use of public funds. Failure to provide satisfactory acquittal means the recipient may be *ineligible* for future funding.

All financial and commercial information of your organisation remains confidential. Council reserves the right to print or publish Acquittal Report information for the purpose of promotion of the Isaac Community Grants program or reporting on successful events.

Organisation contact information

Contact information for person completing this report	Application reference number or event name	
	Name of organisation	
	Contact person	
	Position Title	
	Email Address	
	Phone	

Category of funding that your organisation received

Major or Minor Community Grants	Individual Development Grants
School Bursaries	Emergency Grants
Drought Support	COVID Recovery
Amount of Funding approved: \$ _____	

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Project Summary, Outcomes and Acknowledgements

Have you met all standard conditions of your Funding Agreement?

If applicable, have you met all special conditions of your Funding Agreement?

Number of people who participated:

Number of people who volunteered:

Total number of other participants (audiences, attendees etc):

Did your project / event meet its target audience?

What were the significant outcomes / achievements? What worked well?

What would you do differently next time?

Please provide feedback regarding any incidents or negative outcomes?

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Please provide feedback received from attendees or participants?

How has the funds benefited our Region? For example:

- Donations made
- Employment opportunities
- No nights of accommodation

How was Isaac promoted?

Example: logo, banners, Vision video

Attach: Photos or flyer

Link to Social Media:

Financial Management

How was Isaac Regional Council funds spent?

Have you attached receipts for the items Council funds were expended on?

- Yes
- No - If not, why not?

Have you attached a complete financial report (comparing your budget with actual figures) for your project / event?

- Yes
- No - If not, why not?

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Budget - provide an itemised budget (income and expenditure) for the project and where the Council's funds will be used:

- i. identify under 'Income' the source of all funds, for example, organisation contribution, government, other Foundations/Trusts, sponsors, supporters etc and indicate if any of these funds are 'unconfirmed' at the date of applying. For all items of 'unconfirmed' funding, please include a note outlining the implications for the project or activity if applications for such funding are not successful; and
- ii. please include three quotes for any equipment or materials to be purchased as part of the project.

Evaluation of Isaac Community Grants

How would you rate the Isaac Community Grants Process?

Very Good Good Satisfactory Poor Very Poor

Comments:

Would you apply for funding via the Isaac Community Grants program again?

Yes No

Authorisations

I am authorised by my group/organisation to complete this form and I agree that:

- I certify that to the best of my knowledge, information and belief, the details provided in this report (and relevant attachments) are true and correct
- I understand that I may need to provide to Isaac Regional Council additional information on the project/event if required

Signature

DATE

Print Name

Once completed please send form and any attachment to: records@isaac.qld.gov.au or Isaac Regional Council, PO Box 97, Moranbah QLD 4744
or deliver in person to your local Isaac Regional Council office

DEPARTMENT USE ONLY

PROCESSED BY

Signature

DATE

Print Name