



# Acquittal Form for Community Development Grants 2011-2012

## PART I ORGANISATION DETAILS

1. Full legal name of your organisation


2. Street Address

Postcode

3. Postal Address

Postcode

4. Details of two contact persons for the organisation

Name - Primary Contact

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Name - Secondary Contact

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Position within the organisation

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Position within the organisation

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Telephone - Business Hours

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Telephone - Business Hours

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Facsimile

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Facsimile

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## PART II PROJECT / EVENT DESCRIPTION

Provide a report on this project or event. If you need more space, please attach a separate sheet to this page.

Name of Project/Event:
Date/s and Location of Project/Event
Event Target Group/Market:
No of participants:
No of activities/programs supported by the funding:
Promotional Methods (please include copies of any advertisements or flyers used to promote your event):
Sponsors/Partnerships:
What worked well. What were the significant outcomes/achievements?:
Were there any incidents or negative outcomes?
Recommendations for next time. What would you do differently?

**PART III FINANCIAL DETAILS**

What is the total amount of this acquittal ?

\$
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Council requires that you provide details of income and expenditure as they relate to this project or event. Please note that the information you supply should **only** relate to this particular project or event. Please attach additional sheets if required.

**Income Statement**

Receipt Date	Received from	Total Amount	GST Amount	Total less GST
<b>TOTAL</b>		\$	\$	\$

*Note: Where goods or services are received in lieu of cash income, please show the approximate market values of such together with a description of the goods or services in the statement above.*

**Expense Statement**

Date	Business Name	Goods/Services Provided	Total Amount	GST Amount	Total Less GST
<b>TOTAL</b>			\$	\$	\$

Please attach copies of invoices/receipts supporting each expense item shown above.

**PART IV CERTIFICATIONS**

**(a) COMMITTEE MEMBER CERTIFICATION**

Please have two members of your organisations management committee complete the details below before a Justice of the Peace.

We certify that the total amount of this acquittal relates to the application approved by the Ipswich City Council on the \_\_\_\_\_ 20\_\_\_\_

Name:		
Committee Position:		
Signature:		Date:

Taken and declared before me, at \_\_\_\_\_  
 \_\_\_\_\_ this \_\_\_\_\_ day of  
 \_\_\_\_\_ 20\_\_\_\_.

Justice of the Peace/Commissioner for Declarations  
 \_\_\_\_\_  
 (signature)

Name:		
Committee Position:		
Signature:		Date:

Taken and declared before me, at \_\_\_\_\_  
 \_\_\_\_\_ this \_\_\_\_\_ day of  
 \_\_\_\_\_ 20\_\_\_\_.

Justice of the Peace/Commissioner for Declarations  
 \_\_\_\_\_  
 (signature)

**PART V ACKNOWLEDGEMENT OF COUNCIL’S SUPPORT**

How was Ipswich City Council's contribution acknowledged?:


***Thank you for completing this acquittal.  
 Please return to:***

**Community Funding Officer  
 Ipswich City Council  
 PO Box 191  
 IPSWICH QLD 4305**

**IMPORTANT NOTICE:**

Ipswich City Council is collecting your personal information so that we can process your acquittal for a Community Development Grant Acquittal. We will not disclose your personal information outside of Council unless we are required by law or you have given your consent. However, in order to perform the above functions, we may need to disclose your personal information to relevant Council Committees. By completing and signing this form and returning it to Council, we will consider that you have given us your consent to manage your personal information in the manner described in Council's Privacy Statement, Personal Information Digest and this collection notice.