

## INSTRUCTIONS

- This form is to be completed for Ipswich City Council Grants/Sponsorships sought with a value greater than \$1000.
- Applications for Ipswich City Council Grants/Sponsorship between \$1000 and \$5000:
  - Require Part III -"Financial Statements" and Part IV -"Committee Member Certification" to be completed and signed by two current committee members in the presence of a Justice of the Peace.
- Applications for Ipswich City Council Grants/Sponsorship that are in excess of \$5000:
  - Require Part III -"Financial Statements" to be supported by a completed Part IV. "Auditors Certificate" completed by an independent auditor.

## PART 1 ORGANISATION DETAILS

1. Full legal name of your organisation:

2. Postal address:

 Postcode:

3. Details of two contact persons for the organisation

Name (primary contact):

Position within the organisation:

Telephone (business hours):

Telephone (after hours):

Facsimile:

Name (primary contact):

Position within the organisation:

Telephone (business hours):

Telephone (after hours):

Facsimile:

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## PART 2 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 event:**

**Date/s of event:**

**Time of event:**

**Event location:**

**Purpose of event:**

**Event target group/market:**

**Number of participants:**

**Number of spectators:**

**Promotional methods:**

**Sponsors/partnerships:**

**What went right:**

**What went wrong (any incidents?):**

**Recommendation for next time:**



## PART 4 CERTIFICATIONS

### a) Committee Member Certification

Complete this certification if the total amount of this acquittal is between \$1000 and \$5000. 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:  Taken and declared before me, at \_\_\_\_\_  
\_\_\_\_\_ this \_\_\_\_\_  
Committee Position:  day of \_\_\_\_\_ 20\_\_\_\_\_ .  
Signature:  Justice of the Peace \_\_\_\_\_  
(signature)

Name:  Taken and declared before me, at \_\_\_\_\_  
\_\_\_\_\_ this \_\_\_\_\_  
Committee Position:  day of \_\_\_\_\_ 20\_\_\_\_\_ .  
Signature:  Justice of the Peace \_\_\_\_\_  
(signature)

### b) Auditors Certificate

Complete this certification if the total amount of this acquittal is greater than **\$5,000**. The following statement **MUST** be signed by a certified auditor.

I have examined the financial records of

For the period  to

And certify that amounts totalling \$

As detailed in the Income and Expense Statement included within this form have been made by the applicant for this Grant/Bursary.

Auditors Name:   
Qualification:  Company:   
Phone:  Signature:

### c) Certification by recipient

I certify that the income and expenditure listed herein were incurred in accordance with the details a per my application approved by the Ipswich City Council on \_\_\_\_\_ .

Name:  Date:   
Signature: