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| CowraCouncil-Logo_stacked_black | Cowra Shire Council  Private Bag 342  Cowra NSW 2794  Phone: 02 6340 2000  Fax: 02 6340 2011  [council@cowra.nsw.gov.au](mailto:council@cowra.nsw.gov.au)  www.cowracouncil.com.au |

**Community Grants Program: Completion and Acquittal Report**

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| **Instructions – 2023/24 Round 2** |

**IMPORTANT: The Completion and Acquittal Report and supporting evidence of completion must be submitted to Cowra Council within 30 days of completion of the project.**

Suitable evidence of completion includes:

* Photos of your event, project, activity, equipment purchased or facility development undertaken. (Please advise if you do not wish your photos to be used for publicity purposes.)
* Copies of invoices and evidence of payment(s) in full for goods or services supplied by suppliers / tradespersons.
* Copies of media coverage regarding the event, project, activity, equipment purchased or facility development and event records.
* Any other evidence considered to demonstrate that the project has been completed and funds expended.

NOTE: Any attachments provided will be kept as a record by Cowra Council and will not be returned to your organisation.

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| **Organisation Name** |  |
| **Name of the event, project, activity, equipment purchased or facility development undertaken & amount of grant funding received.** | **Amount of grant funding received:** |
| **Signature, name and contact phone number of the person completing this form:** | **Signature:**  **Print name:**  **Phone Number:** |

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| 1. Please list or describe what your organisation has achieved with the funding provided. |  |
| 2. Did the completed event, project or activity match outcomes listed in your Funding Application?  If not, please provide reasons why. |  |
| 3. Did you spend all of the grant funds?  Yes  No   **Please note that copies of all supplier receipts relating to grant expenditure must be provided.** | If no, the surplus amount was $  Reason(s) for the surplus  Surplus funds must be returned to Cowra Shire Council at the completion of your project. Please contact the Grants and Executive Projects Officer to arrange refund. |
| **Questions 4 and 5 relate to events, projects or activities only.** | |
| 4. Was the event, project or activity supported by this funding a success? How did you measure the success? |  |
| 5. How did your event project or activity enable or encouraged members of wider community to participate? |  |
| **Questions 6 and 7 relate to equipment purchases or facility development.** | |
| 6. Provide details of the equipment purchased or facility development undertaken? |  |
| 7. How did the equipment purchased or the facility development undertaken benefit you or members of your organisation. |  |