**COMMUNITY GRANTS PROGRAM**

**ACQUITTAL FORM**

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1. Please email your completed acquittal form to the Grants Coordinator, at [grants.ropergulf@ropergulf.nt.gov.au](mailto:grants.ropergulf@ropergulf.nt.gov.au).
2. Please attach evidence of expenditure (invoices/receipts).
3. Please attach / send 2-3 photos of your event / project;
4. All unspent funds from the project must be returned to Roper Gulf Regional Council. Alternatively please contact the Grants Coordinator if you wish to apply to use the unspent money for another project.

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| **GRANT DETAILS** | |
| **Recipient:** |  |
| **Activity description:** |  |
| **Grant amount:** | *$* |
| **Project Completion Date:** |  |

|  |  |
| --- | --- |
| **PROJECT FINANCIALS** | |
| **Income** |  |
| Community Grant | *$* |
| Applicant Cash Contribution | *$* |
| Applicant In-kind Contribution | *$* |
| **Total** | ***$*** |
|  |  |
| **Expenses** |  |
| *1* | *$* |
| *2* | *$* |
| *3* | *$* |
| *4* | *$* |
| *5* | *$* |
| **Total** | ***$*** |

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| **PERFORMANCE REPORT** |
| **Was the activity delivered as planned? What worked, what didn’t work and what could be done differently next time? Did the activity benefit the community? How many people attended your event?** |
| *Please write 100 words or less* |
| **Other comments/feedback?** |
| *Please write 100 words or less* |

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| **CERTIFICATION** | |
| This acquittal is an accurate reflection of expenditure of the Roper Gulf Regional Council Community Grant. I certify that grant funds have been expended in accordance with the Grant Agreement. | |
| **Signature:** |  |
| **Signed:** |  |
| **Name:** |  |
| **Position:** |  |
| **Date:** | *Day / Month / Year* |