



Community Assistance Scheme

ANNUAL GRANT PROGRAM

Evaluation and Acquittal Form



Live, Work, Play

INTRODUCTION

On the completion of the successfully funded project or activity, recipients are required to complete an evaluation and acquittal form of how the funds received have been spent.

Groups, organisations or individuals receiving funds from the City under the Community Assistance Scheme must submit an Evaluation and Acquittal within sixty (60) days of either the conclusion of the project or activity, or the end of the financial year, whichever falls first.

Organisations receiving funding under the Community Grant Program or Annual Grant Program may be required to enter into a service agreement and provide outcomes on key performance areas with the City on a regular basis.

This document contains two main sections:

1.1 Acquittal Report

Information to be provided in this report may include a number of or all of the following:

- An audited statement of actual and budgeted expenditure in relation to any Major Funding (\$10,000 and over).
- A statement of actual and budgeted expenditure in relation to any Minor Funding (less than \$10,000).
- Progress results on key performance indicators.
- Copies of supporting documentation such as a summary of receipts, accounts and financial statements.

For those organisations that are not incorporated, this information will be required by the nominated Auspice Organisation.

1.2 Project Evaluation

Funding recipients will be asked to assess their performance according to the following indicators found in this document:

- Demonstrable achievement of key performance indicators.
- The initiation or continuation of partnerships.
- The development of sustainability initiatives.
- Actions undertaken to develop skills in the community.
- Involvement of volunteers.
- Acknowledgment of the contribution made by the City.

Tangible evidence to support these performance indicators will be required such as photos, press clippings, copies of fliers, newsletters, documents produced, or any other demonstration about how the City was acknowledged. Applicants may, from time to time, be required to present a brief project evaluation at a Council meeting.

Failure to satisfactorily complete the evaluation, acquittal and service agreement requirements may disqualify recipients from further financial assistance from the City.



APPLICANT INFORMATION

Please supply information for your organisation / group:

Organisation:

Postal address:

Contact person: **Role:**

Phone: **Mobile:**

Fax:

Email:

DECLARATION

I hereby certify that to the best of my knowledge, the information provided in this acquittal is correct and an accurate account of income, expenditure and project activities.

Signed:

Name: **Date:**

Position: Treasurer President / Chair Secretary

AUSPICE ORGANISATION DETAILS

If your organisation is not incorporated, please include details of your nominated Auspice Organisation below:

Auspice Organisation:

Contact person: **Role:**

Phone: **Mobile:**

Email:

DECLARATION

I hereby certify that to the best of my knowledge, the information provided in this acquittal is correct and an accurate account of income, expenditure and project activities.

Signed:

Name: **Date:**

Position: Treasurer President / Chair Secretary

ACQUITTAL REPORT

For your acquittal report, you may use the form included below or you might create a report specific to your organisation. Please ensure this does not exceed two (2) A4 pages, is clearly identifiable and includes the information setout below:

- Where the City of Kalgoorlie-Boulder funding was expended within your budget.
- Where funding from other sources (including state and federal government departments) was expended within your budget.



- GST costs incurred.
- All other income received, including entry fees / ticket sales, in-kind support and donations.
- Any fees incurred including artists, professionals, presenters etc.
- Direct project costs including materials, freight, and equipment / venue hire etc.
- Promotional, marketing and publication expenses.
- Administration expenses, including salaries, on-costs, insurance, postage etc.
- Travel, accommodation and living expenses.
- All other expenditure.
- Identify any surplus that is to be returned to the City.
- Project Financial Outcome, i.e. surplus or deficit.
- Attach copies of all supporting evidence / documentation, i.e. receipts, cheque numbers, financial statements etc.

Please Note:

- In-kind and volunteer labour is valued at \$25 / hour.
- For donated labour from a tradesperson, please identify full value of works.
- This acquittal report must relate directly to the budget submitted as part of the original funding application received by the City of Kalgoorlie-Boulder.
- If your group is not incorporated, your Auspice Organisation must provide this report and sign the declaration that the information provide in this acquittal report is true and correct.



ACQUITTAL FORM

PROJECT INCOME	GST Inclusive	Non-GST
Community Assistance Scheme Funding		
Applicant Contribution Cash		
In-kind (Please specify)		
Other Grants – Please specify		
Donations		
Sponsorship		
Fees / Ticket Sales		
Other Income – specify		
A TOTAL PROJECT INCOME		
PROJECT EXPENDITURE		
Accommodation and Meals		
Advertising and Publicity		
Administration (telephone, postage, stationery)		
Artist / Presenters Fees		
Hire Fees Venue		
Equipment		
Purchases Equipment		
Materials		
Insurance		
Travel, Freight and Transport		
Wages		
Other – Please Specify		
B Total Project Expenditure		
C Budget Surplus / Deficit (A – B)		

Formula: A – B = C (Total Project Income – Total Project Expenditure = Project Surplus / Deficit)



3. Actions undertaken by the applicant / organisation to ensure the sustainability of the operations and the projects undertaken by the association to reduce your reliance on the City for recurrent funding.

4. Demonstrate the actions undertaken by the applicant / organisation which enhance the skills and capacity of individuals or groups in the community.



5. Demonstrate the actions undertaken to ensure the project is inclusive and accessible to all cultures, age groups, nationalities and the disadvantaged.

6. Report on actions your organisation undertook to achieve the project specific key performance indicators.



**PLEASE RETURN YOUR COMPLETED EVALUATION AND ACQUITTAL FORM
MARKED AS BELOW:**

Addressed:

*Attention: City Living
City of Kalgoorlie-Boulder
Annual Grant Program - Evaluation and Acquittal Form*

By Post to:

City of Kalgoorlie-Boulder
PO Box 2042
BOULDER WA 6432

By Hand to:

City's Administration Building
577 Hannan Street
KALGOORLIE WA 6430

By E-mail to:

cas@ckb.wa.gov.au

By Fax to:

(08) 9021 6113

