

1. GENERAL INFORMATION

Name of the organisation undertaking the project			
Postal Address			
Email			
Project name			
Amount received (up to \$2000)	\$		
Name of project contact			
Email			
Phone			
Position			

2. PROJECT DETAILS

Commencement Date		Completion Date	
Project Summary (Briefly explain who the project was for, what the project was, when the project occurred, where the project occurred and why you did it)			

3. PROJECT ACHIEVEMENTS

Did your project achieve the benefits outlined in your original application? (Please give examples, if not achieved provide reasons)
How did the Waratah-Wynyard community benefit from your idea?

4. BUDGET

Budget Template

This template is a guide only, organisations can attach their own statement of income and expenditure. A copy of all tax invoices/receipts are to be attached.

Items shown are examples only and can be deleted. In-kind items are to be listed, that is, items in the form of goods and services, rather than cash e.g. volunteer hours, venue hire, use of equipment etc.

Income Item	Detailed Description	Amount
Amount sought from Waratah-Wynyard Council		
Cash contribution from your group		
Funding from other sources		
In-kind support		
	Total Income	\$

Expenditure Item	Detailed Description <i>Please itemise all actual expenditure from your project</i>	Amount
	Total Expenditure	\$

ACQUITTAL DECLARATION

I certify that the above project summary and supporting attachments provides a true and fair record of the undertaking and outcomes of the project.

I consent to the release of project information in this application for promotional and evaluation purposes relevant to the Waratah-Wynyard Council.

I have ensured that all individuals participating in photos have provided consent.

I, (name).....

(role).....

(print name and role in organisation)

declare that the (name of organisation).....

Received \$.....

and has expended those funds in accordance with the purpose for which it was granted.

Signed:.....Date:

Before me.....

(Witness)

Application Checklist

Tick boxes to ensure that you have attached all required information.

Attachments

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Copies of all tax invoices/receipts providing evidence of grant expenditure

Copies of any advertising, newsletters and media relating to the funded project

Images (in jpeg format) with captions for public use by Council.

Please email/return your acquittal to Council within **3 months** of project completion or by the end of the financial year.

Email: council@warwyn.tas.gov.au

Post: Waratah-Wynyard Council
PO Box 168
WYNYARD TAS 7325

Deliver: Waratah-Wynyard Council
21 Saunders Street
WYNYARD TAS 7325