

GRANT AND SPONSORSHIP ACQUITTAL



City of
Mount Gambier





Grant & Sponsorship Acquittal

If your funding application has been approved the acquittal form is required to be submitted within two months of your completed event/project.

Project/Event Name			
Organisation Name			
Postal Address			
Acquittal report prepared by		Phone	
Email			

Which grant did you apply for?	Please tick
Minor/Major/Corporate Event Grant	<input type="checkbox"/>
Minor/Major Community Strengthening Grant	<input type="checkbox"/>
Creative Arts Fund	<input type="checkbox"/>
Sport and Recreation Capital Works	<input type="checkbox"/>
Quick Response	<input type="checkbox"/>
Venue Sponsorship	<input type="checkbox"/>

Event / Project Budget

Please attach final reconciled budget (income, expenditure, profit and loss)

Was the event/project delivered within budget?

YES NO

Were there any major budget variations?

YES NO

I have attached receipts to prove expenditure of the funds received from Council.

YES NO

Please note - Copies of invoices are not sufficient evidence to demonstrate expenditure of funds. Please supply either a receipt from the supplier or a copy of the bank transaction demonstrating payment.

Volunteers

Number of Volunteers involved in the Event/Project

Number of Volunteer hours in total

Project / Event Rating

Overall project/event rating

1 - unsuccessful – 5 - very successful

1

2

3

4

5

Council Acknowledgement

Detail how Council's support for this event was acknowledged. Please attach any materials developed as part of your project/event e.g. media coverage or publicity, flyers etc.

City of Mount Gambier Strategic Plan 2020 - 2024

Tick the relevant pillars that your event/project will support

Please identify the area/s in which your event supports the City of Mount Gambier Strategic Plan



Our People

A safe inclusive City where access to quality services & facilities supports a socially connected, vibrant & healthy community



Our Location

A perfectly centered place where people aspire to live, work, visit & invest



Our Diverse Economy

A diversified, innovative & resilient economy that generates jobs & services



Our Climate, Natural Resources, Arts, Culture & Heritage

A culturally-inspired City that strives to minimise its ecological footprint

To download a copy of the Strategic Plan, please visit:

www.mountgambier.sa.gov.au

Please explain how you supported these pillars *Maximum 250 words*

Participation/Attendance

Applicable for Events and Community Strengthening Program Sponsorships

Number of participants / attendees per day

Please provide a percentage breakdown of the participants/attendees

Local	%	Region	%
Interstate	%	Intrastate	%
International	%	Must equate to 100%	

Please provide percentage of non-local participants and spectators that stayed in paid accommodation within the region and how many nights.

_____ % _____ Nights

Supporting Local

Did your project/event involve local suppliers/businesses, contractors, service clubs and/or Australian made products?

YES NO

Detail the local support below:

Australian Tourism Database Website

Have you listed your project onto ATDW? <https://www.atdw.com.au/>

YES NO

SWOT Analysis

Please analyse & list the Strengths, Weaknesses, Opportunities & Threats of your event/project.

Strengths

Weaknesses

Opportunities

Threats

Declaration

I certify to the best of my knowledge the information provided in this acquittal and associated documentation are true and correct.

Name:

Signature:

Date:

Before submitting your evaluation, please ensure you have attached the following supporting documents for the relevant program:

Events

- Full reconciled budget showing all income, expenditure, profit and loss.
- Copies of receipts to prove expenditure of funds from Council
- Copies of marketing and promotional materials
- Clear high resolution digital photos of event (at least two)
- Tax invoice for final instalment (cash only grants)

Community Strengthening Program

- Full reconciled project budget showing all income, expenditure, profit and loss
- Copies of receipts to prove expenditure of funds from Council
- Copies of marketing and promotional materials
- Clear high resolution digital photos of project (at least two)
- Tax invoice for final instalment (cash only grants)

Creative Arts Fund

- Evaluation of project
- Financial summary of completed project
- Copies of all invoices and receipts for completed works
- Photos of completed works
- Tax invoice for final instalment (cash only grants)

Sport and Recreation Capital Works

- Written quotes – x2 for works >\$5,000, x3 for works >\$20,000
- Financial summary of completed project
- Copies of all invoices and receipts for completed works
- Development approvals/landowner consent
- Photos of completed work
- Certificate/statement of completion, electrical or plumbing certificates
- Warranty certificates/documentation
- As-constructed plans including specifications and service locations
- Tax invoice for final instalment (cash only grants)

Quick Response

- Full reconciled event/project budget showing all income, expenditure, profit and loss
- Copies of receipts to prove expenditure of funds from Council
- Copies of marketing and promotional materials
- Clear high resolution digital photos of event/project (at least two)
- Tax invoice for final instalment (cash only grants)

Venue Sponsorship

- Complete acquittal pages 36-39 and sign declaration

City of
Mount Gambier



www.mountgambier.sa.gov.au
city@mountgambier.sa.gov.au
(08) 8721 2555

