

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

Which grant did you apply for?	Please tick
Community Event Grant	
Community Strengthening Grant	
Corporate Sponsorship	
Creative Arts Fund	
Sport and Recreation Capital Works	
Quick Response	
Venue Sponsorship	

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 2024-2028 Tick the relevant priorities that your event/project will support

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

Environmental and Liveability

We are custodians of the landscape, committed to protecting and preserving our natural environments, creating a liveable city.

Learning and Innovation

A regional learning hub that fosters innovation and local industries.

Infrastructure and Services

A high quality, affordable lifestyle where people are happy, healthy, and housed and able to access all available resources.

Economic and Business Growth

A creative, entrepreneurial mindset that creates a thriving resilient community.

A Vibrant Community

Events, activities, sport and recreation all contributing to a vibrant city during the day, at night and across all the season.

To download a copy of the Strategic Plan, please visit: mountgambier.sa.gov.au

Please explain how you supported these priorities *Maximum 150 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

Live Stream Data (if applicable)

Was your event live streamed? If Yes, please supply live stream statistics.

YES

NO

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? atdw.com.au

YES

NO

SWOT Analysis

Please analyse and list the Strengths, Weaknesses, Opportunities and 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 is 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), and

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), and

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, and

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, and

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), and

Tax invoice for final instalment (cash only grants).

Venue Sponsorship

Complete acquittal pages 40-41 and sign declaration.

City of
Mount Gambier



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