



CITY OF VINCENT

TOWN TEAM GRANTS

GRANT ACQUITTAL



Town Team Grants are designed to strengthen community connection, assist the town teams to improve the performance of Vincent's town centres and contribute to the town teams becoming more sustainable not-for profit entities.

If you have received a Town Team Grant, the financial acquittal and an evaluation report will be due within 30 days of the initiative being completed. If the initiative is ongoing, the financial acquittal and an evaluation report will be due 30 days after the grant funding has been spent.

All outstanding Town Team Grant acquittal documentation must be received before you are eligible for any further funding from the City of Vincent. Administration may request further information if the details provided are not sufficient.

Please return this acquittal form to Place Planning either in person, post or email.

- 244 Vincent Street (corner Loftus Street), Leederville 6902
- Policy & Place, City of Vincent, PO Box Leederville 6902
- mail@vincent.wa.gov.au (subject: Town Team Grant)

If you require assistance to complete the Grant Acquittal, please contact a Place Planner at mail@vincent.wa.gov.au or **9273 6000**.

GRANT ACQUITTAL FORM & EVALUATION REPORT

Please complete all sections and provide the requested attachments.

CONTACT DETAILS	
Town Team	
Contact Name	
Address	
Email	
Phone	
ABN	

INITIATIVE 1 DETAILS	
Name of Initiative	
Date and Time of initiative delivered	
Location of Initiative	

DESCRIPTION OF INITIATIVE
<p>How was your initiative delivered?</p> <p>Was there any variation from the proposed initiative and what eventuated? Include specific information such as the number of attendees, who was involved (e.g. partnerships with local groups or businesses), details of the final initiative and any other relevant information.</p>

INITIATIVE EVALUATION

Were the approved grant application outcomes met?

Please include any data collected during the initiative to support your explanation.

Initiative Outcome 1

Place the description of Outcome 1 from the grant application here

How was this outcome met?

Initiative Outcome 2

Place the description of Outcome 2 from the grant application here

How was this outcome met?

Initiative Outcome 3

Place the description of Outcome 3 from the grant application here

How was this outcome met?

Initiative Outcome 4

Place the description of Outcome 4 from the grant application here

How was this outcome met?

Were there any other positive or unexpected outcomes that occurred from the initiative?



INITIATIVE 2 DETAILS

Name of Initiative

Date and Time of initiative delivered

Location of Initiative

DESCRIPTION OF INITIATIVE

How was your initiative delivered?

Was there any variation from the proposed initiative and what eventuated?

Include specific information such as the number of attendees, who was involved (e.g. partnerships with local groups or businesses), details of the final initiative and any other relevant information.

INITIATIVE EVALUATION

Were the approved grant application outcomes met?

Please include any data collected during the initiative to support your explanation.

Initiative Outcome 1

Place the description of Outcome 1 from the grant application here

How was this outcome met?

Initiative Outcome 2

Place the description of Outcome 2 from the grant application here

How was this outcome met?

Initiative Outcome 3

Place the description of Outcome 3 from the grant application here

How was this outcome met?

Initiative Outcome 4

Place the description of Outcome 4 from the grant application here

How was this outcome met?

Were there any other positive or unexpected outcomes that occurred from the initiative?



INITIATIVE 3 DETAILS

Name of Initiative

Date and Time of initiative delivered

Location of Initiative

DESCRIPTION OF INITIATIVE

How was your initiative delivered?

Was there any variation from the proposed initiative and what eventuated?

Include specific information such as the number of attendees, who was involved (e.g. partnerships with local groups or businesses), details of the final initiative and any other relevant information.

INITIATIVE EVALUATION

Were the approved grant application outcomes met?

Please include any data collected during the initiative to support your explanation.

Initiative Outcome 1

Place the description of Outcome 1 from the grant application here

How was this outcome met?

Initiative Outcome 2

Place the description of Outcome 2 from the grant application here

How was this outcome met?

Initiative Outcome 3

Place the description of Outcome 3 from the grant application here

How was this outcome met?

Initiative Outcome 4

Place the description of Outcome 4 from the grant application here

How was this outcome met?

Were there any other positive or unexpected outcomes that occurred from the initiative?

BUDGET & FINANCIALS

Total amount received by the City	\$
Initiative 1 Budget	\$
Initiative 1 Actual cost	\$
Initiative 2 Budget	\$
Initiative 2 Actual cost	\$
Initiative 3 Budget	\$
Initiative 3 Actual cost	\$
Value of unspent funds to be returned to the City	\$

Please provide the original or certified copies of itemised suppliers' receipts for goods and services purchased and document against the approved budget line items from your Grant Application. Where possible two quotes should be supplied with a value for money assessment.

Any unused donations are to be returned via cheque made out to:

City of Vincent

Policy & Place

PO BOX 82

Leederville WA 6902

ADDITIONAL COMMENTS & FEEDBACK

ATTACHMENT CHECKLIST

- Copies of promotional material, such as media releases, social media posts, posters, and others (if applicable)
- Photos of the initiative or completed deliverable
- Copies of receipts for goods and services as per the approved budget allocation
- A certified financial statement of expenditure as per the approved budget allocation

DECLARATION

The information contained herein is the best of my knowledge, true and correct.

Name	
Position	
Organisation	
Signature	
Date	
Name of Treasurer	
Signature of Treasurer	
Date	

CITY OF VINCENT ADMINISTRATION USE

Date Grant Acquittal received		
List attachments received		
Value of any unspent funds to be returned to the City		
I have reviewed the Grant Acquittal deem it to be complete	Place Planner	
Assessment notes		
	Signed	Date