



## STAWELL HARNESS RACING CLUB

### COMMUNITY DEVELOPMENT GRANTS PROGRAM

### ACQUITTAL REPORT

An acquittal report ensures that grant recipients have administered grant funds responsibly and in line with the terms and conditions of the grant agreement. It consists of a written report that summarises the extent to which the project outcomes were achieved and a financial statement detailing how the funds were spent.

Stawell Harness Racing Club Community Development Grants Program requires all grant recipients to complete and return an acquittal report within 3 months from the notification of grant approval. Failure to provide an acquittal makes an individual, group or organisation ineligible for future financial assistance.

Project name	
SHRC Grant	COMMUNITY <input type="checkbox"/> MINOR GRANT <input type="checkbox"/>
	AMOUNT \$ <input type="text"/> Date Received <input type="text"/>
Organisation Name	<input type="text"/>
Postal address	<input type="text"/>
Contact person	Position: <input type="text"/>
Contact numbers	Telephone: <input type="text"/> Mobile: <input type="text"/>
Email address	<input type="text"/>
	<input type="text"/>

**Project evaluation:**

Briefly describe how successful the project was, the degree to which objectives were met, benefits to the community, who was involved in the project, strengths or weaknesses identified etc..

**\* Please attach any relevant media articles, brochures, newsletters and photographs which Stawell Harness Racing Club may use to promote this Community Development Grant Program.**

## Income & Expenditure

Income	Description	Amount
SHRC Grant		
Other Grant		
Organisation Contribution (cash or in kind)		
Project revenue/income		
Donations/sponsorship		
Other income		
	<b>Total Income</b>	<b>\$</b>

Expenditure details	Invoice	Amount
	<b>Total Expenditure</b>	<b>\$</b>

**\*PLEASE ATTACH EVIDENCE OF EXPENDITURE LISTED ABOVE\***

### Certification

I certify that to the best of my knowledge;

- \* information detailed in this report is true and correct
- \* all relevant invoices are attached
- \* funds received by our organisation have been spent in accordance with the funding guidelines and the terms and conditions of the grant.

<b>Name</b>	
<b>Position in organisation</b>	
<b>Signature</b>	
<b>Date</b>	

Reports can be mailed to:      Community Development Grant  
Stawell Harness Racing Club  
PO BOX 105  
STAWELL. VIC. 3380.

Emailed:                              [stawharn@vic.chariot.net.au](mailto:stawharn@vic.chariot.net.au)

Or delivered to:                      78 PATRICK STREET, STAWELL.