



Community & Events Grant Scheme

Acquittal Form 2026-27

Applicant Details

Provide details of the individual, organisation or business that received funding. If the recipient is an organisation, the contact details should be those of the authorised representative responsible for acquitting the grant.

Name of Applicant	
Organisation Name (if applicable)	
Position	
Telephone	
Mobile	
Email	

Project Details

Outline how the grant funds were used.

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Describe how the project benefited those participating and the community of Pingelly?

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How did you acknowledge the Shire of Pingelly's contribution to the project?

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How many people participated in or attended the project/event?

Did the project achieve its intended objectives? Please explain.

Will the project continue to deliver benefits beyond the funding period?

Additional Outcomes (if applicable)

- ☐ Increased visitation to Pingelly
- ☐ Supported local businesses
- ☐ Promoted local heritage
- ☐ Increased community participation
- ☐ Improved health and wellbeing outcomes
- ☐ Supported young people
- ☐ Supported older people
- ☐ Encouraged cultural diversity and inclusion

Budget Details

Use the table below to demonstrate how the approved funding amount was used by listing the expenses your project incurred. Please note the Shire of Pingelly's contribution is limited to 75% of the total project cost and no more than \$5,000 in any single financial year.

Funding Summary	Amount
Approved Grant Amount	\$
Actual Grant Funds Spent	\$
Unspent Grant Funds	\$

Supporting documentation (receipts, invoices, bank statements or other evidence of expenditure) must be attached

Expenditure	
Expenditure Items	Amount

Declaration

- ☐ I declare the organisation has read and understands the Community & Events Grant Scheme Guidelines.
- ☐ I declare I am the authorised person to submit this application on behalf of my organisation and are authorised to sign legal documents on behalf of the organisation.
- ☐ I declare the information provided in this application and attachments is to the best of my knowledge true, correct and discloses all estimates as accurate as possible.
- ☐ I have attached supporting documentation (including receipts or invoices).
- ☐ I understand false or misleading statements listed in this Community & Events Grant Scheme Acquittal can result in disqualifying the organisation from future funding.

Name		Position	
Signature		Date	

Acquittal Checklist

- ☐ All sections of the acquittal form completed.
- ☐ Receipts and/or invoices attached.
- ☐ Photos of the completed project/event attached (where available).
- ☐ Evidence of acknowledgement of the Shire attached (social media posts, flyers, signage, etc.).
- ☐ Financial information balances and matches supporting documentation.
- ☐ Acquittal submitted within 30 days of project completion.