

Bellingen Shire COUNCIL



COMMUNITY EVENT SPONSORSHIP FUND ACQUITTAL AND EXPENDITURE REPORT

APPLICANT: _____

EVENT NAME: _____

EVENT DATE(S): _____

AMOUNT \$: _____ (GST inclusive)

The completion and return of this report is a requirement of the funding agreement with Bellingen Shire Council. This report provides valuable information that enables Bellingen Shire Council to continue to assist community and not-for-profit organisations as well as undertake ongoing assessment of the Fund and recognition of the value of this program.

Acquittal reports must be completed and returned to Bellingen Shire Council within two months of the event or activities taking place. Failure to provide an acquittal report may result in any future requests for funding being refused or deemed ineligible.

We strongly suggest that you keep a copy of all applications and reports for your own records.

Please return the completed and signed report to the Grants and Business Development Officer via email at council@bellingen.nsw.gov.au.

PROJECT REPORT

Project Description

Please provide a brief description of your project/event e.g.; where, when, how many attendees, what activities took place, etc.

Objectives and Outcomes

Please describe how your event met its objectives as outlined in your application, what were the outcomes and how did you achieve these outcomes.

Alignment

Please list and describe how your event aligned to Council's priorities as outlined in its 2030 Community Vision.

Target Market

Please describe who your target market was and how you successfully approached and attracted them to this event. Please provide quantitative data where possible.

Acknowledgment

How was Bellingen Shire Council acknowledged as part of this event?

Grant Expenditure

Please provide details on how the Community Event Sponsorship Fund support was used. Please provide a budget breakdown **including copies of invoices/receipts**. An alternative attachment can be provided.

Event Success

Please describe how the success of your event was measured including any key learnings and outcomes that may be incorporated into future events.

Additional Information

Please provide any additional information regarding your event including photos, media clippings etc (up to a maximum of 5mb). **Please note: Council may use this information in its reports and/or for promotional purposes. By providing photos, Council is of the understanding that the appropriate approvals have been given by any person or persons pictured.**

General Comments/Feedback (optional)

Please provide any additional comments regarding your event or the Community Event Sponsorship Fund.

I certify that the information contained in this report is true and accurate.

Name:

Signature:

Position:

Date:

I hereby give permission for Bellingen Shire Council to use information from this acquittal report: Yes No