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| **Acquittal Process** |

As part of your organisation’s funding agreement with Greater Hume Council, this final acquittal report including financial information is required to be submitted to Council within 15 months of the funding being granted. Please complete the following information and return to Council along with any other relevant documentation. Photos of your project and other advertising material you wish to provide can be used to assist in promoting your project through Council’s website, quarterly newsletter, and other promotions.

|  |  |
| --- | --- |
| **Grant Details** | |
| Community Group |  |
| Project Title |  |
| Date Project Completed |  |

**Please tick the box that applies to your project**

We confirm that the total Grant paid of $\_\_\_\_\_\_\_\_\_\_ has been expended on the Project listed above in accordance with the terms and conditions of the signed Funding Agreement

**or**

The total Grant has NOT been expended. An amount of $ \_\_\_\_\_\_\_\_\_\_\_ has not been spent and a cheque for this amount made payable to Greater Hume Shire is attached or an EFT bank transfer has been made to Greater Hume Shire for this amount

|  |  |
| --- | --- |
| Name |  |
| Position in Organisation |  |
| Signature |  |
| Date |  |

|  |  |
| --- | --- |
| **Financial Information** | |
| Total Cost of Project |  |
| Funding Received from Council |  |
| Funding Received from other sources |  |
| Value of In kind contributions |  |

|  |
| --- |
| **Please describe how the community is benefiting from your project** |
|  |
| **Please describe how you have advertised your project and acknowledged Council’s contribution** |
|  |
| **Approximately how many volunteer hours were used in the project and in what areas did the volunteers contribute e.g. physical labour, coordination** |
|  |

Please return this completed signed form along with any other relevant documentation:

by email to **mail@greaterhume.nsw.gov.au**

or in person to a Greater Hume Council Office

or by post to: Mr Steven Pinnuck

General Manager

Greater Hume Shire Council

PO Box 99

Holbrook NSW 2644