

## Community Recovery Grants Program – Guide to your Grant Acquittal Report

The objective of the grant program is to provide funding for projects and activities deemed essential for the recovery and renewal of our communities.

### Project Completion

1. Provide information demonstrating the project was completed. The following have been provided and are attached:
  - Documents supporting design and procurement activities, specifications
  - Photographs
  - Other: \_\_\_\_\_
2. The event/project MUST take place in the Towong Shire municipality and benefit the Towong Shire Community. Where and when did your event/ project take place?

3. If your project was an event, how many people attended/benefited from the event?

4. How did you promote your project or activity to community and demonstrate how your project/activity assisted recovery and renewal of the community.

### Statement of Income

5. Was the funding spent within the 12 months of receiving written notice of grant success?
  - Yes
  - No
6. Provide details of any income and expenditure related to your project or activities, making sure to fully account for how grant monies were spent – see draft template
7. Provide documentation (eg. receipts) detailing the actual costs of the project as outlined in the template. Evidencing how the funds were spent is required, therefore receipts and invoices should be retained. Copies of these should be provided to Council together.

The following have been attached to this report:

- Income /Expense template
- Receipt/s and invoice/s to backup expenses outlined in template
- Bank account statement reconciling the receipts/ expenses

### Surplus funds

8. Details of any unspent grant money.

Any unspent money is required to be returned to the funding source. Please get in touch with Towong Shire Council for details on how to return unspent funds.

**Asset Report**

9. Include the locations of all assets, purchase/lease cost and amount grant funded.

**Acknowledgement Report**

10. How did your group promote the project/activity and acknowledge the funding support provided through this program?

11. Towong Shire Council’s support must be acknowledged in all media and promotional material relating to the project/activity. Please list and provide evidence of acknowledgement. Inclusion of logos in project media, flyers, web page, screen shots from social media, signage and newspaper writeups, media releases or newsletters.

The following have been attached to this report

- Evidence of acknowledging Towong Shire support in media and promotional material
- Photos of event/project progress and completion

If you are not sure on what reporting or information you need to submit, please refer to the [Grant Guidelines](#), your application and contact Towong Shire via the contact details listed in the [Grant Guidelines](#) or [grants@towong.vic.gov.au](mailto:grants@towong.vic.gov.au)