



Parramatta City Council

ANNUAL COMMUNITY GRANTS PROGRAM 2010-11

PROJECT FINANCIAL ACQUITTAL and FINAL REPORT

As per the funding agreement all Community Grant recipients are required to acquit all funding received for their project. There are two parts of this report:

- **Financial acquittal** – You need to supply a project statement of account and where applicable these are to be independently audited.
- **Final report** - The final report details the extent to which the organisation has met the outcomes specified in the grants agreement and the original project application.

If you have any questions or problems with the form please contact The Community Capacity Building Team on 9806 5110.

Note: if you are applying for future PCC Grants, you must submit this form. Your application will not be considered without this documentation.

General Information			
Name of organisation			
Project contact person			
Position			
Postal address			
Phone		Mobile	
Fax		E-mail	
Project Information			
Project Name			
Amount of Funding Received	\$		

Project Description (100 words)

What special conditions were placed on your project? How did you fulfil these?

Financial Acquittal

Have the funds allocated been fully expended? (Please attach a copy of the project Statements of Account which specify how the project grant was expended)

Yes

No Please explain:

Final Report

What were the intended project outcomes? (up to 150 words) refer to your work plan from your original application form

Did the project meet the intended outcomes? (up to 150 words)

How did you measure the project outcomes? (up to 100 words)

Did the project vary in any way for the original project outcomes? (up to 100 words)

How many people benefited from the project and who were they? (up to 50 words)

Please explain any new partnerships which were formed throughout or as a result of the project? (up to 100 words)

What are the future directions of the project? (up to 100 words)

Please attach any promotional material, such as:

- Photographs
- Programs
- Posters
- Press clippings

Signature of an Office Bearer

Name:

Position:

Signature:.....

Date:...../...../2011

Signature of project contact person

Name:

Position:

Signature:.....

Date:/...../2011

Please fill this in, print it out, have it signed and then return it to:

David Moutou, Community Capacity Building Team, Parramatta City Council, PO Box 32, PARRAMATTA, NSW, 2124