



HINCHINBROOK
SHIRE COUNCIL

HINCHINBROOK SHIRE COUNCIL
COMMUNITY ACTIVITY GRANT
ACQUITTAL FORM

Hinchinbrook Shire Council Community Activity Acquittal Form

*To be submitted within six (6) weeks of completion of Community Activity
(Failure to submit may affect future funding opportunities)*

Community Achievement Activity Acquittal

Please complete section 1

Community Activity Grants less than \$2000

Please complete section 2

Community Activity Grants greater than \$2000 but less than \$15000

Please complete sections 2 and 3

Community Activity Grants greater than \$15000

Please complete sections 2, 3 and 4

Postal Address:

Chief Executive Officer
Hinchinbrook Shire Council
PO Box 366
INGHAM QLD 4850
council@hinchinbrook.qld.gov.au

Hand Delivery:

Chief Executive Officer
Hinchinbrook Shire Council
25 Lannercost Street
INGHAM QLD 4850

For further enquiries or assistance in completing the application form, please contact Hinchinbrook Shire Council on (07) 4776 4600.

Electronic version current. Uncontrolled Copy current only at time of printing

Form Number: Community Activity Grant Acquittal Form
Authorised By: EMDPES
Document Maintained By: Development Planning
and Environmental Services

Version No: 1
Initial Date of Adoption: 25 July 2017
Current Version Adopted: 25 July 2017

SECTION 1 Community Achievement Activity Only

Individuals Name:

Organisation/Club:

Contact Person:

Contact Phone Number:Contact Email:.. ..

Field of Excellence: . ..

Event Title:

Actual cost of attendance:

Q1 Summary

Please detail your achievement level within event attended

Please detail how you acknowledged Hinchinbrook Shire Council Sponsorship

Please detail how attending this event has benefitted yourself/club within your field of excellence

I certify that:

The information provided above with respect to the expenditure of donation/contribution monies is true and accurate and the funds have been applied in accordance with the purposes of the donation/contribution.

Applicant Signature: _____	Date: _____
Club President Signature: _____	Date: _____

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Section 2

Organisation/Club:

Contact Person:

Contact Phone Number:Contact Email:.. ..

Event Title:

Event Date:

Q2 Basic Financials

Community Activity Grant Funding received from Hinchinbrook Shire Council \$	Expenditure To Date: / / \$	Unexpended Funds \$

Note: Any unexpended funds are to be refunded to Council. Council will issue an invoice for the unspent amount.

- Attach Financial Documentation of expenditure for the Community Activity

Statement of Income and Expenses

Please complete the template below to account for all actual costs of your activity.

Agreed Funding Uses	Amount	Council Contribution	Total Cost	Comments (if varied from application)
Activity				
Travel				
Other				

Q3 Community Activity Summary

If there were any changes to your initial application please describe these changes?

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How many people attended?

How many do you estimate were from outside the Shire?

Hinchinbrook Shire Council was promoted by the following activities: _____

How many people were involved in making this event happen?	
Volunteers	
Paid staff/contractors	
Specialty personnel e.g. chefs, performers etc.	
Other.....	

I certify that:

- The information provided above with respect to the expenditure of donation/contribution monies is true and accurate and the funds have been applied in accordance with the purposes of the donation/contribution
- Any unexpended funds have been returned to Council with the acquittal form

Signature: _____ **Date:** _____

Position Title: _____

If your Community Activity is under the dollar value of \$2000 no further information is required.

If your Community Activity is over the dollar value of \$2000, please continue.

Section 3

Q4 Community Activity Summary continued

Describe the main activities undertaken.

What benefits did your organisation gain from the Community Activity.

Q5 Tourism Benefits

Area	Number	Estimated Spend
Visitors from outside of region who travelled specifically for the Community Activity		
Proportion of visitors who stayed overnight		
Direct visitor nights generated by the Community Activity		

Please indicate how you gathered this information (ie survey when booking ticket, survey at the entry gate, survey distributed at event)

Describe how the results fitted with your expectations?

Q6 Social and Community benefits

Describe how the Community Activity benefited and engaged with the local community

Describe how the social and community benefits will grow if this Community Activity is held again

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Q7 Marketing and destination experience

How were destination and hero experiences promoted through the Community Activity?

How could the Community Activity promotion be improved in the future?

Q8 Event Budget

Area	Amount (\$)	% Derived from outside the region	Comments (reason if spend varied to original budget by over 15%)
Administration			
Operations			
Marketing			
Total Expenditure			
Grants			
Sponsorship			
Ticketing/Merchandise			
Total Income			

Provide a copy of your Community Activity budget: _____ (email attachment)

I certify that:

- The information provided above with respect to the expenditure of donation/contribution monies is true and accurate and the funds have been applied in accordance with the purposes of the donation/contribution
- Any unexpended funds have been returned to Council with the acquittal form

<p>Signature: _____ Date: _____</p> <p>Position Title: _____</p>

If your event is under the dollar value of \$15,000 no further information is required.

If your Community Activity is over the dollar value of \$15,000, please complete the entire acquittal form

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Section 4

Q9 Community Activity Growth Summary

Describe any key issues or risks identified during your Community Activity

Describe opportunities/key priorities for growth of your Community Activity

Q10 Support material

- Provide a copy of your final Community Activity budget: _____(email attachment)
- Provide a minimum of ten high quality Community Activity images: _____(email attachment)
- Provide Community Activity advertising examples: _____(email attachment)
- Provide a copy of the Community Activity program: _____(email attachment)
- Provide examples of destination storyboards/vignettes of how the destination was promoted by the Community Activity: _____(email attachment)
- Provide the Survey results (if the Community Activity Organiser conducts the Survey) or provide the email addresses of Community Activity attendees by database.

I certify that:

- The information provided above with respect to the expenditure of donation/contribution monies is true and accurate and the funds have been applied in accordance with the purposes of the donation/contribution
- Any unexpended funds have been returned to Council with the acquittal form

Signature: _____ Date: _____
Position Title: _____