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Community Grants Program: Completion and Acquittal Report

Instructions – 2024/25 Round 2

IMPORTANT: The Completion and Acquittal Report and supporting evidence of completion must be submitted to Cowra Council within 30 days of completion of the project.

Suitable evidence of completion includes:

- Photos of your event, project, activity, equipment purchased or facility development undertaken. (Please advise if you do not wish your photos to be used for publicity purposes.)
- Copies of invoices and evidence of payment(s) in full for goods or services supplied by suppliers / tradespersons.
- Copies of media coverage regarding the event, project, activity, equipment purchased or facility development and event records.
- Any other evidence considered to demonstrate that the project has been completed and funds expended.

NOTE: Any attachments provided will be kept as a record by Cowra Council and will not be returned to your organisation.

Organisation Name	
Name of the event, project, activity, equipment purchased or facility development undertaken & amount of grant funding received.	Amount of grant funding received:
Signature, name and contact phone number of the person completing this form:	Signature: Print name: Phone Number:

<p>1. Please list or describe what your organisation has achieved with the funding provided.</p>	
<p>2. Did the completed event, project or activity match outcomes listed in your Funding Application? If not, please provide reasons why.</p>	
<p>3. Did you spend all of the grant funds? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please note that copies of all supplier receipts relating to grant expenditure must be provided.</p>	<p>If no, the surplus amount was \$</p> <p>Reason(s) for the surplus</p> <p>Surplus funds must be returned to Cowra Shire Council at the completion of your project. Please contact the Grants and Executive Projects Officer to arrange refund.</p>
<p>Questions 4 and 5 relate to events, projects or activities only.</p>	
<p>4. Was the event, project or activity supported by this funding a success? How did you measure the success?</p>	
<p>5. How did your event project or activity enable or encouraged members of wider community to participate?</p>	
<p>Questions 6 and 7 relate to equipment purchases or facility development.</p>	
<p>6. Provide details of the equipment purchased or facility development undertaken?</p>	
<p>7. How did the equipment purchased or the facility development undertaken benefit you or members of your organisation.</p>	