



Community Funding Program

HOW TO WRITE YOUR ACQUITTAL

The City wants the project acquittal process to be as easy and effective as possible for all involved. This document will assist you in making sure everything is included when writing your Project Acquittal Report. This will decrease the number of emails and contacts that may be required by the City to you, to finalise the report, and ensure a more seamless process to finalise and accept submitted acquittals.

Every Community Funding project/program that is funded requires the funded organisation to provide an acquittal within two (2) months of completion of the project.

The City needs to see evidence that you expended the funds in accordance with the signed Acceptance of Funding form. Writing your acquittal to explain how the funding was used for the program or project is an important part of the process for any organisation that receives funding from the City of Gosnells Community Funding Program.

If your Project Acquittal Report, financial chart and receipts do not match then they may need to be amended and resubmitted to us, or if there are incorrect funds used then your organisation may need to repay all or part of the funds awarded. This is clearly listed in the signed agreement/contract.

Your financial records (excel chart or Profit/Loss Statement) is not enough to support the financial expenditure for the funding. Receipts of all expenses are required with the Acquittal to support your expenses.

The City also needs to see that you promoted the project the way you planned for in your application. Copies of newsletters and promotional flyers etc are required to support how you promoted the City's funding for the project.

Each section in this document is taken from the Project Acquittal Report. Notes have been made under each section to provide you with an idea of what type of information we require in each section.

Acquittal timeframes are dependent the details in your application and are detailed under 'Specific Conditions' in your 'Acceptance of Funding contract'.

Acquittals are required two (2) months after the completion of your project. The following provides a guide on the project timeframes that will be applied to all funding:

Remember:

Level 1 applications (up to \$2,000) do not require match funding from your organisation.

Level 2 application (\$2001 up to \$8,000) require 50% match funding from your organisation.

(NOTE: Please be thorough in all your answers, provide as much detail as possible, including numbers reached – and consider those numbers on a monthly and annual basis.)



Questions to Answer

Did the project meet the specific community need identified in your application? How?

- Brief description of the event or project;
- Date and Location of event or project;
- Did the project meet the identified community need and how.

Did the project reach your target audience? How many people directly and indirectly benefitted from your project?

- What demographic did your project reach.
- An estimate of the number of people who attended your event or participated in your project (direct).
- If the project provided information and resources, would these have been shared with other family as indirect target audience.

What were the successes of your project? Were there any specific achievements that should be mentioned?

- Provide clear detail on your successes. Attendance numbers, positive feedback and any specific achievements (such a success that we will consider running this program in future years).

How did you evaluate the success of your project?

- Survey results;
- Customer feedback;
- Attendance numbers;
- Increased membership;
- Reduced power bills;
- Reduced time spent by volunteers delivering services.

Were there any problems encountered during your project? How did you overcome them?

- Provide detail of any problems or issues encountered;
- Volunteers unavailable; etc
- And how these issues were overcome;
- If they were not overcome, how would you address this if you ran this project again.



Please describe how your project was delivered. Was the project delivered as planned?

- Provide specific information regarding what was purchased;
- What was delivered and how;
- Training undertaken;
- Or other.

Were any issues with regards to accessibility identified?

- Was the location suitable;
- Was there sufficient parking;
- Did you have any difficulty informing your target audience of the project.

Have any potential partnerships with other community organisations been identified as a result of delivering the project?

- Provide detail if potential partnerships identified;
- Please state if non partnerships identified.

Has the project resulted in a change to the financial sustainability of your organisation?

- Will there be additional ongoing costs;
- Was there an increase in membership numbers;
- Has it identified a new potential customer group for your organisation.

Please detail how the City of Gosnells was recognised as a sponsor of this project.

The City of Gosnells was recognised in various ways by our organisation including:

- Acknowledgement in our newsletter – article and or City logo (supply copy);
- Acknowledgement at our Committee Meetings;
- Acknowledgment to our members;
- Logo Printed on flyers (supply copy);
- Logo on our website (screen dump – supply copy);
- And many other options.

Note: any of these options that you include require a copy of a flyer, Facebook posts, newsletter etc to be included in the acquittal document.



Have you identified any areas of training you think your organisation could benefit from as a result of delivering the project?

- Provide information;
- If no training identified – advise of this.

Please detail any community feedback you received on the project.

This section requires a summary of comments from the community or participants about the project or program that you run. If you received no specific feedback, but can say that the “participants seemed happy and had fun at the event or during the project” this can also be suitable.

Budget

Applicant's financial contribution: Includes cash contribution & volunteer hrs combined

Applicant's financial contribution: \$250.00

Council's contribution: Funding as per Signed Contract (Inc gst if it was paid)

Council's contribution: \$1,000.00

Total Cost: This is the total cost of the project including all costs by all involved.

Total Cost: \$1,250.00

NOTE:

- All costs for the entire project should be put in the financial statement chart;
- It is recommended that you break it down into some order;
- Place the receipts for each of the items in the chart at the rear of the Project Acquittal Report – in the order they are listed in this chart;
- This chart should reflect what was put in your original application for funding.

Example: A project applied for an approved under Level 2, can only be approved for funding for up to 50% of the total project cost with the Organisation funding the other 50%.

The Organisations' commitment of 50% can be broken down into:

- 25% cash contribution and
- 25% volunteer hours – in kind contribution

Example: For a program funded by City for \$4000 & total project cost \$8000 is expected. The summary below is how we would receive this.

FINANCIAL STATEMENT (Please list what the sponsorship was spent on).	
<u>Expenditure</u>	<u>Amount</u>
Equipment – (City of Gosnells funding)	\$3000.00
Banners – (City of Gosnells funding)	\$1000.00
Marketing materials – flyers – (your organisation)	\$1000.00
Venue Hire – (your organisation)	\$1,000.00
Volunteer hours for program – (your organisation) 66.5 @ \$30	\$2,000.00
<i>NOTE: even if the hours are more than this for volunteers, based on the total project cost – the City will only accept 25% which would be \$2000.00.</i>	
Total Expenditure	\$8,000.00

NOTE: Volunteer hours can only be included to a total value of:

- Level 1 – Not a requirement but can be listed – any amount.
- Level 2 - 25% of Total Project Cost

Please attach the following documentation:

1. Copies of receipts for the purchase of any equipment or service.
2. Schedule of voluntary labour (if applicable)
3. Schedule of donated materials (if applicable)
4. Media clippings (where appropriate)
5. Promotional Media such as flyers/ posters /stickers etc (where appropriate)
6. Photographs (where appropriate)

Depending on your project/program/event – a variety of these attachments are required.

Always necessary - Attach ALL INVOICES for the entire project – as listed in the original application.

Final Notes:

The onus of ensuring that your Project Acquittal Report is submitted by the required date is held solely by the Organisation receiving the funding – (your organisation).

When you submit your report – ensure you get some type of record to confirm it was received by the City and hold onto this document for future record.

The City does complete random audits on Community Funding and if a project has not been acquitted, then you will be asked to complete an acquittal – until that acquittal is received and accepted by the City, your organisation will not be eligible to reapply for funding under the Community Funding Program until the previous application acquittal is finalised.

Please note: The more information you put into your final report, the more you help to justify how worthwhile the Community Funding Program is to organisations within the City.