# Thank a Volunteer Day Grants Program

Acquittal Report

## Section One – General Information

**1.1 Grant Details**

|  |  |
| --- | --- |
| **Name of project** | Click here to enter text. |
| **Grant amount (ex GST)** | Click here to enter text. |
| **Event date** | Click here to enter text. |

**1.2 Applicant’s Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Legal name of organisation** | Click here to enter text. | | |
| **Trading name (if applicable)** | Click here to enter text. | | |
| **Postal address** | Click here to enter text. | | |
| **Suburb** | Click here to enter text. | Postcode | Click here to enter text. |

**1.3 Contact Person – responsible for the daily co-ordination of the project**

|  |  |
| --- | --- |
| **Name** | Click here to enter text. |
| **Position** | Click here to enter text. |
| **Telephone** | Click here to enter text. |
| **Email** | Click here to enter text. |

## Section Two – Declaration

I declare that the Thank a Volunteer Day Grant Program funding of $ Click here to enter text. (ex GST) provided by the Department of Communities has been spent in accordance with the purpose and conditions for which it was granted and that the financial statements are a true and fair record of the transactions for this project.

I agree that all documentation pertaining to the program, including copies of receipts and audited financial statements, will be retained for a minimum of twelve months and be made available to the Department of Communities or their auditors on request.

| Legally authorised officer name | Click here to enter text. |
| --- | --- |
| Legally authorised officer position | Click here to enter text. |
| Legally authorised officer telephone | Click here to enter text. |
| Legally authorised officer signature |  |

## Section Three – Project Evaluation

Please read all the questions before you start writing your responses. If you feel that you will need more space than that provided, please provide attachments with your Evaluation Report.

#### 3.1 Describe what the grant funds were expended on and outline how volunteers were recognised.

Click here to enter text.

#### 3.2 List the details of volunteer groups involved in the event e.g., ABC Volunteer Bushfire Service.

Click here to enter text.

#### 3.3 Overall how many volunteer groups were involved in the event?

Click here to enter text.

#### 3.4 Outline the impact of the event on the community/attendees.

Click here to enter text.

#### 3.5 Please provide a brief summary of any feedback you received from event attendees.

Click here to enter text.

**3.6 If available, please attach a photo(s) of the event to this report or attach separate files, if required.**

**3.7 Please list (and attach where possible) any material which acknowledges the Department of Communities as a result of this grant (e.g. publications, screenshots or links of socials etc.)**

Click here to enter text.

**3.8 From time to time, the Department of Communities profiles/promotes projects that have been funded though the Thank a Volunteer Day Grant Program. Do you consent to your project being promoted on the Department’s website?**

Yes

No

**3.9 Are there any comments you would like to make about the grant program or the grant application process?**

Click here to enter text.

## Section Four – Financial Reporting

|  |  |  |
| --- | --- | --- |
|  | **BUDGET ($) ex GST** | **ACTUAL ($) ex GST** |
| **INCOME** |  |  |
| Thank a Volunteer Day Grant funding | Click here to enter text. | Click here to enter text. |
| Other (include any in-kind support) | Click here to enter text. | Click here to enter text. |
| **TOTAL INCOME** | Click here to enter text. | Click here to enter text. |
| **EXPENDITURE** |  |  |
| *Example* Advertising | Click here to enter text. | Click here to enter text. |
| Equipment hire | Click here to enter text. | Click here to enter text. |
| Venue hire | Click here to enter text. | Click here to enter text. |
| Catering | Click here to enter text. | Click here to enter text. |
| Other (include any in-kind expenditure) | Click here to enter text. | Click here to enter text. |
| **TOTAL EXPENDITURE** | Click here to enter text. | Click here to enter text. |
| **SURPLUS\*/DEFICIT** | Click here to enter text. | Click here to enter text. |

**\*Unspent grant funds:**

Any unused grant funds are to be returned to the Department of Communities. An invoice will be issued upon review of the completed report, if applicable.

**Submitting this report:**

Completed and signed acquittal reports should be emailed, with any attachments, photos etc. to [grants@communities.wa.gov.au](mailto:grants@communities.wa.gov.au)