



## COMMUNITY GRANTS PROJECT COMPLETION REPORT

1. Name of Group:

2. Date of Report:

\_\_\_/\_\_\_/20\_\_\_

Year of Grant Funding:

3. Person completing report:

Phone No:

4. Project Title:

5. Amount Funded:

\$

6. Outcomes of the Project

Briefly describe the outcomes of the project. (i.e. number of people attending, capital items purchased, number of new members etc...)

7. Financial Acquittal

Expenditure Item Please indicate what grant money has been spent on

Amount

\$

\$

\$

Total Expenditure

\$

8. Please attach photos of the completed project and copies of any promotional materials or media coverage relating to the project

9. If you are claiming the grant payment with this form and the grant is >\$1,000 please attach a copy of the invoice/s paid to the supplier.

10. An invoice from your organisation to Horsham Rural City Council requesting payment of the grant. Your organisation's invoice should not include GST as the contribution is considered a donation under GST law.

***PLEASE RETURN TO:***

**COMMUNITY DEVELOPMENT GRANTS**

**HORSHAM RURAL CITY COUNCIL, PO BOX 511, HORSHAM VIC 3402**

**Or email to: [susan.surridge@hrcc.vic.gov.au](mailto:susan.surridge@hrcc.vic.gov.au)**