

MAYORS DISCRETIONARY FUND GRANT ACQUITTAL OUTCOME REPORT

Group / Club Name:

Project/Activity/Event:

Mayors Discretionary Fund recipients must submit this outcome report within four (4) weeks following the completion date for above event / project.

The report is an essential part of maintaining accountability for the use of public funds and failure to provide a completed report may render you ineligible for future community grants.

TAX INVOICES MUST BE INCLUDED WITH GRANT ACQUITTAL OUTCOME REPORT

Funding Information

Total Funding Received:	\$
Total In-kind / Sponsorship Received (if applicable):	\$
Funding approved for which financial year?	
Are there any unspent funds to be returned?	\$

Financial Summary (how sponsorship funds were spent)

<i>INCOME (Actual)</i>	<i>Amount (\$)</i>	<i>EXPENSES (Actual) (List all actual expenses)</i>	<i>Amount (\$)</i>
Mayor's Discretionary Fund Financial Contribution			
In-Kind Contribution (other)			
Your Financial Contribution			
Your In-Kind Contribution			
Sponsorship from other sources			
Any other Income			
TOTAL			

Project Feedback Report

Name of person completing report:
Brief description of what was funded / sponsored:
<p>.....</p> <p>.....</p>

<p>Number of people who participated? (if applicable):</p> <p>Location (where was money or sponsorship expended e.g: Byfield, The Caves)?</p> <p>.....</p>
<p>How did the funding / sponsorship benefit your organisation?</p> <p>.....</p> <p>.....</p>
<p>How did the funding / sponsorship benefit the community?</p> <p>.....</p> <p>.....</p>
<p>Key outcomes from the funding / sponsorship:</p> <p>.....</p> <p>.....</p>
<p>What feedback did you receive from participants (if applicable)?</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Additional comments:</p> <p>.....</p> <p>.....</p> <p>.....</p>

PLEASE ENSURE THAT ALL TAX INVOICES AND RELEVANT MEDIA PROMOTIONS / FLYERS / PHOTOGRAPHS ARE INCLUDED WITH THE ACQUITTAL.

Name: _____

Signature: _____

Position: _____

Date: / /

Please return to: Lucy Merry
 Executive Support Officer
 Livingstone Shire Council
 PO Box 2292
 YEPPOON QLD 4703