

Local Events Grant Acquittal Form

This acquittal form provides information to Council about the outcomes of your event and confirms how you spent grant funding in line with the funding agreement. If any conditions/requirements are not complied with, Council may in its absolute discretion require the recipient to immediately repay the funding (or portion of funding that is not spent on the funded purpose).

If you need to change your event or event budget considerably from the original application, you must contact Council prior to implementing the change. **All considerable changes must be documented and approved as per the funding agreement.**

Submitting this acquittal is a critical responsibility of grant recipients. An outstanding acquittal will result in the recipient being ineligible for further Penrith City Council grants. It is recommended to save your work as you go. You can complete the form in stages and return as needed. Once the form is submitted no further changes can be made. Thoroughly check the form before you submit it. **Parts of this acquittal form are prepopulated from your application form.** Please note:

- All funds must be expended within 12 months of signature of the funding agreement.
- Acquittals must be submitted 4 weeks after completion of the activity or event.
- Information and images provided in this form may be used for promotional purposes on Council's website.
- Council may request further information and/or documentation.

Should you have any questions or require assistance, please contact the Events team at 4732 7777 or sponsorship@penrith.city

Applicant Details

Application Number

This field is read only.
The identification number or code for this submission.

Event Details

Event Title

This question is read only.

Short Event Description

This question is read only.

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Form Preview

Provide a short description (100 words recommended) of your event - what are you out to do?

If your event changed from your application, please provide an updated description.

Please outline any changes including those you have received previous approval for.

If applicable, please provide evidence of approvals.

Attach a file:

This is especially important for considerable changes made to the event. Examples of evidence include email correspondence, meeting notes etc.

Outcome & Evaluation

* indicates a required field

Who was the focus community of your event?

- | | |
|--|--|
| <input type="checkbox"/> Children | <input type="checkbox"/> Socio-economically disadvantaged |
| <input type="checkbox"/> Young people | <input type="checkbox"/> First Nations |
| <input type="checkbox"/> Families | <input type="checkbox"/> Women |
| <input type="checkbox"/> Seniors | <input type="checkbox"/> LGBTQI+ |
| <input type="checkbox"/> Culturally and linguistically diverse | <input type="checkbox"/> Local community (suburb, village, street, etc.) |
| <input type="checkbox"/> People with disability | <input type="checkbox"/> Other: <input type="text"/> |

This question is read only.

If applicable, please note any changes to your focus community.

E.g. were any additional focus communities impacted that weren't anticipated?

How many people did you anticipate would benefit as a result of your event?

This question is read only.

How many people participated/benefitted from the event? *

Must be a number.

Who benefitted? *

- Community members
- Members of existing group (e.g., community band, knitting group, etc)
- Local businesses
- Staff
- Volunteers

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Form Preview

Other:

This response provides a further breakdown on who benefitted as a result of the grant funding.

Additional comments

Word count:

Must be no more than 200 words.

Provide any additional comments regarding who benefitted as a result of grant funding.

What was the primary anticipated outcome of your event?

- Wellbeing (physical and/or mental) improved
- Sense of safety and security increased
- Social connectedness enhanced
- Social differences bridged
- Feeling valued experienced
- Building capacity
- Increased access to beneficial networks and other resources
- Agency and/or voice is enabled

This question is read only.

Select one outcome to measure at the completion of your event.

How did your event perform against the primary outcome? *

Word count:

Must be no more than 200 words.

What has changed for the focus community as a result of the grant funding?

How did you measure this outcome?

- Structured interview: directly asking structured outcome questions
- Unstructured interview: storytelling about most significant change
- Questionnaire: written survey
- Focus group: a sample group to conduct in depth interview with
- Intercept survey: short interventions often in public spaces
- Observation: a statement based on something one has seen, heard or noticed
- Other:

This question is read only.

What method/s of engagement will best suit the event, participants, and your resources? E.g., how many participants participated in outcome measurement?

Please provide any additional comments about what method you used to measure the outcome of your event.

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Provide a story or example of the community benefit that occurred as a result of this grant funding. *

Word count:

Must be no more than 400 words.

Note: Information provided may be used for promotional purposes on Council's website.

What did you learn from delivering this event? *

Word count:

Must be no more than 300 words.

What was your key learning? Would you do anything differently?

Expenditure

* indicates a required field

Total Amount Funded

This question is read only.

Did you spend all funds received from Council? *

- Yes
 No

Did you spend all the money received by Council for the successful event?

Budget

Please acquit all funds received by Penrith City Council for the successful event, as well as matched funding.

Expenditure Item	\$

Budget Totals

Total Expenditure Amount

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This number/amount is calculated.

Proof of Expenditure

Attach a file:

Provide receipts, invoices, evidence that funds were spent to deliver the event.

Unspent Funds

How much funding has not been spent? *

Must be a dollar amount.

How much grant funding is unexpended?

Please explain why there are unspent funds. *

Word count:

Must be no more than 200 words.

Did you contact Council about this? *

- Yes
 No

Please Note:

As per the Community Funding Program Policy, in cases where there are unspent funds, the recipient will be required to return all unspent funds to Council. A representative from Council will be in touch to provide details about how to return the funds.

Supporting Documentation and Declaration

* indicates a required field

Do you have any additional comments or information about your event or the grant?

File Upload

Attach a file:

For example, summary for quantitative data, photos of event, etc. Note: Information provided may be used for promotional purposes on Council's website.

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Please confirm if consent has been provided from any persons pictured before uploading photographs. *

- Yes
- No
- N/A

Declaration

- The information and attachments contained in this report are true and correct.
- I am an authorised representative of the successful recipient to acquit this grant on their behalf.

I understand and agree to the declaration above. *

- Yes
- No

Name *

Position *

Date *

Survey

* indicates a required field

How satisfied were you with the following:

Application Process *

- 1 2 3 4 5

Acquittal Form *

- 1 2 3 4 5

Support from Council, if required *

- 1 2 3 4 5

Would you apply for another Penrith City Council grant? *

- Yes
- No

Additional Comments

