

Magnetic Places Grant - Acquittal Form

Form Preview

Magnetic Places Grant Acquittal Form

This acquittal form provides information to Council about the outcomes of your activity 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 activity or activity 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 Neighbourhood Renewal team at 4732 7777 or neighbourhoodrenewal@penrith.city

Applicant Details

Application Number

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

Activity Details

Activity Title

Short Activity Description

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

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If your activity 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 activity. Examples of evidence include email correspondence, meeting notes etc.

Outcome & Evaluation

* indicates a required field

Who was the focus community of your activity?

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

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 from Neighbourhood Renewal suburbs do you anticipate would benefit as a result of your activity?

How many people from Neighbourhood Renewal suburbs participated/benefitted from the activity? *

Must be a number.

Who benefitted? *

- ☐ Artists
- ☐ Audience and/or community members
- ☐ Local businesses
- ☐ Volunteers
- ☐ Staff and/or facilitators
- ☐ Other:

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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 activity?

- ☐ Creativity is stimulated
- ☐ Aesthetic enrichment is experienced
- ☐ Knowledge, ideas and insights are gained
- ☐ There is an appreciation for the diversity of cultural expression
- ☐ Sense of belonging to a shared cultural heritage has deepened

Select one outcome to measure at the completion of your activity. Outcomes are in relation to participants e.g., the participants creativity is stimulated.

How did your activity 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?

What was the secondary anticipated outcome of your activity?

- | | |
|---|---|
| ☐ Creativity is stimulated | ☐ Wellbeing (physical &/or mental) is improved |
| ☐ Aesthetic enrichment is experienced | ☐ Social connectedness is enhanced |
| ☐ Knowledge, ideas and insights are gained | ☐ Experience feeling valued |
| ☐ There is an appreciation for the diversity of cultural expression | ☐ Increased access to beneficial networks and other resources |
| ☐ Sense of belonging to a shared cultural heritage has deepened | ☐ Agency and voice is enabled |

Cultural activities can deliver outcomes that are not just limited to the cultural domain - they may also have social, economic, environmental or governance impacts. Select only one more outcome to be measured at the completion of your project.

How did your activity perform against the secondary 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 these outcomes?

- ☐ Structured interview: directly asking structured outcome questions

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- ☐ 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:

What method/s of engagement will best suit the activity, 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 activity.

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 activity? *

Word count:

Must be no more than 300 words.

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

Expenditure

* indicates a required field

Stage 3 - Total Amount Recommended/Funded

Did you spend all funds received from Council? *

- ☐ Yes
- ☐ No

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

Budget

Please acquit all funds received by Penrith City Council for the successful activity.

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Expenditure Item	\$

Budget Totals

Total Expenditure Amount

This number/amount is calculated.

Proof of Expenditure

Attach a file:

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

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

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

File Upload

Attach a file:

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

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

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Support from Council, if required *

- ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Would you apply for another Penrith City Council grant? *

- ☐ Yes
☐ No

Additional Comments