



Whyalla City Council



Community Grant Report Form

In return for providing a grant to your organisation, Council requires that this evaluation form and financial statement be completed and returned within 30 days of the completion of your project.

Return completed form to Community Services Department –

Corporation of the City of Whyalla
PO Box 126
WHYALLA SA 5600

Phone: 8640 3444
Email: council@whyalla.sa.gov.au
Fax: 8645 0155

Summary of Project

Organisation Name:	
Name of Project / Event:	
Date(s) of Project / Event:	

	No of participants	No of spectators
Local		
Non-Local		

Declaration

This declaration must be signed by two current office holders of the group/organisation (eg President, Secretary etc).

Please read, tick the boxes and sign.

Signature 1	Signature 2	
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> The financial statement has been completed and copies of relevant receipts are attached.
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> I certify that, to the best of my knowledge, the information provided is true and correct.

Signature 1

Name: _____ Signature: _____

Position: _____ Date: _____

Signature 2

Name: _____ Signature: _____

Evaluation of Project

Please outline any media coverage of the event or other publicity and include copies of all media and publicity.

Please describe how the grant was used.

Please describe how this project has met the aims of your organisation.

Please describe how the community of Whyalla has benefited from this project.

Financial Statement

This financial statement must show the amount of all actual sources of income and the actual expenditure incurred in undertaking the project for which funding was received.

Copies of all receipts should be attached.

ESTIMATED INCOME	\$	Actual Income	ESTIMATED EXPENDITURE	\$	Actual Expenditure
Cash					
Entrance/registration fees			Publicity/advertising		
Adults @ \$			Materials		
Children @ \$			Hire of plant and equipment		
Concession @ \$			Venue hire		
Sponsorship			Prizes offered		
Sale of food/beverages			Stationery and printing		
Sale of other items			Photocopying and postage		
Other cash income			Publications/programs		
1.			Materials for resale		
2.			Refreshments		
Council Grant			Other expenditure items		
Own contribution			1.		
Total cash income			2.		
In-Kind support			3.		
Applicant:			4.		
1.					
2.					
Other:					
1.					
2.					
Total in-kind support					
Total cash income			Total expenditure		
Total Income			Less total income		
			Profit/Loss		