

# COLAC OTWAY SHIRE COMMUNITY FUNDING PROGRAM 2016/17 Reporting Form

Please complete this Reporting Form within one month of the project ending and return to:

Arts & Leisure Division  
Colac Otway Shire  
PO Box 283  
COLAC VIC 3250

Please contact the Arts & Leisure Department on 52 329 400 if you require information or assistance in relation to this form.

## APPLICATION CATEGORY

Please tick the category in which your organisation/group was funded

- Community Projects**
- Recreation Facilities**
- COPACC Assistance**
- Small Equipment/Training**

- Funded organisations are required to complete an evaluation process for each grant. This must be completed at the end of the project. The group will be ineligible for any further grants if this evaluation process is incomplete. An expenditure statement will be required within the evaluation process.
- Allocated funds are to be expended by 31 May 2016 of receiving the funding, unless otherwise negotiated.
- Funds made available through this grant are to be spent on the activities described in the application. Funded groups must seek advice from the Council before making significant changes to the implementation of the project.
- Receipts and/or documentation that provide evidence of expenditure for items funded via the grant must be attached to this reporting form.
- The Colac Otway Shire is not responsible for meeting any shortfall should the project run over budget. Any Colac Otway Shire funds that are not expended on the project must be returned to Council.

Name of organisation which undertook the project:	
Name of the auspice organisation for the project (if applicable)	
Total grants \$ received through this program	
Total cost of the project:	

Title of the project:	
Brief description of the project:	
What was the <b>aim</b> of the project, as noted in your application? <i>Please base your response to this evaluation on the proposal documented in your Grant Application.</i>	
Did you achieve this aim?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially
What was the cost (if any) to participants?	\$
Have you provided copies of promotional materials distributed, where applicable?	(Grant recipients are required to recognise the Colac Otway Shire as funding source of the project on any promotional material that is produced) <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe the benefits of the project to the residents of Colac Otway Shire.	

Please feel free to attach any additional information, newspaper clippings or photos.

<b>PROJECT EXPENDITURE:</b> Please indicate all costs incurred relating to your project	<b>INCOME:</b> Please list all income received relating to your project including the amount of this grant
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Receipts and/or documentation that provides evidence of expenditure for items funded via this grant should be attached to this reporting form.

ITEM:	\$	SOURCE:	\$
		Colac Otway Shire GRANT AMOUNT RECEIVED:	\$
<b>TOTAL:</b>	\$	<b>TOTAL:</b>	\$

**In kind assistance: (indicate approx. hours of volunteer time and/or donated services and goods that contributed to this project)**


**Declaration:**

I affirm, on behalf of the grant recipient organisation, that all details supplied in this Reporting Form and any attachments are true and correct to the best of my knowledge. I acknowledge that the Funding Agreement has been read and fully understood.

<b>NAME AND PHONE NUMBER/E-MAIL OR CONTACT ADDRESS</b>	
<b>SIGNATURE:</b>	
<b>DATE:</b>	
<b>OFFICE USE ONLY: Date:</b>	<b>Officer:</b>
<b>Comments:</b>	

*In accordance with the terms and conditions of the funding agreement, Council reserves the right to conduct an independent audit of your organisation's books and records.*

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COLAC VIC 3250