



# ACQUITTAL

## APPENDIX 2

As part of receiving financial assistance from Council, you are required to provide us with information on how you spent this money and what the outcomes were for your project/program/event. The outcome of your project/program/event will be shared with the West Coast community. Please submit this form no later than 60 days after the completion of your project/program/event.

Failure to submit this form may result in you or your organisation not being able to receive further Council funding.

### RECIPIENT DETAILS

Name of group, organisation, or Individual

---

Group Organisation (i.e., Not for profit, Community Group, Sporting club etc):

---

Contact person:

---

Position:

---

Contact phone(s):

M: \_\_\_\_\_ H: \_\_\_\_\_

Email address:

---

Business address:

---

Postal address:

---

### EVENT, PROJECT, OR PROGRAM FEEDBACK

What was your event, project, or program? Please describe

---

---

---

How many people participated in your event, project, or program? \_\_\_\_\_

What were the outcomes of the event, project, or program? What kind of feedback would you like us to know?

---

---

What were the benefits to the community?

---

---

---

What worked well?

---

---

---

What would you do differently?

---

---

---

In what way did you promote Council's contribution? - Please attach photos (preference is digital photos) and/or promotional material.

---

---

---

How did you spend the last of the funding that Council gave you? Please attach your budget expenditure details

---

---

---

**THANK YOU FOR COMPLETING THIS ACQUITTAL FORM**  
PLEASE RETURN TO [wcc@westcoast.tas.gov.au](mailto:wcc@westcoast.tas.gov.au)