



City of Rockingham

Community Infrastructure Grant Acquittal Package



rockingham.wa.gov.au



Community Infrastructure Grant Acquittal Package

The City of Rockingham is collecting your personal information to process your Community Infrastructure Grant Acquittal. It may also be used for secondary purposes which would be reasonably expected.

Your personal information will not be disclosed to any other party without your consent unless required or authorised by law.

If you choose not to provide your personal information, we will not be able to process your grant application acquittal.

To access, correct or learn more about how we handle personal information please contact privacy@rockingham.wa.gov.au or visit rockingham.wa.gov.au/privacy.

What is Project Acquittal?

Acquitting a grant means truthfully reporting on the expenditure of the Community Infrastructure Grant funding received which is utilised to confirm the following:

- That the funding has been used for the purpose intended in the funding application; and
- To demonstrate the terms of the funding agreement have been met.

Acquittal is a formal condition of funding. If you do not provide a satisfactory grant acquittal report in the time and manner detailed in your funding agreement you could be ineligible to apply for further grants.

Why is Acquittal Required?

Grant acquittal reports are required to ensure the obligations of both parties have been met. They are also used to evaluate the funded activities and to monitor the effectiveness of grant categories to meet future community expectations.

When is my Acquittal Due?

The completed acquittal form and supporting documents need to be returned to the City within 12 months of the date that the grant was awarded by Council.

If your project is not finished at that time, please let us know in writing, including details of what stage the project is currently at and when it will be completed

What if I don't spend all of my grant funding?

Any remaining grant funding will need to be returned to the City.

1 Recipient Details:

Organisation name:			
Title:		First Name:	
Surname:		Contact Number:	
Position:			
Email:			
Postal Address:			
Suburb:			
State:		Postcode:	

2 Project Details:

Name of Project:			
Type of Grant:	☐	Community Infrastructure Planning Grants (CIPG)	
	☐	Community Infrastructure Capital Grants (CICG)	
Location of Works:			
Total Cost of the Project:			
Project Start Date:			
Project Completion Date:			

3 Project Outcomes:

How has the project benefited the Rockingham Community?

Did you experience any setbacks or delays during the project?

Describe any changes from your original budget to your actual expenditure.

Do you have any feedback in regard to the Community Infrastructure Grant program?

4 Project Budget:

Please show how your project was funded.

Source	Amount Ex GST
Community Infrastructure Grant	
Club Contribution	
In-Kind (inc Volunteer hours \$40 p/h - please provide further details in table 6)	
Other (donations/sponsorships/other grants)	
Total Project Cost	

5 Financial Statement

*Please provide itemised details for what the City of Rockingham funding was utilised for.
List what you had budgeted in your original application and what was actually spent.
Please attach copies of receipts for proof of the expenditure.*

Item	Original Budget Ex GST	Actual Spend Ex GST
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Total		

6 Volunteer hours

What the volunteers did and how many hours were tracked. Calculated at \$40 per hour.

Hrs	Task	Amount

7 Surplus Grant Funds:

Include Details of any unspent grant money. Any unspent money is required to be returned to the City of Rockingham.

Total funds to be returned:

Comment:

8 Acquittal Checklist:

☐	We have included copies of invoices and receipts
☐	We have checked our figures add up
☐	We have included a financial statement for the whole project
☐	We have attached all of the supporting documentation and any other relevant attachments. Supporting documentation such as; • Copies of invoices/receipts • A-Spec if available inc PDF & DWG files if available • As constructed plans inc PDF & DWG files if available • Building approvals / Permits • Other Building Documentation • Operations and maintenance manuals (OAMM) • Warranty information • Images of finished project
☐	We have included copies of marketing and promotional materials, if any.
☐	We have included images/photos of our project. <i>Please provide pictures in an electronic format if possible, preferably via email.</i>

A-Spec A suite of data specifications supporting the delivery of digital data relating to infrastructure assets consisting of R-Spec for roads data, D-Spec for drainage data and O-Spec for open spaces data

As constructed Information provided at the end of a project showing dimensions, geometry, location and infrastructure detail for all works completed as part of the project

PDF Stands for "Portable Document Format." PDF is a multi-platform file format developed by Adobe Systems. A PDF file captures document text, fonts, images, and even formatting of documents from a variety of applications.

DWG A proprietary binary file format used for storing two and three dimensional design data and metadata. It is the native format for CAD software packages.

9 Recipient's Declaration:

I _____ *(Name of Person)*
 _____ *(Position Title)* of
 _____ *(Organisation Name)*

Certify that the information contained in this acquittal is an accurate and correct record, and all funds were expended in accordance with the Community Infrastructure Grants (CIG) Guidelines and Grant Agreement.