

Carols by Candlelight Fundraising Recipient Acquittal Report

Privacy Notice: Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed by recipients of funds generated by the Carols by Candlelight to provide an evaluation report detailing the use of funds received. This report must be submitted to Council within three months of receiving the funds.



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Recipient Details		
Charitable organisation name:		
Contact name:		
Charitable registration number:		
Preferred contact number:	Email:	
Address		
Street number and name:		
Suburb:	State:	Postcode:
Postal address (if different):		
Outcomes		
Please provide a brief description explaining how the funds received from the Carols by Candlelight were used:		
Please detail how this project/s assisted the primary beneficiary identified within your application:		
Supporting Documentation		
Please remember to provide the following supporting documentation when submitting this form:		
<input type="checkbox"/> Receipts for expenditure;		
<input type="checkbox"/> Evidence of Council acknowledgement (for example, media articles, speech notes, brochures etc); and		
<input type="checkbox"/> Audited statement of project expenditure (if funded amount is \$20,000 and above).		
Declaration		
I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my ability and that all conditions of the funding agreement have been complied with.		
Name:	Signature:	Date: