

Regional Community Event Sponsorship Acquittal Report

Community Assistance Program



Privacy Notice: Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*. Program funding details will be published by Council and summarised in Council's annual report.

This form is to be completed by funding recipients reporting expenditure of Regional Community Event Sponsorships.

P: 07 4936 8368 | E: CommunityServicesSponsorship@rrc.qld.gov.au | W: rockhamptonregion.qld.gov.au | PO Box 1860, Rockhampton 4700 | ABN: 59 923 523 766

Applicant Details

Organisation name:

Contact name:

Postal address:

Preferred contact number:

Email:

Event title:

Event Outcome

Describe how the event objectives were met and outcomes measured, including any feedback from participants:

Were event budget costs calculated correctly? If not, please explain why:

Is there anything that could have been done differently? *(For example, catering, cost, venue, advertising, etc.)*

Participation

Please detail the number of participants in the event, including any out of town visitors *(where possible include breakdowns of age ranges, postcodes and target groups identified in your application):*

Actual Event Revenue and Expenditure

Income Please list all event related amounts:	\$ value	Expenditure Please list all event related costs:	\$ value
Council sponsorship:			
Other – please detail:			
Total Income:	\$	Total Expenditure:	\$

How will any unspent funds be used?

Supporting Documentation

Copies of the following must be supplied:

- Receipts for expenditure;
- Evidence of Council acknowledgement (for example, print media coverage, publications, articles, speech notes, brochures etc); and
- Photo/s of completed event (maximum of three).

Declaration

I submit this form with the relevant supporting documentation as required. I declare that the details are true and correct and that all conditions of the funding agreement have been complied with. I consent to the release of any event information in this report for promotional and evaluation purposes relevant to Rockhampton Regional Council. I have ensured that all individuals participating in photographs have provided consent for Council to reproduce their photograph/s in Council publications including on Council's website and social media pages.

Name: _____ Signature: _____
 Position in organisation: _____ Date: _____