



CENTRAL HIGHLANDS COUNCIL COMMUNITY GRANTS PROGRAM EVALUATION REPORT

1. GRANT DETAILS

Name of Project:

Grant Amount from Central Highlands Council:

Start Date:

Completion Date:

2. RECIPIENT DETAILS

Applicant Organisation:

Contact Person's Name:

Phone (Business Hours):

Mobile:

Fax:

Email:

3. CERTIFICATION

To be signed by the Chair, President or Chief Executive of the Organisation.

I certify that the attached project summary provides a true and fair record of the undertaking and outcomes of this project.

Name:

Position in Organisation:

Signature

Date

4. Project Summary

* You may choose to attach a separate project report, but it must address the questions included in this form.

* Please attach any material developed as part of your project, e.g. media coverage or publicity, flyers, brochures etc.

Briefly describe your project and its outcomes

How did the community benefit or provide a community resource?

How many people participated in your project?

How many volunteers worked on your project?

Did you learn anything new or unexpected during the implementation of the project?

Have any future plans arisen from the project?

How has Council's contribution to the project been acknowledged?

5. STATEMENT OF INCOME & EXPENDITURE

Actual Income		Actual Expenditure	
		Item	Total Cost
Project Income/income earned through the project	\$		
Organisations contribution, including volunteer staff <i>Give Details</i>	\$		
Donations or in-kind support <i>Give details</i>	\$		
Sponsorship	\$		
Central Highlands Council Community Grant	\$		
Other Grants <i>Give details</i>	\$		
Other Income <i>Give details</i>	\$		
TOTAL	\$	TOTAL	\$

* Please attach a copy of receipts that demonstrate proper expenditure of the grant.

To be signed by your organisation's Treasurer or independent Auditor.

I certify that the above Statement of Income and Expenditure provides a true and fair record of this project.

Name:

Position in Organisation:

Signature

Date