

ECONOMIC DEVELOPMENT GRANT

Acquittal Form



Please ensure you answer all questions and provide relevant images and attachments where requested.

- The text fields will expand as you type.
- Please submit this completed WORD document as your grant acquittal.
- Requested documents should be attached to your grant acquittal, along with any additional supporting documentation.

SECTION A - GRANTEE DETAILS	
Business Name	
Project Title	
Project Start Date	
Project Completion Date	
Grant Acquittal Submitted Date	
Total Project Cost	\$
Own Co-contribution Amount	\$
Income from Other Sources	\$
Shire of Dandaragan Grant Amount	\$
Total Project Expenditure	\$
Total Unspent Grant Money	\$

SECTION B - PROJECT EVALUATION
1. BRIEFLY DESCRIBE YOUR PROJECT.
2. WHAT WERE YOUR PROJECT OBJECTIVES? WERE THEY ACHIEVED? HOW DID YOU MEASURE THE SUCCESS OF YOUR PROJECT? EXPLAIN.



3. ALIGNMENT WITH THE SHIRE'S STRATEGIC ECONOMIC DEVELOPMENT OBJECTIVES:

The Economic Development Grant aims to support locally driven projects that will contribute to economic growth within the Shire of Dandaragan. Check the boxes to indicate which of the Shire's economic development objectives were achieved by your project.

Outline how each checked objective was achieved, detailing the resulting economic development outcomes, and how this outcome was measured.

(E.g. x ***Increasing sustainable jobs***: *Prior to installation of the new machinery purchased with the grant, we employed one part-time staff member in production. With the increased production capacity achievable with the new machinery, we now employ 1.5 FTE production staff. We have achieved an outcome of increasing sustainable employment for two additional local people as a result of the project*)

STRATEGIC ECONOMIC DEVELOPMENT OBJECTIVES		DETAIL HOW THE STRATEGIC ECONOMIC DEVELOPMENT OBJECTIVE WAS ACHIEVED, AND HOW THE OUTCOME WAS MEASURED
		Compare the status of the relevant objective before and after the project.
<input type="checkbox"/>	Increasing sustainable jobs	
<input type="checkbox"/>	Expanding or intensifying or diversifying industry / primary production	
<input type="checkbox"/>	Developing business capability	
<input type="checkbox"/>	Investing in, or attracting new investment	
<input type="checkbox"/>	Increasing population	
<input type="checkbox"/>	Increasing visitors	

4. RISK MANAGEMENT:

Were there any unexpected risks or risks identified in your risk management plan that arose during the project, and needed to be mitigated? Detail how these risks were managed.

SECTION C - FINANCIAL REVIEW

5. BUDGET REVIEW

Insert the estimated and actual budget expenditure figures into the table below. (Refer to your original grant application for your estimated budget figures).

Expenditure Items (Insert items as noted in your grant application budget)	Estimated Project Budget \$ (GST exclusive)	Actual Project Budget \$ (GST exclusive)	Difference
TOTAL	\$	\$	+ / -

Total unspent Grant money owed to the Shire? \$

6. STATEMENT OF PROJECT EXPENDITURE

Attach a list of all your project expenditure. This should include:

Date of Purchase, Item Description, Supplier Name, GST Amount, Total Cost.

(This can be in the form of an Excel spreadsheet or a report downloaded from your accounting program e.g. MYOB, XERO, Quickbooks).

Please note: You may be required to provide copies of tax receipts to substantiate items and amounts of expenditure during the Shire’s annual audit, if requested by the auditors.

SECTION D – FEEDBACK FOR THE SHIRE OF DANDARAGAN

7. HOW WAS THE SHIRE OF DANDARAGAN'S ECONOMIC DEVELOPMENT GRANT ACKNOWLEDGED DURING YOUR PROJECT?

Please detail below and demonstrate with digital links for photographs the promotional and marketing materials distributed (insert in this section or attach).

8. HOW MANY LOCAL BUSINESSES DID YOU UTILISE TO DELIVER YOUR PROJECT (SOURCED FROM WITHIN THE SHIRE OF DANDARAGAN)?

Item	Number	Details
Consultants / professionals		
Suppliers		
Contractors / trades		
Retailers		
Hospitality venues		
Accommodation venues		
Tourism providers		
Transport & logistics		
Other: please detail		
Other: please detail		
Other: please detail		

9. LESSONS LEARNED

Now that you have completed your project, what were the key lessons learned?

If you, or another business, was to undertake a similar project, what advice would you give for minimizing risks and achieving successful ECONOMIC DEVELOPMENT outcomes?

If your project was an event, was the timing of your event appropriate? Explain.

If the timing was proved unsuitable, explain when you would hold the event if it were to run again?

10. HOW SATISFIED WERE YOU WITH THE SHIRE OF DANDARAGAN'S ECONOMIC DEVELOPMENT GRANT PROGRAM?

Very Satisfied	Fairly Satisfied	Neither Satisfied nor Dissatisfied	Fairly Dissatisfied	Very Dissatisfied
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. PLEASE PROVIDE FEEDBACK ON THE SHIRE OF DANDARAGAN ECONOMIC DEVELOPMENT GRANT.

Application process:

Acquittal process:

Suggestions of what worked well, or how the grant program that could be improved:

SECTION E – GRANT ACQUITTAL CHECKLIST

Before submitting the GRANT ACQUITTAL, please ensure that you have completed the following items. Please tick each item once completed:

- Budget showing all ESTIMATED and ACTUAL expenditure (Q5)
- Statement of all Expenditure for the project (Q6)
- Included photographs (Q7) and other documents that support your acquittal.
- The acquittal is signed by the authorised person of your business. (Declaration)

SECTION F - DECLARATION

I, hereby certify that I am the authorized person

for the business, and that:

- I have expended the Shire of Dandaragan Economic Development Grant for the sole purposes outlined in my application for the Shire of Dandaragan Economic Development Grant, and in accordance with the Grant Guidelines;
- I have contributed 50% or more of the total project cost;
- I have tax receipts for all expenditure, that can be provided for audit on request;
- I have read the completed Grant Acquittal and endorse each of the supporting documents.

The information contained in our grant acquittal herein, is to the best of my knowledge, true and correct.

Grantee Name:

Grantee Signature:

Date Signed:

Please email your completed Economic Development Grant Acquittal and supporting documents to: edm@dandaragan.wa.gov.au within 60 days of completion of your project.

Should you have any questions, please contact the Economic Development Manager on 9652 0800