**QUARTERLY GRANTS**

**COMMUNITY & CULTURAL**

**AND SPORTS GRANTS**

**GS.37 / GS.35**

**EVALUATION REPORT**

**Record number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **APPLICANT DETAILS** |
| **Organisation / Individual name** |  |
| **Auspice name****(if an individual or not incorporated)** |  |
| **Contact person for project** |  |
| **Position held** |  |
| **Telephone** |  | **Mobile** |  |
| **Email address** |  |
| **Are you registered for GST?** |  **YES NO** |
| **Amount Approved**  |  |
| **Grant category** |  |
| **Purchase order number** |  |

* It is a requirement of your funding agreement that the evaluation report be submitted **within six months** of the funding being awarded.

***PLEASE*** read the *Sports Funding Grant Scheme Guidelines* before completing this application form and attach any supporting documentation that will assist with the processing of your application.

Any queries can be forwarded to

Councils Recreation & Community Development Department on 9186 8555.

Guidelines can be downloaded from the Shire’s website at www.roebourne.wa.gov.au



* Should an evaluation not be received within this period your funding will be withdrawn and a debtors invoice issued against you in the instance that you have already claimed the funds.
* The evaluation report must be thorough, and completed in its entirety.
* Photos of the event, activity, equipment must be attached.
* Should the evaluation report be deemed inadequate or missing required information, it will be returned with a request for additional information. This includes the provision of **receipts (NOT invoices)** for all expenditure.

**SUMMARY OF PROJECT / DETAILS**

(Please include participant numbers, highlights, learnings etc and attach photos where possible)

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**LIST PERSONNEL AND ORGANISATIONS WHO CONTRIBUTED TO THIS PROJECT**

(BOTH in-kind and financial support)

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**HOW HAS THE GRANT BENEFITED OR ASSISTED YOU / YOUR CLUB / YOUR LOCAL COMMUNITY?**

(e.g. outcomes such as accreditation, skill development)

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**WHAT POSSIBLE FUTURE OPPORTUNITIES HAVE RESULTED FROM THIS PROJECT / EVENT?**

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**HOW HAVE THE FUNDING PARTNERS, CITY OF KARRATHA AND WOODSIDE-OPERATED NORTH WEST SHELF PROJECT BEEN ACKNOWLEDGED?**

(Evidence/Attachments must be provided. Acknowledgement should reflect original application details or justification where this has changed)

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**OTHER INFORMATION OR FURTHER COMMENTS**

(Anything further you may wish to let sponsor know)

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**FINANCIAL REPORT**

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| **INCOME** (List Items) | **Ex GST** | **Inc GST** |
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| **TOTAL INCOME** |  |  |
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| **EXPENDITURE** (List Items) | **Local Supplier** | **Ex GST** | **Inc GST** |
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| **TOTAL EXPENDITURE** |  |  |
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| **SURPLUS / (DEFICIT)**under spend / (over spend) |  |  |

***Please attach original copies of project related receipts to this report. THIS CANNOT BE AN INVOICE..***

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| **CERTIFICATION** |
| I certify that the investment described above was used for the approved purpose. To the best of my knowledge and belief, the attached evaluation summary and financial reports are true and fair. I also acknowledge that in submitting this evaluation, I agree that the City of Karratha may use photographs contained herein for any lawful purpose, including (for example) such purposes as publicity, illustration, advertising and Web content. Name:  Position:  Signature:  Date:  |