

GRANTS END OF PROJECT ACQUITTAL SUMMARY REPORT

The City of Logan Charitable Trust (the “Trust”) required the recipient of a grant (the “Grantee”) to:

1. to use the grant funds for the purpose for which they were provided.
2. obtain prior written approval from the Trust for any changes to the approved use of the grant funds.
3. submit a completed project acquittal within 6 months of remittance of grant funds or eight weeks after project completion, whichever occurs first.
4. acknowledge the support of the Trust in all publicity and promotional material associated with the project or activity for which the grant was provided.

The Purpose of this project acquittal summary is to confirm that the funds were used for the approved purpose and how the funds were used.

Privacy notice: As part of its grant management processes, the Trust is collecting your personal information in order to perform associated corporate governance functions, community services, audit and compliance obligations and to update and maintain the Trust’s grantee information records. Your information is handled in accordance with the *Information Privacy Act (Qld) 2009* and may only be accessed by the Trust, its members, member employees, authorised contractors and auditors or regulatory authorities. Unless authorised or required by law, we will not provide your personal information to any other person or agency.

Grant and Project Completion Details	
1. Organisation Name (Grantee)	
2. Grant Application Number	
3. Funding Received (\$) (GST Exclusive)	
4. Date Funding was Received by Grantee	
5. First date funds were used by Grantee	
6. Last date all funds were used by Grantee	
7. Project commencement date	
8. Actual project completion date.	

Grant and Project Completion Details

<p>9. Project Output</p> <p><i>(Please provide a short summary of what project items were completed as part of this project and an itemised summary of the expenditure of the grant funds.)</i></p> <p>IMPORTANT: Please attach copies of receipts relating to the total expenditure of the grant.</p>	
<p>10. Was your project open to the public?</p> <p><i>(if yes, how was this done)</i></p>	
<p>11. How was the Trust acknowledged for the funds granted to your organisation?</p>	
<p>12. Did you take images of your project? <i>(If yes, please attach copies of the images)</i></p>	
<p>13. Summary of attachments:</p>	
<p>14. Promotional Photography. Does the Grantee agree to participate in promotional material that the Trust would develop to publish on its website or other media platforms? If so, would your consent to this report suffice or is there a process that the Trust is required to follow to obtain your organisation's approval in this regard?</p>	

Please direct any questions you may have regarding the completion of this form to enquiries@cityoflogancharitabletrust.org.au. Once completed, please email the signed report to the above email address.

Project Certification

This section must be completed by an appropriately authorised person. These are generally the Chairperson, Secretary or Treasurer of the organisation responsible for the grant funds.

We hereby certify on behalf of our organisation that:

- to the best of our knowledge, information detailed in this report (and relevant attachments) are true and correct, and we have complied with the terms of this agreement;
- we will provide the Trust with additional information on the project where required;
- there are no unspent funds relating to this grant.

Full name:	
Position	
Organisation:	
Email:	
Phone number	
SIGNATURE:	
Date:	

<https://cityoflogancharitabletrust.org.au/>