

Pyrenees Shire Council Grants Activity Report Form

Congratulations on completing your Project.

Submitting this Activity Report is a requirement of receiving a Community Grant and is an important part of evaluating the Community Grants.

To acquit the Community Grant provided to your organisation you need to submit this Activity Report by the Completion Date as stated per the Funding Agreement.

Details of how can be found at the end of this form.

Any queries about completing this form can be directed to Council's Community Wellbeing and Grants Coordinator on 1300 797 363.

Date:	
Funded Organisation:	
Name of Person Completing this form:	
Grant:	Community Grant Community Capital Grant
Project Name:	
Grant Round:	Round One Round Two Year:
Position:	
Telephone:	
Address:	
Email:	

The Pyrenees Shire Council considers that the responsible handling of personal information is a key aspect of democratic governance and is strongly committed to protecting an individual's right to privacy. Council will comply with the Information Privacy Principles as set out in the Information Privacy and Data Protection Act 2014. The information will not be disclosed to any other party unless Council is required to do so by law. You can view and change the information by contacting Customer Service on 1300 797 363 during business hours.



1. What did you do? (Briefly describe your project, what it entailed and any changes you made from the original plan) where, when and who participated or benefited)

2. What were the outcomes of your project? (What did the project achieve, who participated, what was the final result, who will benefit or benefitted?)

3. Photographs

Please attach some photos of your project.

4. Event promotion

Which of the following activities did you undertake to promote your activities or events?

Media Releases	Yes	No
Flyers / Brochures	Yes	No
Interviews with local radio / newspapers	Yes	No
Posters	Yes	No
Direct mail to local groups	Yes	No
Invitation to Ward Councillor to participate	Yes	No
Other, please specify below		

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5. Your expenditure

Please attach a copy of all receipts to this report.

Please provide a breakdown of your expenditure for this project **including your contribution.**

AREA OF EXPENDITURE	Amount
e.g. Performers, marketing, advertising etc.	
TOTAL PROJECT COST	\$
Less Community Grants Program Funding	-\$
Total contribution by your organisation, sponsor & other funding	\$

6. Are there any unspent funds from your project?

YES

NO

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7. Declaration

I declare that the above mentioned grant has been spent in accordance with the purpose and conditions for which it was granted. The attached financial acquittal and project evaluation are a true and correct record of the transactions and outcomes of the project.

Name:	
Position held:	
Date:	
Signature:	

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