



Pyrenees
Shire Council

2022/23 Community Funding Program

Funding Acquittal Report

«Organisation_Name»

All applicants have had an editable version sent to their nominated email account.

A copy of the editable version of this report can be accessed via request to:

communitydevelopment@pyrenees.vic.gov.au

2022/23 Community Funding Program Acquittal Form

In alignment with Community Funding Agreement requirements, recipients must complete a Funding Acquittal, which includes financial acquittal and an outline of the achieved outcomes of the Project.

Your acquittal is important to Council that ensures public funds are being spent responsibly on items as outlined in your Funding Agreement and Program Guidelines.

In the 2022/23 Program, Council received more than 70 applications. These projects had an approximate total project value of \$1.2M (including Council grant, applicant funds and other resources), which demonstrates the impact that new projects have in our local economy.

Our program went online in 2022/23, with nearly 5,000 page views (19 October 2022 – 3 May 2023) across the various website pages found at www.pyrenees.vic.gov.au/funding. We continue to update our website, especially the Frequently Asked Questions (supporting grant writing) and Other Grants (external grant seeking) to support chances of increasing your funding outcomes.

What is the value of your Acquittal Report?

Whilst the acquittal process ensures the obligations of both parties have been met, it more importantly enables Council to evaluate funded projects. Your responses are valuable in assisting Council to:

- Monitor the effectiveness of our funding categories and available budgets to meet future community expectations and to shape future programs.
- Understand and further appreciate the level of impact that funded projects have across our community's and to your group or business.
- Understand the capacity and capability of applicants to deliver on different project types and sizes.
- Understand the value and role that local volunteers play in the planning and delivery of different types of projects (i.e., capital initiatives, maintenance programs, strategic plans, and program delivery).
- Provide us with information to best assist future applicants and inspire new and different projects from a better practise perspective.

Please be aware that this a condition of your funding agreement and failure to appropriately acquit will result in ineligibility for future grants.

We encourage you to attach any support material to your submission where appropriate.

Our acquittal process will be 'online' in 2023/24 through the account you created in your application process via [Client Portal \(enquire.cloud\)](http://Client Portal (enquire.cloud)). But for your current project, we ask you to take a short amount of time and complete this Report template and email back to:

communitydevelopment@pyrenees.vic.gov.au

Council's Community Wellbeing and Grant Coordinator can assist your response by appointment. To make a reservation, please contact:

- Community Wellbeing and Grants Coordinator
- Phone - 1300 797 363
- Email - communitydevelopment@pyrenees.vic.gov.au

1. Applicant Details	
1.1. Group name	«Organisation_Name»
1.2. Project ID	«Project_ID»
1.3. Project Name	«Project_Name»
1.4. Project Location	«Project_Location»
1.5. Type of Group	«Type_of_Group»
1.6. Program Category	«Category»
1.7. Funding Period	«Grant_Round»

2. Project Objectives Outcome
<p>2.1. Describe 3 key outcomes of the project that made a difference in our community. Tip: You could review against the expected outcomes provided in your funding application and or think about the social, cultural, environmental, and economic benefits your project delivered.</p> <ul style="list-style-type: none"> • • •
<p>2.2. Were there any changes to the project? Tip: Please check the relevant box below and provide detail of variations to the original proposal in the cell marked 2.3</p> <p> <input type="checkbox"/> Nil <input type="checkbox"/> Delivery date extension <input type="checkbox"/> Budget change <input type="checkbox"/> Project scope alteration <input type="checkbox"/> Location change <input type="checkbox"/> Other : </p>
<p>2.3. More Detail on project variation (if required):</p> <ul style="list-style-type: none"> •

3. Project Participants

3.1. How many people participated in the project to date?

Category	# of participants to date	# of anticipated future participants
<input type="checkbox"/> Program		
<input type="checkbox"/> Capital and Equipment	N/A	N/A
<input type="checkbox"/> Shop Façade	N/A	N/A
<input type="checkbox"/> Event (go to 3.2)	N/A	N/A

3.2. Economic Impact Modelling - Event Projects only:

Council can generate an estimate of direct expenditure data from the number of event attendees. Please enter the number of visitors to the event, as well as the number of nights stayed by visitors.

Note:

- Domestic Day is someone who has travelled to the event from home (including locals), who then returned home after the event, i.e., did not spend the night in the place visited.
- Domestic Overnight is someone from another area of Victoria or from interstate, that travelled and stayed locally for at least one night during the event (or directly the night before or after the event day).
- International is an inbound tourist (overnight visitor) who have travelled to Australia from their usual place of residence.

Visitors	Domestic Day	Domestic Overnight	International
Total number of visitors to the event.			
Number of estimated nights stayed.	N/A		

3.3. What was the Project's largest audience age group (please select one option)?

- ☐ All Ages
- ☐ Children (0 – 11)
- ☐ Young people (12 – 24)
- ☐ Adults (25 – 64)
- ☐ Older adults (65+)

3.4. What was the predominant gender identity of participants?

- ☐ Male
- ☐ Female
- ☐ Other
- ☐ All

4. Project Volunteers

4.1. Number of volunteers involved in the Project.

Stage	# of volunteers	estimated total volunteer hours
• Project Planning		
• Project implementation		

4.2. Please provide any feedback on your volunteer program / management:

Tip: Could be lack of access to skilled / experienced volunteers, inability to recruit new volunteers, aging / tired volunteer base etc.

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5. Project Learnings

5.1. Were there any obstacles and difficulties experienced in the planning and or delivery of the project?

Tip : What issues and challenges did you experience and how did you overcome them?

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5.2. What would you do differently?

Tip: If you were delivering the project again, what (if anything) would you do in a different way. Think about both the planning and delivery phases of the project.

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5.3. Any other project learnings or insights to share?

Tip: Please share any other learnings that you think would be valuable for council's awareness in your project management process. This could include training needs to deliver better projects (i.e. risk planning), how to partner to increase resources, how to develop project contingencies etc.

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6. Project Marketing and Promotion

6.1. How did you acknowledge Council's contribution to the project?

Tip : check the relevant boxes below of the ways you promoted Council support of your project.

- ☐ Social media
- ☐ Website
- ☐ Letters / emails to supporters, members, participants etc
- ☐ Promotional videos
- ☐ Media releases
- ☐ Newsletters, flyers or brochures
- ☐ Signage
- ☐ Speeches
- ☐ Other: *Please state below*

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7. Project Finances

7.1. Was the funding expended as outlined in the grant application?

☐ Yes

☐ No

If no – please explain why

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7.2. Please provide budgets as referenced in the below breakdown:

• Quoted Total Project Expenditure (as per your application)	\$
• Actual Total project Expenditure	\$
• Planned Total Project Income (as per your application)	\$
• Actual Total Project Income	\$
• Any unspent Funds?	\$

7.3. Was there a profit generated?

☐ Yes

☐ No

7.4. If Yes, please provide detail on how it was used / proposed to be used:

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8. Other survey data available (Event Projects only)

8.1. Did you undertake any surveys during the event?

☐ Yes

☐ No

If yes - Can you share the key results below or attach a copy

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9. Achievements / Testimonials / other evidence

- 9.1. Do you have any stories of interest you would like to share, that demonstrates the impact and outcomes of the project?

Tip : May be a short statement of something that happened to a participant/s as an outcome of the project that may embody the projects objectives; or the project stimulated an unforeseen positive result; or any positive quotes feedback / stories from your committee, customers or users.

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- 9.2. Can you please provide any supportive or interesting data identified throughout your own evaluation process.

Tip : You may have collected and post program evaluation, user satisfaction survey, postcode collection that may be of interest to council.

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- 9.3. Can you provide any feedback regarding the importance of the council grant provided.

Tip : It is important that council understands the need and importance to partner with different groups and projects in our community, please provide any feedback to support their understanding including advise of any impact if council didn't partner your project.

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- 9.4. Do you have any other ideas or comments for further support Council could provide your group/ business in enabling future projects to be developed?

Tip : Could be training on financial or project management, how to find other grants, how to engage with similar groups and projects to yours etc.

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- 9.5. Please attach to your submission a digital image/s of your complete project or event. Where possible please include a before shot (or an alternate view) for a before and after comparison.

Please note that Council may use these images on social media or council's website. As such it is recommended to have any people in the images permission prior to sending through.

☐ Attached

☐ No images to attach / include

10. Privacy Statement

- 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.

11. Declaration

- You consent to Council publishing the successful applicant's name, project name, project description and amount funded, including in our Annual Report and on our website. This information may also be used for promoting Council's Funding Program more generally.
- You also acknowledge that all details supplied in this form and in the attached documents are true and correct and that the application has been submitted with the full knowledge and agreement of the applicant organisation/ group and/ or auspice organisation.

- I acknowledge that all details supplied in this application form are true and accurate:

☐ Agreed (click the check box)

Individual name

Individual position

Date