



**maitland**  
city council

**SECTION 356 COMMUNITY  
GRANT PROGRAM  
ACQUITTAL FORM**

Grant recipients must complete and return an Acquittal Form no longer than 30 days after the project is completed, with a minimum of two quality photos and copies of any supporting promotional material attached. Please send completed forms and attachments to [communityteam@maitland.nsw.gov.au](mailto:communityteam@maitland.nsw.gov.au) or via post.

**NAME OF GROUP/ORGANISATION/INDIVIDUAL:**

**NAME OF PROJECT:**

**PLEASE TICK YOUR PROJECT GRANT CATEGORY:**

**Annual Community Grants**

Community Development  Cultural and Local Studies  Environment and Sustainability  Leisure and Recreation

**Commemorative/Recognised Days Grant**

Commemorative Days  Recognised Days and Weeks

**THIS ACQUITTAL HAS BEEN COMPLETED BY:**

Name:

Address:

Telephone (work/mobile):

**DECLARATION**

Print Name:

Signature:

Position:

Date:

- I confirm that the information contained in this acquittal form and within the attachments is accurate and correct.
- I have attached up to two photos and any relevant supporting promotional material and give Maitland City Council unrestricted licence to reproduce, resize and give away the supplied images, for the promotion of the Section 356 grants, Maitland City Council and the City of Maitland.
- I confirm that this form has been submitted with the full knowledge and support of the applicant and organisation I represent.



**PLEASE RETURN COMPLETED FORMS TO:**

**EMAIL**

Please email with '356 Community Grants + Your Organisation Name' as the subject heading to **communityteam@maitland.nsw.gov.au**

**POST**

[Name of Grant]  
Community & Recreation  
Maitland City Council  
PO BOX 220  
Maitland NSW 2320

t 02 4934 9700

**OR DELIVER TO**

[Name of Grant]  
Community & Recreation  
Maitland City Council  
285 - 287 High St  
Maitland NSW 2320

**PROJECT DETAILS, INCOME AND EXPENDITURE**

INCOME	CASH	IN KIND	TOTAL
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>TOTAL</b>	\$	\$	\$
EXPENDITURE	CASH	IN KIND	TOTAL
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>TOTAL</b>	\$	\$	\$

**DECLARATION OF INCOME (GENERATED BY PROJECT - COMPLETE IF APPLICABLE)**

Free Activity	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Suggested Donation	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	(If gold coin = write \$1-2)
Admission Charge	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$	(How much per ticket)
Other		\$	Total income

If an income has been generated please provide details as to how will these funds be spent in the future?  
E.g. Reinvestment in same activity for next year, or funds to purchase equipment/ services for organisation.

**WHAT WAS THE GRANT USED FOR?**

**WHEN AND WHERE WAS THE ACTIVITY HELD AND COMPLETED?**

**WHO WAS THE PROJECT TARGETING (EG. AGE GROUP, CULTURAL GROUP, GEOGRAPHIC AREA)?**



**HOW MANY RESIDENTS FROM THE MAITLAND LGA BENEFITED FROM THIS PROJECT?**

**HOW DID LOCAL RESIDENTS BENEFIT FROM THIS PROJECT? WHAT WERE THE OUTCOMES?**

**FEEDBACK OR QUOTES:**

From activity attendees or those who have benefited from project.

**PRIVACY STATEMENT**

Council is committed to privacy protection and complies with the Privacy and Personal Information Protection Act 1998 and Government Information Public Access Act 2009.

