**COTA (WA) Acquittal and Program Evaluation Form**

**WA Community Grants Scheme 2023**

**Instructions**

Please hold on to these as you will need to complete and return them after you have held your event.

Acquittal forms should be returned to **COTA (WA) by 5:00pm, Monday 11 December 2023**. Any unspent funds should also be returned to COTA (WA) by this date (please see Account Details below).

**COTA (WA) Account Details to return unspent Community Grant Funds**

**Bank: Bankwest**

**BSB: 306**

**Account Number: 0170 346**

The completed Acquittal Form should provide a brief summary of your project outcomes including details of any unexpected results (positive or negative) of the activities that you undertook, and whether there were any future or long term benefits that resulted from the activity. This information should be included under ‘Event Details’.

The completed Acquittal Form must include completed ‘Financial Information’ signed by your President, Chairperson, Finance Officer, CEO or other officer as appropriate, to state that the funds have been expended according to the various conditions as outlined in the Application Pack. It is not required that you submit budget details, receipts or invoices unless we specifically request these.

**Application Reference Number:**

**Organisation Details**

|  |  |
| --- | --- |
| **Organisation Name** |  |
| **Contact Person** |  |
| **Postal Address** |  |
| **Email Address** |  |
| **Contact Number** |  |

**Event Details**

|  |  |
| --- | --- |
| **Event Name** |  |
| **Date Held** |  |
| **Venue** |  |
| **Location** |  |
| **Number of Attendees** |  |

**Project Outcomes (including images attached to return email)**

|  |
| --- |
|  |

**Financial Information**

|  |  |
| --- | --- |
| **Grant Amount** | **$ ($ Inc. GST)** |
| **Funds Spent** | **$** |
| **Unspent Funds** | **$** |

**Declaration**

I, (insert full name), as a representative from

 (insert organisation name), certify the amount of $ received to coordinate an activity/event during the month of November 2023 has expired in accordance with the conditions outlined in the **WA Seniors Week 2023 Community Grants Application Pack**.

|  |  |
| --- | --- |
| Signature |  |
| Date |  |

**This form and any unused funds are to be returned to COTA (WA) by 5:00pm Monday 11 December 2023. Forms can be returned by email to** **dana@cotawa.org.au****.**

**The 2023 Community Grants Scheme is supported by The Department of Communities WA and Lotterywest.**

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**For further information about the WA Seniors Awards 2019 Nominations Pack**

**Please contact COTA (WA) on**

**08 9471 0104 or E-mail** **dana@cotawa.org.au**

**NOMINATIONS OPEN ON MONDAY 19TH AUGUST 2019 AND**

**CLOSE 5:00PM FRIDAY 4TH OCTOBER 2019.**

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