

**ACQUITTAL FORM**

**COMMUNITY PARTNERSHIP - GRANTS PROGRAM**

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| All groups that receive funding from the Maldon & District **Community Bank®** Branch’s (MDCB) community partnership program are required to complete a written report and financial acquittal at the completion of the project or event. This is used to measure the success of the partnership and provides our company board with feedback about how the project, program or event went. * Please note that organisations that have not submitted an acquittal report for funded projects or events within three (3) months of their completion will be ineligible for future funding from MDCB.
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1. **Information about your organisation**

|  |  |
| --- | --- |
| **Group / Organisation Name**  |  |
| Registered Business Name (if different to above) |  |
| Australian Business Number (ABN) |  | Registered for GST?  | Yes [ ]  No [ ]  |

**Organisation’s Address**

|  |  |
| --- | --- |
| Street Address  |  |
| Suburb  |   |
| State  |   | Post Code |  |
| Include Postal Address(if different to above) |  |

**Contact Person’s Details for this report**

|  |  |
| --- | --- |
| Title | Mr [ ]  Mrs [ ]  Ms [ ]  Other [ ]  \_\_\_\_\_\_\_ |
| First Name  |  | Surname |  |
| Position held in organisation |  |
| TelephoneMobile |  |
| Email  |  |

|  |  |
| --- | --- |
| **Project name**

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|   |

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1. **Review of event / project**

**Project start date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Project finish date: ­­­­­­­­­­­­­­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Where did the event or project take place?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Amount received from Maldon & District Community Bank® Branch $** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please give a brief description of the project**

|  |
| --- |
| e.g. what specific activities took place – when, where, and who participated or benefitted? |

**What was the funding from the Maldon & District Community Bank® Branch (MDCB) used for?**

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| --- |
|  |

**What were the outcomes of the project – what did your group achieve (& how did you measure this)?**

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|  |

**Please describe any changes to the original proposal that took place and the reasons why these changes occurred.**

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|  |

**Please tell us the benefits of the project or event for:**

|  |  |
| --- | --- |
| **The community** |  |
| **Your organisation**  |  |
| **Maldon & District Community Bank® Branch**  |  |

**Can you suggest any ways that both our organisations can continue to benefit from this partnership?**

**Such as ongoing updates on social media, writing a blog post about the project, updates in member newsletters. In addition are there opportunities for our Branch Manager to get in touch with your club or organisation members and for our Branch Manager to address your organisation (at an event or meeting).**

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**Please list how MDCB’s support for the project was publicly acknowledged, including social media. Please attach social media profile addresses and copies of any promotional material.**

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**What did your group learn from the project or event?**

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| **e.g. what challenges were experienced and how were they dealt with or overcome? What would your group do differently?** |

1. **Project Budget**

**Actual Expenses**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Administration Costs | $ | How many hours? |  |  Rate per hour? | $ |
|  | *Description – what the funds were used for* |
| Equipment | $ |  |
| Materials | $ |  |
| Promotions | $ |  |
| Consumables  | $ |  |
| Labour  | $ |  |
| Other expenses | $ |  |
| **Total Expenses**  | **$** |

**Actual Income**

*Description – name of funding body / grant*

|  |  |  |
| --- | --- | --- |
| Funding from MDCB  | $ |  |
| Other grants received  | $ |  |
| $ |  |
| Other funding received | $ |  |
| $ |  |
| $ |  |
| Own contribution | $ |  |
| In-kind support | $ |  |
| Other | $ |  |
| **Total Income**  | **$** |

1. **Did you use the bank’s marquees, banners and CommunityPOS™**

Please tick any of the items borrowed by your organisation used as part of this project or event

[ ]  Bannerbug (2m high x 1m wide) [ ]  Banner (1m high x 4m wide) [ ]  Flags (3m high)

[ ]  Marquee - small (3 x 3m) [ ]  Marquee - medium (4.5 x 4.5m) [ ]  CommunityPOS™ EFTPOS facility

**Please tell us how these items assisted your organisation’s project or event?**

1. **Feedback or other comments**

**Would you like to make any comments or provide feedback on this community partnership program? We’re happy for suggestions on how we can improve what we do and how we work with community groups.**

**Contact the Executive Officer if you have any queries about this acquittal process:**

M: 0478 435 110 E: executiveofficer@mdcb.com.au

**Please lodge a copy of the completed acquittal form and relevant documents in any of the following ways:**

Postal address: Executive Officer

Maldon & District Financial Services Ltd (MDFSL)

PO Box 268, Maldon VIC 3463

Email: executiveofficer@mdcb.com.au

Deliver: Maldon Branch – 81 High Street Maldon

Maldon & District **Community Bank®** customer service centres at:

Dunolly RTC (109 Broadway Dunolly) or Newstead RTC (45 Lyons Street, Newstead)

**Project Partner Information\***

Only complete this section if you required another organisation to auspice your application

|  |  |
| --- | --- |
| Project Partner’s Organisation Name  |  |
| ABN  |  | Registered for GST? | Yes [ ]  No [ ]  |
| Postal Address |  |
| Town / Locality |   |
| State  |   | Post Code |  |

 Your privacy: The Maldon & District **Community Bank®** Branch and Bendigo and Adelaide Bank Ltd are committed to ensuring your privacy is protected and understands your concerns regarding the confidentiality and security of the personal information you provide. The information in this form will be held by the Maldon & District **Community Bank®** Branch and may be disclosed to the Bendigo Bank and organisations that carry out functions on behalf of Bendigo Bank. Our full privacy policy is available online at [www.bendigobank.com.au](http://www.bendigobank.com.au).

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