

# ACQUITTAL FORM COMMUNITY PARTNERSHIP - GRANTS PROGRAM

All groups that receive funding from the Maldon & District Community Bank'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.

## 1. Information about your organisation

<b>Group / Organisation Name</b>			
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	
Postal Address (if different to above)			

### Contact Person's Details for this report

First Name		Surname	
Position held in organisation			
Mobile			
Email			

## 2. Review of event / project

<b>Project name</b>			
<b>Location of event / project</b>			
<b>Start date</b>		<b>End date</b>	
<b>Amount received from MDCB \$</b>			

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

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

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**What was the funding from the Maldon & District Community Bank (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 what the benefits of the project or event were for the following:**

Your organisation?	
The community?	
Maldon & District Community Bank?	

**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 talk to your club or organisation members?

**Please list how MDCB’s funding was publicly acknowledged, including press and social media.**

Please attach social media profile addresses and copies of any promotional material.

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

Were there any challenges and how were they dealt with or overcome? What would your group do differently?

**3. 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 with the project or event?**

## 4. Project Budget

### Actual Expenses

Administration Costs \$		How many hours?		Rate per hour \$	
\$		<i>Description – what the funds were used for</i>			
Equipment					
Materials					
Promotions					
Consumables					
Labour					
Other expenses					
Total Expenses					

### Actual Income

	\$	<i>Description – name of funding body, what funds will be used for</i>
Funding from MDCB		
Other grants received		
Other funding received		
Any other funding		
Own contribution		
In-kind support		
Other income		
Total Income		<i>Note income must equal expenses</i>

## 5. 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](mailto:executiveofficer@mdcb.com.au)

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

Email: [executiveofficer@mdcb.com.au](mailto:executiveofficer@mdcb.com.au)

Postal address: Executive Officer  
Maldon & District Financial Services Ltd (MDFSL)  
PO Box 268, Maldon VIC 3463

Deliver: Maldon Branch – 81 High Street Maldon  
Dunolly RTC (109 Broadway Dunolly) or Newstead RTC (45 Lyons Street, Newstead)