

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, 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

| | |
|---|--|
| Group / Organisation Name | |
| Registered Business Name (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

| | |
|-------------------------------------|--|
| Project name | |
| Location of event / project | |
| Amount received from MDCB \$ | |

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 (MDCB) used for? Were you in budget?

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

Please detail all the promotional opportunities you secured for your event/project. Have you met or exceeded what you proposed on your initial application? Include on a separate sheet/s if necessary details of your social media posts (screenshots) with engagement information, copies of any print media advertisements or articles, details of links to any radio or tv or podcast pieces, photographs of external signage, etc.

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

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?

3. Did you use the bank's marquees & banners

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)

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 | | | |
| 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: Executive Officer if you have any queries about this acquittal process:
Mobile: 0478 435 110 Email: 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

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)