

SPORTS ACTIVITY SMALL GRANTS EVALUATION REPORT

1. ORGANISATION DETAILS

Name of organisation:

Location address:

Postal address:

ABN: Is your organisation GST registered? YES / NO

Project Contact Person

Mr / Mrs / Ms: *(please circle)*

First name:..... Surname:

Position:..... Phone:

Email:..... Fax:.....

2. PROJECT DETAILS

Name of project:

Describe in less than 10 words

.....

Start date:..... Completion date:

3. Number of people assisted by the grant:

4. PROJECT OUTCOMES

Who has benefitted from this grant?

.....

.....

.....

What are the outcomes of the sports grant for the community?

.....
.....

5. PROJECT BUDGET

*Items must exclude GST (if you are GST registered).
Attach supporting documentation if required.*

\$

\$

\$

Total one-off grant received \$.....

Were you successful in obtaining funding elsewhere for this program? YES / NO

If yes, please give details of funding bodies, amounts, and purpose.

\$

\$

\$

Total other funding received \$.....

Actual Project Expenditure

Actual Project Income

OCA grant: \$.....

OCA grant: \$.....

All other project expenditure: \$.....

Project income from other sources: \$.....

Total project expenditure:
\$.....

Total project income:
\$.....

In-kind Support

Describe how community members and others contributed time or resources to the sports program at no cost.

.....
.....
.....

Number of volunteer hours provided

How many paid staff were involved in conducting the sports program?

Number of paid staff

Signatories

The Sports Activity Small Grants Evaluation Report must be signed by two persons authorised by the sponsor organisation. At least one signatory must be a member of the Executive.

Terms and Conditions

On submitting the grant application you agreed to acquit the grant and provide a Sports Activity Small Grants Evaluation Report within the timeframe set out in the Funding Guidelines.

“We have adhered to the requirements specified in the OCA Sports Activity Small Grants Funding Guidelines.”

“We declare that the information supplied is true and accurate to the best of our knowledge.”

Signatory 1

Name:.....

Position:

Signature:

Date:

Signatory 2

Name:

Position:

Signature:

Date:

8. CHECKLIST

- Attach extra information to the report if required (photos, testimonials).
- Ensure two authorised signatories of the sponsor organisation have signed the form.
- Keep a copy of your report.

Due **one month** after completion of the funded project, when all the funds have been expended.

Mail your Project Evaluation Report to:

Outback Communities Authority
Community Development Officer
PO Box 2353
Port Augusta SA 5700