

Environmental Levy Grants - acquittal form

Acquittal Form

This Acquittal form must be filled out by successful applicants at the completion of their project, or before they apply for additional grant money.

| | | |
|--|--------------------------|--|
| 1. Project Name | | |
| 2. Organisation or Group | | |
| 3. Project Start Date: | Project Completion Date: | |
| 4. Amount received previously from Environmental Levy Grant (previously the Environmental Small Grants Scheme) | \$ | |
| 5. Amount of matching funds (if any) | \$ | |

6. Please describe your progress in completing the project. (Tick the appropriate box)

| | |
|---|--|
| Little, or none (0 – 25%) | |
| A bit, but less than half (25 – 50%) | |
| A fair bit, more than half (50 – 75%) | |
| All, or almost all, of the work (75 – 100%) | |

7. If the work has not been completed, please explain why.

8. How much, if any, additional work do you think is required to achieve the desired effect? (Tick the appropriate box)

| | |
|----------------------------------|--|
| A little more | |
| About the same again | |
| A lot more | |
| A different approach is required | |

We certify, in accordance with the terms of agreement governing payment of the grant/s that:

- a) the expenditure shown in this certificate are bona fide, have been incurred and relate solely to the work covered by the grant.
- b) the work is being/has been executed in accordance with appropriate prevailing standards and conforms with sound environmental best practice and legislation.

Signed: Dated:

Print Name:

Witness Signature: Dated:

Environmental Levy Grants - monitoring form

Monitoring Form

Monitoring is an essential part of any project. The results reported here may be used to measure a projects success against objectives, promote the outcomes of the project, identify unexpected outcomes, document successes or lessons learnt. The information provided will help to improve the Environmental Levy Grants and future projects.

To complete this monitoring form, you may need to refer to your project application form. If you need assistance in completing this form, please contact sustainability@krg.nsw.gov.au

: Monitoring and reporting

How did your project track against your proposed works?
Referring to your application, how has your project performed against your measures of success?

: Monitoring and reporting

What were the project outcomes?

Please report on the intended outcomes and any unexpected outcomes

: Monitoring and reporting

What, if anything, would you do differently if you had another opportunity?

Please report your successes or lessons learnt.

Project documentation

Photos

Please submit photos of your project.

Examples:

- Before and after photos
- Photos of project stages
- Photos of works completed
- Photo of works being completed

Photos may be submitted by email
sustainability@krg.nsw.gov.au
 or for large files please call on
 9424 0893 to arrange.

Project documentation

Other documents and reports

Please submit any other relevant documentation associated with the project e.g., consultant reports, any media coverage, progress reports etc....