

Appendix B: Support vehicle acquittal

Financial report and certificate of satisfactory completion

Complete this form to acquit your project. Make sure you follow the instructions below.

- Complete this document once the project is finalised.
- Check this is the correct form for your funding round. The documents are updated each round.
- Refer to your copy of the original application and funding agreement when completing this form.
- All acquittals must include the below supporting documentation:
 - Copies of all relevant tax invoices and/or transaction sheet.
 - Photographs of completed works in jpg format.
 - Any project related media, for example press releases.
 - Local government bank details either attached or in the comments section.
- Return this completed form and supporting documentation to SES Grants via grants@ses.qld.gov.au

Project Details			
Project ID number		Local government	
Grant contribution amount (GST excl)		SES group/unit	
Project title			
Comments:			

Vehicle Details			
Make and model		Year of manufacture	
Qld Government registration number		Has the SES badging been done?	

Direct project incurred expenses

Record all expenses directly incurred for the project. If there isn't enough space here, provide all expenditure information in a separate attachment. You still need to complete the 'TOTAL PROJECT EXPENSE' field.

Item	Amount – GST Exclusive
TOTAL PROJECT EXPENSE	

DECLARATION

I declare that:

- The information provided in this form is true and correct.
- The grant was expended as detailed in our application and in accordance with the funding guidelines.
- The project has been inspected and is completed satisfactorily in accordance with the proposal.
- I have the duly delegated authority to submit this acquittal on behalf of the Chief Executive Officer and Nominated Officer.

By checking this box, I hereby agree to the above declaration.

Name		Position	
Date		Contact number	
Email			
Signature			

