

ACQUITTAL REPORT A

EVENT DEVELOPMENT FUND & MAJOR EVENT SPONSOR PROGRAM

\$5,000 or less

If you received funding of \$5,000 or less under the Event Development Fund or the Major Event Sponsor Program you are required to return this Acquittal Report within 60 days of the conclusion of the event, or the end of the financial year, whichever comes first.

EVENT INFORMATION			
Name of event			
Owner of event			
Date of event			
Event venue			
Bump in date/s			
Bump out date/s			
Amount of funding received	\$		
EVENT ATTENDANCE			
Dubbo Regional Council reserves the right to contact the event owner for proof of attendance and methods of recording data in confirmation of figures provided within this acquittal report.			
Participants and staff		Number of days	
LGA residents		Number of days	
Day trippers (outside LGA)		Number of days	
Overnight visitors		Number of nights	
CULTURAL SIGNIFICANCE			
List 5 key outcomes of the event that aligned to social and cultural benefits listed in your application. <i>(The value of this event to build health and well-being amongst residents.)</i>	1.		
	2.		
	3.		
	4.		
	5.		
How does the event contribute to positive promotion of the Region?			
RETURN BENEFITS			
In return for the funding/sponsorship you received, commensurate benefits are to be provided to Dubbo Regional Council. Please refer to the Outgoing Sponsorship Matrix below.			
Please tick all applicable benefits that have been returned to Council.	<input type="checkbox"/> DRC brand recognition on appropriate printed and digital material <input type="checkbox"/> Distribute Regional marketing material such as Visitor Guides <input type="checkbox"/> Images of the event support destination marketing activity		

Please provide copies of materials or photographs evidencing the benefits returned.

FINANCIAL SUPPORT

In your application for funding, you provided details of how the funds would be spent. Please outline expenditure and provide evidence of financial transactions.

DETAILS (What the funds were used for)	AMOUNT
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

DECLARATION

I / We certify that, to the best of my/our knowledge, all the information in this Acquittal Report is correct.

I / We grant permission for Dubbo Regional Council to include details provided in this Report in any relevant publications and / or reports. (Excepting financial accounting information.)

I / We grant permission for Dubbo Regional Council to include the enclosed photographs in any Council publications and/or report.

I/ We further declare that this Report has been submitted with the full knowledge and agreement of the management group / organisation and that I / we have the delegated authority to sign this document.

Name	
Position held	
Date	

CHECKLIST

To ensure you comply with the requirements of this Report, please use this checklist and tick all boxes to indicate completion of all aspects of the Acquittal Report.

All questions in this Acquittal Report have been answered	<input type="checkbox"/> Yes
Attached are copies of any photos, promotional material and press coverage received	<input type="checkbox"/> Yes
I have signed the declaration at the end of this Acquittal Report	<input type="checkbox"/> Yes

You must return this completed Acquittal Report to Council within 60 days of the event's completion, or the end of the financial year, whichever comes first. Future funding support will not be provided if previous events are not acquitted.

OUTGOING SPONSORSHIP BENEFITS MATRIX

Return benefits to Dubbo Regional Council

VALUE OF SPONSORSHIP	Up to \$5,000	\$5,001 to \$10,000	\$10,000 to \$15,000	\$15,001 to \$20,000	More than \$20,001
DRC brand recognition on appropriate printed and digital material	•	•	•	•	•
Distribute Regional marketing material such as Visitor Guides	•	•	•	•	•
Images of the event support destination marketing activity	•	•	•	•	•
Acquittal Form A or Form B provided no later than 60 days from completion of the event	•	•	•	•	•
PA announcement or signage at the activity/event			•	•	•
Acknowledge support via proactive promotion or advertising (radio/tv/print)			•	•	•
Complimentary tickets/invites to launch, VIP function or an event				•	•
Naming right of an event/activity/space					•

Failure to provide an acquittal report will preclude the applicant from future funding opportunities.