



(Submit on completion of Project)

**2024/25 Section 356 Small Grants (Community and Sports)  
DECLARATION OF EXPENDITURE**

**1. Details of Applicant Organisation**

ORGANISATION NAME	
POSTAL ADDRESS	
CONTACT PERSON	
POSITION HELD	
CONTACT NUMBER	

**2. Details of Grant**

AMOUNT AWARDED (GST EXCLUSIVE)	
AMOUNT EXPENDED (GST EXCLUSIVE)	
BALANCE OF FUNDS NOT EXPENDED	

**3. Accountability Requirements**

Where the grant is \$5,000 or less, the organisation must at the conclusion of the Project complete this declaration (provided by Council) certifying that the grant was spent on the purpose(s) for which it was granted. The project must be completed and funds expended prior to 30 June 2025 and the organisation is required to attach evidence of project completion including but not limited to receipts, invoices, photos, social media acknowledgement etc.

I ..... declare that the Organisation as detailed (*PLEASE PRINT NAME*) above spent the grant amount of \$..... as granted by Gunnedah Shire Council under Section 356 of the NSW Local Government Act 1993 specifically for the project, program or initiative as detailed in our organisation's 2024/2025 application and as **per the attached associated receipts/invoices/photos.**

NAME \_\_\_\_\_  
POSITION \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
DATE \_\_\_\_\_