



2024/2025 Section 356 (Arts and Cultural) Small Grants

DECLARATION OF EXPENDITURE

ORGANISATION NAME	
POSTAL ADDRESS	
AUTHORISED CONTACT PERSON	
POSITION HELD	
CONTACT NUMBER	

1. Name of completed project, program or event

2. What date was the project, program or event delivered?

3. Were the completed works consistent with those listed in your Funding Guidelines or agreed variations?

- Yes
 No (If 'No' please explain in the box provided below)

4. What advertising or methods did your organisation use to promote participation for your project, program or event?

- Social media
 Newspaper
 Word of mouth
 Flyers/posters
 Email distribution lists
 Other (please specify)



5. Did your organisation acknowledge Gunnedah Shire Council at your event and during event promotion? (Please attach evidence)

- Yes
- No

6. Who were your collaborators and priority groups involved in your project, program or event?

7. How many people attended, or were involved in the project, program or event?

8. Please provide an overview of the outcome(s) of your project, program or event. (No of attendees, artists engaged etc.)



9. Did your organisation spend all of the Section 356 (Arts and Cultural) Small Grant funding awarded?

- Yes
- No, the organisation has a surplus of S356 (Arts and Cultural) Small Grant funds remaining (Please complete Question 10)

10. Our organisation has a surplus of (insert GST exclusive \$ amount.

11. Budget – Please provide details of how the funds were expended.

EXPENDITURE (i.e. advertising, artists fees, materials, equipment etc)	Amount (GST Excl)
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Sub Total	\$
GST Amount	\$
TOTAL EXPENDITURE	\$

Income Source	Amount (GST Excl)
Section 356 (Arts & Cultural) Small Grant funds received from Council:	\$
Applicants cash co-contribution:	\$
Fundraising:	\$
Other Funding Sources:	\$
	\$
Sub Total	\$
GST Amount	\$
TOTAL INCOME	\$



11. Evidence of implementation and completion of your project.

What evidence can be used?

One of each of the following must be provided as evidence to demonstrate that your project has been implemented in accordance with the Grant Guidelines and any contract variations. Types of evidence include:

- Receipts and evidence of purchase
- Photos, videos, recordings of project, program or event
- Comments, books, appreciation letters, sign in sheets etc.
- Copies of media coverage regarding the program, project or event
- Invitations sent to dignitaries and local Councilors

12. Declaration (Please sign)

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

TITLE	
NAME	
SIGNATURE	
DATE	