



# Quilpie Shire Council

## Business Support Program 2022/2023

### Acquittal Form

This grant acquittal form provides feedback to Council about how your business has spent the grant in line with the funding agreement. Submitting this acquittal is the responsibility of the grant recipient, and must be completed to receive payment.

Acquittals will be assessed and paid as they are received. There is no required to wait until December 2023. Once the acquittal is assessed you will be notified the grant is complete. Payment of invoice will be approved (please allow up to three weeks from this approval for payment of invoice).

If you require assistance to use this form or how to answer the questions please contact Manager Tourism and Economic Development, Karen Grimm on 07 4656 0500.

### Grant Priority

(Tick appropriate box)

<input type="checkbox"/>	Business Growth and Innovation	<input type="checkbox"/>	Shopfront Refurbishment	<input type="checkbox"/>	Business Signage
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### Business Details:

Business Name:			
Business (physical address):			
ABN:			
Primary contact person:		Mobile:	
Primary email:		Phone:	
Facebook:		Website:	

### Contact person:

First name:		Surname:	
Mobile:		Email:	

### Project Details and Outcomes:

Project title:			
Proposed actual start date:		Project actual end date:	
Please list the outcomes outlined in your application (dot point):			

Please explain how you achieved the outcomes, if your project did not achieve all the outcomes please detail the reasons why? (200-500 words)

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Where there any unexpected outcomes that resulted from the delivery of this project?

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### Project financials

Total Project Cost (inc GST) (a):	
Total Amount Invoiced (inc GST) (b):	

*The amount invoiced to Council must be no more than 50% of the total project cost and not more than the amount approved.*

### Grant documentation

Please ensure the following are provided as attachments;

	A copy of each invoice
	An invoice addressed to Quilpie Shire Council for 50% of project costs up to maximum of funded amount, <b><u>invoices must include GST</u></b>
	Evidence of work is attached. Examples for each priority below <i>Business Innovation and Growth</i> ; link to new website, demonstration of increase in digital presence, evidence of improvement to turnover and profit and sustainability <i>Shopfront refurbishment</i> ; Photos before and after the work has been completed <i>Business Signage</i> : Evidence of signage in location

### Grant feedback

Council would like to hear your feedback on the program and ways it can be improved or changed for future consideration. This may include feedback on the application or acquittal process. Feedback is also welcome about future project ideas, if the program was offered again.

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If Business Support Grants were available in the future would your business consider applying again?

My business would be happy to share our project and its outcomes with Council through testimonials or media opportunities that support promotion of small business in Quilpie Shire.  
(Permission will be sort prior to any sharing of information).

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## Certification and acknowledgement

I certify that:

1. The statements made within this acquittal are true and correct;
2. All matters that would affect the delivery of the project and outcomes have been disclosed;
3. All invoices relating to this project have been paid in full.
4. I am authorised/delegated to make complete this acquittal on behalf of this business.

I certify the above statements are true and correct;

Signature:			
Name:			
Position:		Date:	

Please forward your completed form to: [admin@quilpie.qld.gov.au](mailto:admin@quilpie.qld.gov.au)