





**Project Completion Report  
Community Grants Program**

**2. Briefly describe your project or activity.**

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**3. Did your project or activity achieve it's objectives? (Please provide photographs or copies of any publications relating to your project/activity.)**

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**4. How many people participated in the project/activity? Please include the percentage who were City of Yarra residents?**

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**5. Were other groups/organisations from the City of Yarra involved in the program/activity?**

Yes  No

- Which other organisations / groups were involved in the project? (Please specify which groups/organisations):

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**6. Was your project successful? List the key things that contributed to the success of the project**

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**7. Were there any additional benefits to the community as a result of your project?**

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8. Did your project consider any of the following points as ways of reducing and reusing resources? Please tick:

- Recycled paper and environmentally friendly printing for your publicity
- Sustainable transport maps on promotional material
- Locally produced foods for meals
- Plate washing and the avoidance of unnecessary waste
- Purchasing 'Green Power' for all the energy and associated greenhouse gases for your grant activity.
- Other \_\_\_\_\_

If you have any further questions concerning the acquittal process, please contact the Community Planner - Grants on 9205 5146.

### Important Note

- Attach a copy of a **financial statement** showing **detailed items of expenditure**
- Grants from the City of Yarra must be acquitted before further grants can be received.
- If available please provide copies of any photographs or publications relating to your project/activity. Photos or electronic publications can be emailed to [info@yarracity.vic.gov.au](mailto:info@yarracity.vic.gov.au)

Please return your completed acquittal form to the City of Yarra, Community Grants Program by email: [info@yarracity.vic.gov.au](mailto:info@yarracity.vic.gov.au)

**by post:**

Community Grants Program  
City of Yarra  
PO Box 168  
RICHMOND VIC 3121

**in person:**

Community Grants Program  
City of Yarra  
Richmond Town Hall or Collingwood Town Hall  
333 Bridge Road 140 Hoddle Street  
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