

Horizon Power's Acquittal Form for Community Partnerships

Please complete this form if you have received funding towards a Community Partnership through Horizon Power. An acquittal needs to be **received by Horizon Power within six weeks of the completion of the initiative/event**. The organisation can use this form or their own version, as long as all the below information is included. The Horizon Power acquittal can also be completed online <https://www.horizonpower.com.au/our-community/community/acquittal/>

About your organisation

Organisation's Name: _____

Contact Name: _____

Contact Position: _____

Phone: _____

Email: _____

Organisation's website: _____

ABN: _____

Community Partnership overview

Name of initiative/event: _____

Location of initiative/event: _____

Amount of funding received: _____

Total cost of initiative/event: _____

Date of initiative/event: _____

Estimated number of attendees (if relevant): _____

How did you spend the Horizon Power funds received? Please list the line items below:	\$ (ex GST)
Total	

Please include copies of paid receipts/invoices for items that were funded by Horizon Power.

What was the impact of your initiative/event for your community?

How did Horizon Power’s guiding principles fit with your project? (Community involvement, Aboriginal and Torres Strait Islander commitment, Cleaner and Green and Regions First).

Were there any changes to the initiative/event that Horizon Power needs to know about?

Outline how Horizon Power was recognised as a supporter of the event/initiative? Please forward copies of any media, photographs, or promotional material as part of this acquittal form.

Is there anything else that you would like to tell us about the initiative/event?

Declaration

Your organisation's accountable officer (e.g CEO or Chairperson or Legal Signatory) must sign this declaration.

I verify that the funds were spent in accordance with the purpose for which it was approved, all relevant records for this grant will be kept for a period of seven years and that the organisation may be subject at any time to an audit related to this funding by Horizon Power and/or its auditors.

Signed: _____

Name: _____

Position: _____

Date: _____