

CBP Evidence Required for Project Acquittal and Closure

Please note: 1. CBP reserves the right to seek further evidence in addition to the items noted in each category where it deems necessary. 2. Financial evidence of cash matching is required regardless of the grant amount if the grant recipient is a local council or its S355 Committee.

GRANT AMOUNT	EVIDENCE REQUIRED
\$15,000 and under	Provide a fully complete and signed Completion Report and Acquittal Statement; (For projects that include purchase of vehicles, boats, trailer: registration details are required, clearly indicating the organisation as detailed in the grant application and funding deed)
\$15,001 - \$30,000	Provide a fully complete and signed Completion Report and Acquittal Statement AND; - At least one form of evidence from Category B or C totaling 50 points
\$30,001 - \$60,000	Provide a fully complete and signed Completion Report and Acquittal Statement AND; - At least two forms of evidence totaling 90 points with at least one form of evidence showing project completion (Category B) and one form showing expenditure of the grant (Category C).
\$60,001 or more	Provide a fully complete and signed Completion Report and Acquittal Statement AND; - At least three forms of evidence totaling 130 points with at least one form of evidence showing project completion (Category B) and one form showing expenditure of the grant (Category C).

Category	Description	Points / Value
Category A	Signed and submitted Completion Report and Acquittal Statement.	Mandatory for all grant recipients
Category B – options of evidence showing project completion of works	Certificate of Occupancy, issued by Local Council where the project is located.	50 points
	Signed and dated statement from Local Council confirming works have been completed in accordance with standards and codes on Council letterhead	50 points
	Before and after photos (taken from a similar angle or view) for construction based projects	40 points
	Signed and dated statement from licensed tradesperson(s) confirming works have been completed in according to standards / codes including Licence number.	40 points
	Current registration of vehicle in the name of the organisation	40 points
	Copies of published media coverage regarding the opening of the completed project (may include event records)	40 points
Category C – options of evidence showing expenditure of the grant funds	Copies of invoices <i>together with</i> clear proof of payment (ie. receipts, electronic funds transfer receipts to trades/suppliers, or bank statements showing payments for project works.)	50 points
	MYOB (or other software) report for transaction ledger OR Spreadsheet listing invoice numbers, supplier / trade details, dates and amounts, cheque numbers or electronic funds transfer reference numbers.	40 points
	Statutory Declaration – detailing how the funds were spent, the works, amounts and to which tradespeople or suppliers, and also identifying any surplus funds.	50 points