

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.
3. Projects involving registered vehicles, regardless of grant amount must provide a certificate of registration clearly showing the applicant organisation as the vehicle owner, as part of the required evidence.

Grant Amount	Evidence Required
\$30,000 and under	Provide a fully complete and signed Completion Report.
\$30,001 – \$60,000	Provide a fully complete and signed Completion Report, and - At least one form of evidence from Category B or C totalling 50 points.
\$60,001 – \$100,000	Provide a fully complete and signed Completion Report, and - At least two forms of evidence totalling 90 points with evidence from Category B and C.
\$100,001 or more	Provide a fully complete and signed Completion Report, and - At least three forms of evidence totalling 130 points with evidence from Category B and C.

Acceptable evidence of completion	Points
Category A	
Signed and submitted Completion Report	Mandatory
Category B	
Certificate of Occupancy, issued by Local Council where the project is located	50
Signed and dated statement from Local Council confirming works have been completed in accordance with standards and codes on Council letterhead	50
Before and after photos (taken from a similar angle or view) for construction / renovation based projects	50
Signed and dated statement from licensed tradesperson(s) confirming works have been completed in according to standards / codes including Licence number	50
Current certificate of registration of vehicle in the name of the organisation	50
Copies of published media coverage regarding the opening of the completed project (may include event records)	40
Category C	
Supplier invoices <i>together with</i> clear proof of payment. Proof of payment includes relevant receipts, electronic funds transfer receipts, bank statements, or remittance advice	50
Transaction ledger report; or spreadsheet listing invoice numbers, supplier details, dates and amounts, cheque numbers or electronic funds transfer reference numbers	40
Statutory Declaration – detailing how the funding was spent, the works completed, dollar amounts and to which tradespersons or suppliers, and identifying any surplus or unspent funding. Only a NSW <i>Eight Schedule</i> or <i>Ninth Schedule</i> Statutory Declaration will be accepted	50