Collgar Community Fund

CLOSE-OUT REPORT

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| --- | --- |
| Organisation Name: |  |
| Initiative Name: |  |
| Date Completed: |  |
| Funding Provided: |  Level 1 Up to $2,500 |  Level 2$2,500 - $10,000 |  Level 3Over $10,000 |



# Background

Detail why you chose to undertake this initiative.

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## Objectives

Detail the main objectives for this initiative.

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## Organisation Details

Provide a summary about your organisation.

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## Other Partners and Supporters

List any other corporate partners or supporters of this initiative.

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# Initiative Details

## Activities

Detail activities undertaken as part of the initiative.

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## Highlights

Detail any specific highlights that occurred.

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## Benefits

Detail the main benefits from the initiative.

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## Future

Detail any future activities planned for this initiative.

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# Supporting Documentation

Please attach to your email:

## Photographs

* photographs taken before, during and after the initiative.

**MEDIA ARTICLES**

* Add any newspaper, magazine or social media articles about the initiative.

## Letters of Recognition

* Attach any letters of recognition or other responses to the initiative.

## FINANCIAL Statements

* Attach a financial statement detailing how the funds were utilised and attach receipts and invoices to support this statement where possible (this may be requested).

# thank you

*Thank you for taking the time to complete your CCF close-out report. We look forward to receiving your feedback.*

*Please forward your completed form to:* *sarah.harms@collgar.com.au* *or via mail to PO Box 7522, Cloisters Square PO, WA 6850 and addressed to Community Fund Manager.*