

## COMMUNITY SPONSORSHIP AND DONATION CLOSE OUT FORM

Knowing that your initiative/event was completed successfully and hearing about the outcomes you achieved is important to us. We request this simple two-page close out form to be completed and returned to us, along with any relevant photographs and media clippings.

Please return this form to the Community Relations team at your nearest Evolution operation within one month of completing your initiative/event.

### RECIPIENT DETAILS

<b>Organisation / group name</b>	
<b>Contact person</b>	<b>Job title / role</b>
<b>Phone</b>	<b>Mobile</b>
<b>E-Mail</b>	<b>Website</b>
<b>Supported initiative/event name</b>	

### FINANCIAL

<b>Net amount granted</b>	\$	<b>Initiative/ event start date:</b>	
<b>Total amount expended</b>	\$	<b>Initiative / event end date:</b>	
Please provide explanation if total amount granted was not expended, including what will be done with the remaining funds:			
<b>Were Evolution funds spent as described in the original application?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/> (If no, please provide explanation below)	
<b>Please describe what the provided funds were used for:</b>			

**OUTCOMES**

Which focus area(s) did your project deliver outcomes in?			
<input type="checkbox"/>	Local Economic Development	<input type="checkbox"/>	Health & Wellbeing
<input type="checkbox"/>	Environmental Stewardship	<input type="checkbox"/>	Skills, Education and Training
<input type="checkbox"/>	Infrastructure Capability	<input type="checkbox"/>	Community Resilience
<input type="checkbox"/>	Arts, Culture and Sport	<input type="checkbox"/>	Other (please specify):

<b>Did the project meet the goals you set out to achieve?</b>	Yes <input type="checkbox"/>
	No <input type="checkbox"/> (If no, please provide explanation below)

**Please describe the outcomes achieved by the initiative/event - what did you do and how did the community benefit?** Please include relevant figures, e.g. attendance, number of volunteers or number of people reached. Please include any direct quotes from people about the outcomes.

**What are the next steps/future plans for your organisation or the initiative/event?** Please include any plans that have arisen as a result of our support for the initiative/event.

**Do you have any other comments or feedback for Evolution about the initiative/event or the support we provided?**

**SUPPORTING MATERIALS**

Please **attach any photographs and/or media clippings** that feature the supported initiative/event. Please send copies, NOT originals, as these materials are not to be returned.

**DECLARATION**

This declaration must be signed by a person with delegated authority.

I declare that the details in this close out form are a true record of the undertaking and outcomes of this initiative/event. I authorise Evolution to use information and statements outlined in this close out form in materials referring to its community investment initiatives.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_