**2018 Equestrian Queensland International Competition Funding Program**

**Acquittal form**

If the EQ International Competition Funding is to be split over multiple events a separate Acquittal form must be completed, and evidence provided for each and every event. Please note: It is a requirement that the EQ sport committee who receive this funding is held responsible for meeting the above key deliverable. Should the funding be passed onto a 3rd party (e.g. an Event Organising committee), it is the responsibility of the EQ Sport committee to ensure that the key deliverables are met and reported back to EQ.

**REPORT DATE:**

**EVENT NAME:**

**EVENT DATE:**

**The post event report is to be received within two (2) months of the event’s completion and should include proof of the following KPI’s to be eligible to receive the final 30% payment of the EQ International Competition Funding Program:-**

* EQ recognised as providing International Competition Funding at the event, with regular PA Announcements, EQ Signage present at the event & Facebook posts acknowledging EQ (please provide photos and/or screenshots)
* EQ Logo to be included in the Event Program
* EQ advert (full page) to be included in the Event Program (EQ to supply)
* EQ Branding to be included in any Live Streaming (where applicable)
* EQ Logo on the event website and advertising material
* Final overall budget for the event

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| **Key Deliverables** | **Description of how this was achieved/delivered** | **Evidence Attached (Y/N)** |
| **EQ Recognition** |  |  |
| * Regular PA Announcements * EQ Signage present at the Event (please provide photo) * EQ Logo to be included in the Event Program |  |  |
| **MEDIA** |  |  |
| * EQ Acknowledged on social media e.g. regular Facebook Posts (please provide screen shots of posts) |  |  |
| * Local or national media coverage |  |  |
| **MARKETING AND BRANDING** |  |  |
| * EQ’s logo is to be used and recognised as an event sponsor as part of all marketing collateral * EQ Logo to be included in the Event Program * EQ advert (full page) to be included in the Event Program (EQ to supply) * EQ Logo on the event website and advertising material |  |  |
| **LIVE STREAMING** |  |  |
| * EQ Branding to be included in any Live Streaming (where applicable) |  |  |

PLEASE RETURN COMPLETED ACQUITTAL FORM WITH EVIDENCE OF ACHIEVED KPI TO:

Sports Development Officer

Equestrian Queensland, P.O Box 1358 D.C Coorparoo QLD 4151

[ncas@equestrianqld.com.au](mailto:ncas@equestrianqld.com.au)