

Community Grants

Acquittal Factsheet

What is a Grant acquittal?

An acquittal is a report submitted by a grant recipient that lets the Grantor, Wyndham City Council, know the outcomes your grant project achieved and how money was spent. An acquittal might also be called a final report or completion report.

Why do I need to provide this information?

- It lets Council account for the use of public funds. The report should reflect what was in your original application and Letter of Offer or Funding Agreement.
- It helps Council understand how effective the Community Grants Program is in meeting the needs of the community.
- To help Council understand what extra supports grant applicants might need.

What happens if there are changes to my project?

Contact the Grants Team. Council understands that circumstances change but it is important to talk to us **before** you make changes to your project.

You will need to complete a Project Variation Form to show what changes you want to make.

Changes could include:

- Project start or end dates
- Budget
- Project activities

When and how do I complete the acquittal?

- You should complete your acquittal as soon as possible after you finish your project, while the details are still fresh in your memory.
- You will need to login to SmartyGrants to complete the acquittal. You will need to upload receipts and other supporting documents in the acquittal form.

What do I need to provide in my acquittal?

The acquittal form will ask you to provide:

- **A description of what you achieved:**
 - What activities took place?
 - What were the outcomes of your project?
 - What worked well?
- **An evaluation of your projects impact:**
 - How many people attended?
 - Who attended your project (e.g. age, cultural background etc.)?
 - How did your project benefit community?
 - What have you learnt or what would you do differently?
- **Sustainability Planning:**
 - If you were going to run the project again, how could you do this with less grant funding?
- **Supporting documentation/evidence:**

Grantors want to celebrate in your success, so it is always good to provide:

- any promotional material (e.g. flyers, screenshots of Facebook promotion etc)
 - Photos of the project
 - Case studies, testimonials, or survey results
- **Budget Expenditure evidence:**
 - Each item should be on a separate line of the budget table.
 - **Paid invoices, receipts, or remittances (see examples of expenditure evidence).**
 - Proof of payment must be dated between when the funding agreement was signed and the project end date.

Unspent grant money

If you did not spend all the grant money you received, the unspent money will need to be returned. The Grantor can help you with instructions on how to return the unspent funds.

Acquittal completed

Completing the acquittal is an important part of your grant's life cycle. If you do not complete your acquittal, Grantors (including Council) are not able to fund your future grant applications.

Once you have successfully completed your acquittal, the Grantor should send you confirmation that you have fulfilled all your commitments.

Examples of expenditure evidence:

Receipts must be:

- Clear and readable (not blurry)
- Include date and time of purchase.
- Show items paid for
- Show total amount paid.

TIP: Scan or photograph all receipts straight after purchase in case they fade. If you need to take multiple scans or photos due to the length of a receipt, ensure that they cross over onto each other to show that they are the one receipt.

Faded, unreadable receipts cannot be accepted as evidence of expenditure.



Tax invoices must include:

- Business name, ABN, address, and phone number
- Date of payment
- Show items/description of items paid.
- Total amount outstanding

TIP: If you provide tax invoices you also need to provide a receipt confirming payment for the invoice, even if the invoice is only partly paid.



Tax invoices must include:

- Business name, ABN, address, and phone number
- Date of payment
- Show items/description of items paid.
- Either "tax receipt" or "receipt" displayed on it
- Show a "0"/zero balance owing

