

Tips - Before Submitting a Grant Acquittal

- 1. Read the acquittal form early**
Understand what you'll need to report on as soon as the grant is awarded.
- 2. Keep records from day one**
Set up a simple system to track expenses, activities, and outcomes.
- 3. Take notes during the project**
Capture key milestones, issues, and successes to make reporting easier later.
- 4. Keep all receipts and invoices**
Maintain clear records of every expense.
- 5. Copy/scan receipts immediately**
Receipts can fade, keep digital copies as backup.
- 6. Provide proof of payment**
Include transaction receipt records, not just invoices.
- 7. Ensure expenses match approved items**
Only claim what was funded in your signed agreement.
- 8. Reconcile your budget**
Make sure totals in your acquittal match what was spent and approved.
- 9. Explain any variations clearly**
If your project has changed, contact the Grants Team immediately.
- 10. Be honest and transparent**
Report what worked well and what didn't, funders value honesty.
- 11. Provide evidence of outcomes**
Attach surveys, attendance lists, photos, reports, or evaluation data.
- 12. Include promotional evidence**
Show how you acknowledged the funder (logos, social posts, flyers).
- 13. Work closely with your auspice (if applicable)**
Keep them updated and ensure financials align throughout the project.
- 14. Use clear, concise language**
Focus on outcomes, not just activities.
- 15. Proofread and review**
Check for errors, missing attachments, and inconsistencies.
- 16. Submit on time**
Late acquittals can affect future funding eligibility.