

An acquittal is an accurate report on the funded activities and how the funds were spent. An acquittal will be due after the conclusion of the funded activity.

Submission of your Community Grant Acquittal

- All grant applicants must submit an acquittal form at the end of their funded project.
- If you have not submitted a Community Grant Acquittal form, you are not eligible to receive any future grant funding until your outstanding acquittal is received.
- If you are not able to complete your project within the original timelines, you can apply for a variation to extend your project completion date and the due date of your Community Grant Acquittal form.

What your Community Grant Acquittal form should include:

Your Community Grant acquittal should accurately reflect the description and outcomes of your project.

Your acquittal should include:

- a description of the activity/outputs;
- the number of Glen Eira residents who participated in your project/activity;
- a description of the outcomes of the project;
- an explanation of how participants and the community benefitted from the project; and
- a summarised evaluation of your project including any lessons learned, what went well and what you would do differently.

Income and Expenditure statement

The income and expenditure statement should include:

- the item description – as described in the application form;
- the cost of the item;
- the amount of the grant that went towards the item; and
- a copy of the receipt for all items over \$100.

If your grant included facility/venue hire, provide the following details:

- dates and venue of facility hire;
- facility-hire costs; and
- an attached booking confirmation.

Supporting material

We encourage you to provide supporting materials such as photos or marketing material, or anything that provides us with evidence and a clear understanding of how the grant funds were used to deliver your project/activity.

