

## What is an acquittal?

An acquittal is a report submitted by the successful grant applicant that accurately details the funded activity outcomes and expenditure details of the grant. This report is used to confirm that the funding has been used for the purpose in which it was intended.

It's **mandatory** and failure to complete one and/or supply the necessary documentation will impact future grant opportunities.

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### Why is an acquittal important?

An acquittal is important to Council to ensure that public funds are being spent responsibly on items as outlined in the Funding Agreement and program guidelines.

Applicants are required to supply evidence of the purchase and that the funds were expended on approved items.

**Organisations cannot be considered for future Knox City Council Grants if acquittal reporting is outstanding or incomplete. In addition, funds will be required to be returned to Council if an acquittal remains outstanding.**

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### What do we require?

Council requires all of the following from a successful grant applicant as part of their acquittal:

- Complete and submit the acquittal on-line using the SmartyGrants portal.
- The acquittal submitted within 3 months of the expenditure or no later than within 12 months from receipt of the grant.
- Receipts for any expense items above \$500 (Receipt/s must show a zero balance as proof of payment. Invoices **will not be accepted** - see page 2 for examples).
- Evidence of acknowledgement of Council funding in promotion/publicity, such as Facebook posts, logo on flyers or posters (see page 3 for examples).
- A brief summary of the benefit to the community – we love to hear your stories!
- Photographs and/or videos of your purchase/s or event.
- Any unspent grant funds must be returned to Council.

*You are required to keep copies of all receipts to substantiate financial information contained in the acquittal. Please note that random audits may occur.*

### Receipts

Receipts are confirmation of payment and differ from an invoice, which is a request for payment from a supplier.

**Invoices are not evidence of expenditure – unless they show a zero balance.**

Highlight relevant items if multiple items are listed on your receipt.

**No receipt?** A bank statement or online banking funds transfer slip can be used to evidence payment. Your statement should clearly show the applicant name, payee name, date and amount paid. You are welcome to redact any other confidential information from your statement that is not evidencing grant expenditure.

RECEIPT EXAMPLES HERE:



**BUNNINGS**  
**warehouse**

BUNNINGS GROUP LIMITED  
ABN 26 008 672 179  
PH: 0800 000 000

Wed 01/01/2020 01:14:55 PM  
 TRADE DESK R12  
 DIGITAL RECEIPT



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**Sale**

**\*\* TAX INVOICE \*\***


4892210162885 LINE TRIMMER PETROL RYOBI	
25.4CC ESTART RLT254CDSO	\$189.00
1 @ SubTotal:	\$189.00
<b>Total</b>	<b>\$189.00</b>
GST INCLUDED IN THE TOTAL	\$17.18
OpenPay	\$189.00
Ref: 1000000994168	
Rounding	\$0.00
<b>Change</b>	<b>\$0.00</b>

\*\*\* Indicates non taxable item(s)

58035 R12 P392 C165688 #012-92486-8035-2020-01-01



Thank you for shopping with Bunnings  
 Please retain receipt for proof of purchase



**Happy Hire Pty Ltd**  
 Phone: 03 9999 0000  
 info@example.com.au  
 www.example.com.au  
 ABN: 12 345 678 910

**RECEIPT**

**001**

Customer	A Citizen
Business	N/A
Address	1 Example Street, Suburb, VIC 3155
Phone	03 9299 9999

Qty	Item/Description	Price each	Total
2	Microphones – Hire fee – 1hr	\$25.00	\$50.00
30	Chairs	\$5.00	\$150.00
	<b>Total</b>		\$200.00
	<b>GST inc in total</b>		\$18.18
	<b>Paid</b>		\$200.00
	<b>Balance</b>		<b>\$0.00</b>

Payment received in full - Thank You

### Examples of Acknowledgement

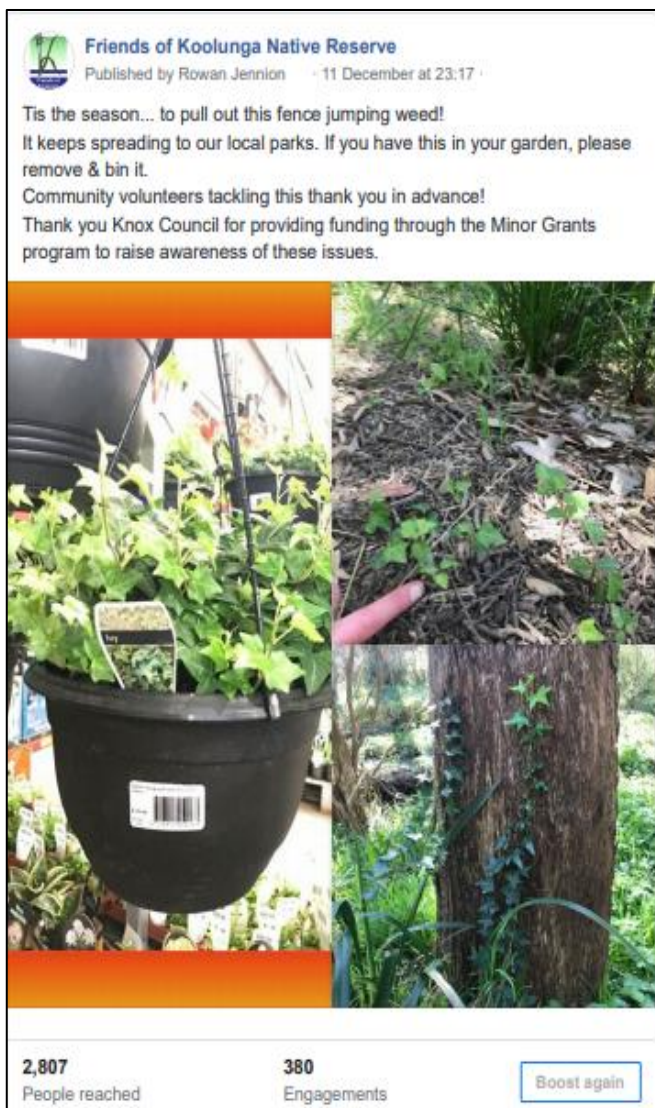
Your organisation must acknowledge Knox City Council as the provider of funding in relevant promotional material such as:

- social media posts
- flyers, leaflets or invitations
- press releases
- annual reports
- at events associated with the project

Acknowledgement should be worded as follows:

***'The (project name) project has been supported by a grant from the Knox City Council's Minor Grant Program'.***

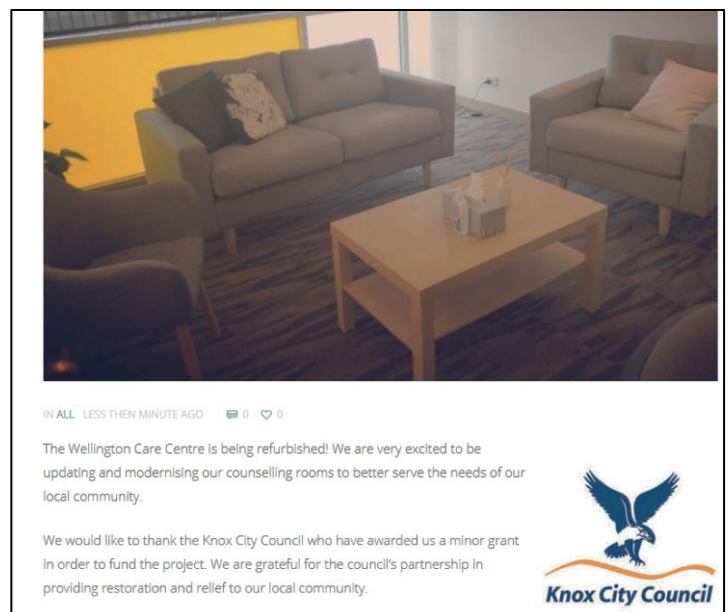
Below are examples to give you an idea:



**Friends of Koolunga Native Reserve**  
Published by Rowan Jennion · 11 December at 23:17


Tis the season... to pull out this fence jumping weed!  
It keeps spreading to our local parks. If you have this in your garden, please remove & bin it.  
Community volunteers tackling this thank you in advance!  
Thank you Knox Council for providing funding through the Minor Grants program to raise awareness of these issues.

2,807 People reached      380 Engagements      [Boost again](#)



**Wellington Care Centre**  
The Wellington Care Centre is being refurbished! We are very excited to be updating and modernising our counselling rooms to better serve the needs of our local community.

We would like to thank the Knox City Council who have awarded us a minor grant in order to fund the project. We are grateful for the council's partnership in providing restoration and relief to our local community.

  
**Knox City Council**



**Haering Road Pre-School**

**Mud Kitchen Upgrade**  
The 2020 Parent Group was successful in securing a grant for the new mud kitchen at Haering Road Kindergarten. The mud kitchen provides a whole variety of different learning opportunities, including sensory, imaginative, creative and exploratory play. The kids love it!  
The mud kitchen project has been supported by a grant from the Knox City Council's Minor Grant Program.

Top things to remember:

Keep your receipts  
safe! This is  
evidence of your  
expenditure

You must acknowledge  
Council funding in your  
publicity:  
*'This project has been supported by  
a grant from the Knox City Council's  
Minor Grant Program'*

An invoice is **NOT**  
evidence of  
expenditure (unless  
it has a zero balance)

Take some  
great photos  
and share them  
with us!