

## 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.
- An itemised report of funding expenditure including receipts for expense items, or other documentary proof of expenditure of Council grant funding (receipt/s must show a zero balance as proof of payment. Invoices will not be accepted unless they display a zero balance owing - see pages 2 & 3 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.*

**TOP TIP:** If you have a change of project contact, please let us know so that we can change your details.

### 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.

EXAMPLES OF PROOF OF PAYMENT HERE:



EXAMPLES OF PROOF OF PAYMENT CONTINUED:

### Online Banking Transfer Receipt

- \$645.80	←	Amount paid
Transfer to Mike's Craft Supplies Commbank app	←	Recipient
Invoice 123 Workshop Trial	←	Reference
Jane Citizen 12345612345678 Invoice 123 Workshop Trial		
Fri 29 Jul 2022 1:48PM (Syd/Melb time)	←	Date and time of payment
Receipt No: N123456789	←	Receipt No.

### Bank Statement

**Commonwealth Bank**

Commonwealth Bank of Australia  
ABN 48 123 123 124 AFSL and  
Australian credit licence 234945

Mrs Jane Citizen  
1 Example Street  
SUBURB VIC 3155

## Your Statement

Statement 68 (Page 1 of 7)

Account Number [REDACTED]

Statement Period 1 Dec 2021 - 31 May 2022

Closing Balance [REDACTED]

Enquiries 13 2221

Date	Transaction	Debit	Credit	Balance
01 Dec	[REDACTED]		12.00	[REDACTED]
01 Dec	[REDACTED]		25.00	[REDACTED]
02 Dec	HAPPY HIRE PTY LTD 3155	575.00		\$2,545.00 CR
05 Dec	[REDACTED]		30.00	[REDACTED]
06 Dec	[REDACTED]		35.80	[REDACTED]

### Photos / videos of your project

We love to see photos or videos of your project so please be sure to include these in your acquittal. If you're happy for us to share your photos to help promote the benefits your project has brought to the community, please ensure you complete the 'Photograph and Video Permission Form' that will be available in the acquittal form.





### Examples of Acknowledgement

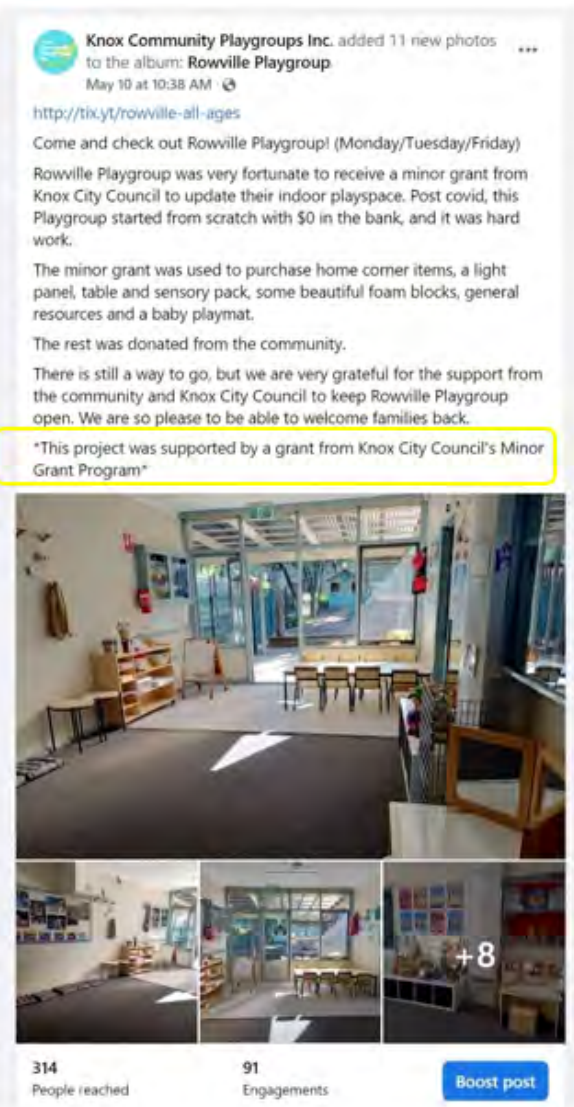
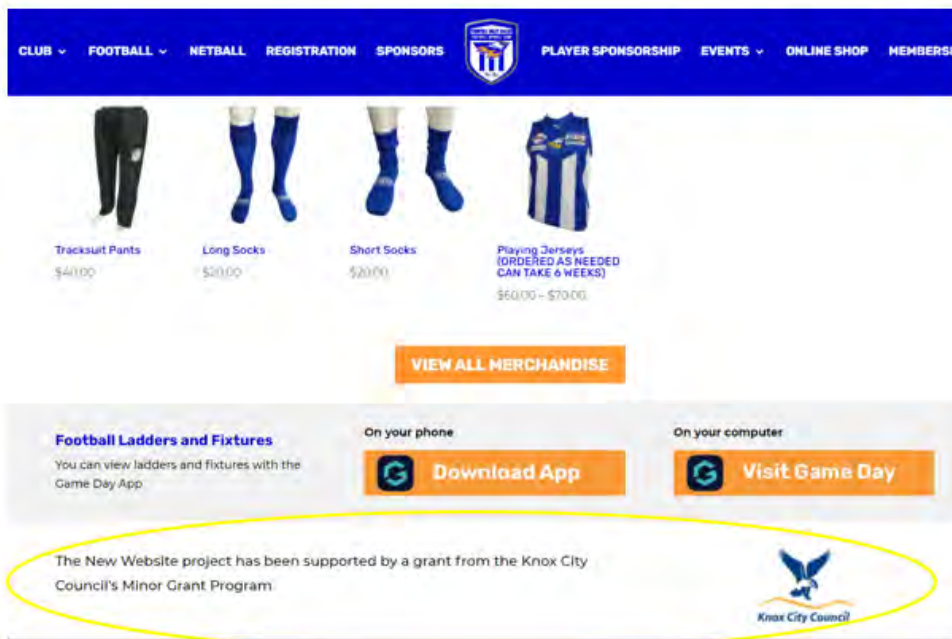
Your organisation must acknowledge Knox City Council as the provider of funding in relevant promotional material such as:

- 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:



### Positive feedback / quotes

Feedback and quotes from your project are a great way to confirm if you've achieved the desired outcomes. Don't forget to note down any quotes during your project so you can later record it in your acquittal.

*"I feel so much fun and have full energy when I am dancing with you all"*  
*"I feel more confident to dance and speak with other people"*  
*"I feel I can share my feelings with you if I am feeling low"*

*Thanks again for those amazing outdoor packs! The boys have loved taking all the goodies on our outdoor adventures. They have especially loved making art from nature (building villages is art right?) and checking out little critters with their magnifying glasses. I can see how much love and care went into those bags, so much appreciated!"*

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### Equipment - asset register

Equipment purchased with a grant from Council must be recorded on an appropriate asset register. In the event that the equipment is no longer required by the organisation, Knox City Council is to be consulted in regard to any proposed re-allocation.

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## TOP THINGS TO REMEMBER!

**Keep your receipts safe! This is your evidence of expenditure**

**Take some great photos and share them with us!**

**You must acknowledge Council funding in your publicity:  
'This project has been supported by a grant from Knox City Council's Community Development Fund'**

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