



## Acquittal Report Guidelines

### Why you need to acquit your grant?

Having completed your funded project, Golden Plains Shire Council (GPSC) needs to gather information from you.

The information you provide in your Acquittal Report will:

- Account for your use of public funds, demonstrating that the funding was used for the purpose for which it was provided and in accordance with your Funding Agreement.
- Assist GPSC in assessing how successful funding programs are in meeting the needs of the Golden Plains Shire community.
- Provide you with the opportunity to make suggestions regarding improvements to the funding program.

### When should you acquit your grant?

Your Acquittal Report due date and full acquittal requirements are specified in your Letter of Offer/ Funding Agreement.

If your application is a multi-year application, you are required to update on your project by submitting an Acquittal Report and apply for the following year's funding each year.

Acquittals are submitted online using SmartyGrants. All funding recipients will be sent information about the acquittal process (including a link to your Acquittal Report form) and timeline directly via email.

If you have any difficulty providing your report on time or complying with any specified requirements, please discuss with the Community Development and Grants Officer as soon as possible on Ph: (03) 5220 7111.

### What happens if you don't acquit?

If you do not satisfactorily acquit your grant, you will not be eligible to apply for further Golden Plains Shire's grants programs.

### Do you have to answer every question in this form?

The Acquittal Report is made up of the following four sections.

- A. Project evaluation (feedback on your project)
- B. Financial reconciliation (how you spent your money)
- C. Program evaluation (feedback on the Berrybank Wind Farm Community Grants Program)
- D. Certification

You will need to address each section, although some questions may not be relevant to your project. In cases where the item does not apply to your project, please answer **NA (Not Applicable)**.

### Acceptance of your acquittal

We will notify you once we have received and accepted your Acquittal Report. You will then:

- Apply for the following year's funding if your application is a multi-year application; or
- Have completed all obligations under the Funding Agreement.