

# COMMUNITY GRANTS PROGRAM 2023–2024

## Acquittal fact sheet

### 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 \$1000.

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.

