

Acquittal Requirements

Congratulations! You have completed your grant funded project. Now that your project is complete you must fill in and submit your acquittal to officially declare your project as finished.

What is an acquittal?

An acquittal is an end of project report that is submitted by the successful applicant (you) that describes the details and activities conducted throughout your project that was funded through a Cook Shire Council grant program.

Why is an acquittal important?

Acquittal reports are important as it ensures Council funding is being spent responsibly on items that have been outlined in the grant application, adhere to funding guideline and agreed upon with Council. Applicants are required to provide evidence of the project taking place and how the funds were expended (in line with approved items and the funding guidelines).

Future applications cannot be considered for Cook Shire Council funding streams if previous grant acquittal conditions and requirements have not been completed to Councils' standards.

What does Cook Shire Council Require from your Acquittal?

Cook Shire Council Community Grants, Sponsorship and RADF require the following information from each successful applicant as part of their funding acquittal:

- A completed acquittal using the funding streams acquittal form from the Cook Shire Council website.
- Detailed report regarding the events of the project
- Acquittal submitted within 8 weeks upon project completion
- Photos of the project (i.e. workshop sessions, the supported event, equipment purchased etc.)
- Proof of funding acknowledgement of Cook Shire Council and Arts Queensland for RADF (i.e. invitations to Councillors to attend events, use of Council logo on posters, Social Media post thanking Council for support etc.)
- Proof of expenditure (i.e. copy of receipts, invoices and bank statement)
- Participation and/or audience feedback where possible

Examples of Acceptable Acquittal Documentation

Social Media Tag

Councils Social media tags for Facebook – Cook Shire Council
[facebook](#)



Posts acknowledging/thanking Council for funding with tags to the Cook Shire Council Facebook page are great to share with the community.

Example:



We would like to thank [Cook Shire Council](#) for kindly supporting [Wallaby Creek Festival](#) with the delivery of 2 truckloads of mulch to the festival site in preparation for their upcoming tree planting event, scheduled for early January 2022 🌱

To further assist Wallaby Creek Festival, we are still on the search for the following species for the planting:

- Antidesma bunius
- Backhousia citriodora
- Calophyllum sil / australianum
- Cardwellia sublimis
- Flacourtia sp. Shiptons
- Flindersia pimentelliana
- Grevillea bailyana
- Lindsayomyrtus racemoides
- Semecarpus australiensis
- Toona ciliata

If you or someone you know has these species, please email: emma@scyc.com.au 🐞



Proof of Expenditure - Invoices and Receipts

Proof of expenditure is essential for all grant acquittals as it shows that the grant money has been spent on the approved project as per the application that was accepted by the grant provider.

Ways to show proof of expenditure:

Receipts are a confirmation of payment and differ to an invoice, which is a request for payment from a supplier (this generally does not show that goods have been paid for).

**Highlight the purchases you are providing as evidence of payment if multiple items are listed on the receipt.*



INVOICE

Invoice ID: 25
Issue Date: 24/05/2021
Due Date: By 30 days from date of invoice issue (23/06/2021)

From: R:
ABN: 821
Address: 3/25 CLAI RD
Mobile: 047
Email: @gmail.com

To: ABN
Address: COCKTOWN QLD 4895
Email:

Payment Details

Paid to: MR BR
BSB: 9
ACCT: 64

DATE	DESCRIPTION	QUANTITY	AMOUNT
23/05/2021	PHOTOGRAPHY PACKAGE	1.00	\$400.00
	SUBTOTAL		\$400.00
	AMOUNT DUE		\$400.00

No receipt?

A bank statement or online banking funds transfer slip can be used as evidence for payment. Your statement should clearly show the applicant name, payee name, date and amount paid. Please remove any other personal/confidential information from your statement that is not grant expenditure.

Unacceptable proof of expenditure

We will not accept any form of documentation that is:

- Invoices or receipts that are dated before the application was approved (retrospective costs)
- Invoices or receipts for items that were not approved
- Invoices or receipts not issued in the name of the organisation
- Invoices or receipts that are faded/torn or unclear
- Purchase/sales orders
- Quotes
- Pro forma invoices

Photos and use of Council Logo

Photos taken during your project should be CLEAR, photos should also show attendees and the project being delivered.

Before using the Council logo on any posters, apparel, social media posts, printed materials etc. you must seek approval of designs from Council by emailing grants@cookqld.gov.au

We have many different kinds of logos, fit for different purposes, our team can provide the best insight on which one you need. So please check with us before you take any further steps with the use of our logo.



Attendees should provide consent for any photos taken of them during the event/workshop/project etc. Please DO NOT provide photos of people who have not given consent. As the applicant, you agree to gain relevant permissions from persons within the photographs prior to submitting photos to council.



Collecting Feedback

As a part of your acquittal it is important to show any feedback that was given on your project whether it be written or verbal, this helps to identify what was done well and what could be improved on for next time.

Example:

“I absolutely loved attending this workshop, it was super informative and I hope to attend the next one”

“The event was really great, although it would have been nice to see some more signage as I got lost a few times”

“Thank you so much for hosting this workshop, I have been looking to expand on my interest in the art space and this has helped me gain more knowledge.....”

Attendee feedback can be obtained by simply handing out a feedback form at the end of your project or for electronic and anonymous feedback online surveys can also be useful.