Grant Acquittal – How to Guide

What is an acquittal

An acquittal is a report submitted by a successful grant recipient to demonstrate how the funding was used. It outlines the outcomes achieved and provides a breakdown of expenditure, confirming that the funds were used for their intended purpose.

Why is an acquittal important?

An acquittal is important because it ensures public funds are being used responsibly and in accordance with the program guidelines.

Applicants are required to provide evidence of all purchases, demonstrating that funds were spent on approved items.

The acquittal must be submitted within three months of expenditure or before the next grant round opens-whichever comes first. Applicants with outstanding or incomplete acquittals will not be eligible for future Benalla Rural City Council grants. Additionally, if an acquittal is not submitted, the grant funds may be required to be returned to Council.

What information is needed to complete the acquittal?

To complete your acquittal, you'll need to provide the following information via the SmartyGrants portal (a link will be sent to you by email):

- **Receipts** for all expenses paid using the grant funds. These must clearly show the amount paid. *Note: invoices are only accepted if they show a zero balance (i.e., marked as paid).*
- **Evidence of Council acknowledgement** in your promotional materials. This can include social media posts, press releases, flyers or plaques. Suggest wording: *"The (project name) project has been supported by a grant from the Benalla Rural City Council's Grants Program'.*
- **A short summary** explaining how the project benefited the community – we'd love to hear your story.
- **Photographs or videos** of your project, purchase or event – we love to see your photos.

Please note, if you have a change of project contact, let us know so that we can change your details in the SmartyGrants portal.