

ACQUITTAL FACT SHEET

Your acquittal process should begin as soon as you receive notification of a successful grant application.

A well written, honest evaluation and report of your funded project/activity will go a long way to building your relationship with a funding body and providing a good foundation for the next application you submit.

WHAT IS AN ACQUITTAL?

An acquittal is a report submitted by the successful applicant that accurately details the funded outcomes and how the expenditure of Dubbo Regional Council (DRC) funds was spent.

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 application and relevant guidelines. Applicants are required to supply evidence on the initiative taking place and to confirm funds were expended on approved items.

Organisations with an overdue acquittal or who have failed to successfully acquit a previous Council grant are not eligible for future DRC funding.

If you are not able to complete your event within the original timelines, you can submit a request for variation or extension to DRC for consideration.

WHAT DOES DRC REQUIRE?

Dubbo Regional Council requires the following to successfully acquit organisations as part of their acquittal:

- A completed acquittal on-line using SmartyGrants portal;
- Acquittal submitted within 60 days of completion of the event
- Any unspent grant funds must be returned to Council;
- Receipts for all items which were approved in the application
- Any special conditions as listed within the funding agreement.

Your acquittal should accurately reflect the description and outcomes of your event. Your acquittal will include:

- A description of the event
- A description of the outcomes of the event
- An explanation of how participants and the community benefitted from the event; and
- A summarised evaluation of any lessons learned, what went well and what you would do differently.

RECEIPTS

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

Hint: Highlight supplier items you are evidencing payment of if multiple items are listed on receipt.

NO RECEIPT?

A bank statement can be used to evidence payment. The statement should clearly show the organisation's name, payee name, date and amount paid. Please redact any other confidential information from the statement that is not evidencing grant expenditure.

SUPPORTING MATERIAL

Events receiving funding are required to return the following benefits:

- DRC brand placement/recognition on promotional material
- Willingness to participate in a joint media call or media release to help promote your event and Council's sponsorship.
- Arrange with Council's Events Unit to collect a banner promoting Council's support for your event.
- Provide a minimum of 3 high res images that can be used by Council to promote your event in the future and use to support destination marketing activities.

TIPS & TRICKS

- Read through the funding guidelines, notification letter and the original successful application. Note in particular any special conditions for reporting.
- Make a list of the supporting material your organisation can provide with the acquittal. Make sure this list becomes part of the management plan for the funded project or activity.
- Dubbo Regional Council's grant acquittals are completed online, and this often involves word limits. It is a good idea to compose the answers to the questions in a Word document first to ensure you say what you need to say and stay within these limits.
- Always start the written descriptive part of any acquittal as soon as the event is completed, while things are still fresh in your mind. If this is not possible, as a minimum create a list of dot points outlining major successes and challenges of the event to refer to later.
- Avoid overestimating the success or impact of your event. It is just as important to honestly discuss the failures or challenges experienced when delivering a event as it is to highlight its strengths.
- For financial information, always use the budget within your successful application to guide as the template for reporting against actuals.
- If an event has had more than one funding source, create a master financial reporting template, then ensure the figures for any individual funding acquittal can be matched against this template.