

GRANTS

ACQUITTAL FACT SHEET

This fact sheet explains the acquittal process, how to access your online acquittal or claim form, and what information you will need to provide. The acquittal is the final step of your grant. You must show what you delivered, how you spent the funding, and what difference your project made.

1. What is an acquittal?

An acquittal is a mandatory part of receiving a City of Casey grant. It is the final step in the grant process and must be completed once your project is finished.

- How the grant funds were spent
- Whether the project was delivered as planned
- The outcomes and benefits achieved for the community

Your acquittal will typically include:

- A financial summary showing actual income and expenditure
- Evidence of spending (such as invoices and receipts)
- A description of what you did and the activities delivered
- Outcomes, achievements and any challenges
- Supporting material such as photos, attendance numbers or evaluation results

2. Why acquittals are important

Completing an acquittal:

- Confirms that public funds have been used appropriately
- Demonstrates the impact of your project
- Helps Council improve future grant programs
- Is required for your organisation to remain eligible for future funding

Failure to submit a satisfactory acquittal may result in:

- Requests for additional information
- Repayment of unspent or ineligible funds
- Ineligibility for future City of Casey grants

3. How to Access Your Online Acquittal Form

1. Log in to your online SmartyGrants account via <https://casey.smartygrants.com.au/>
2. Navigate to 'My Submissions'.
3. Locate your funded project under 'In Progress' or 'Acquittals Due'.
4. Select 'Acquittal Form' or 'Claim Form' to begin entering your information.
5. Save your form at any time and return later.

4. When Can You Access Your Form?

Community Grants, Quick Response Grants and Equipment & Training Grants

Form opens immediately after funding approval. Applicants can add receipts at any time during the project.

Achievement Grants

The claim form is available only after the funded individual has attended the event.

5. Information To Include When Completing Your Acquittal Form

- Financial documentation (receipts, invoices, proof of payment) is required for all grants funded for \$1,000 and above
- What was delivered (activities, events, training, equipment)
- Evidence of delivery (photos, certificates, promotional materials)
- Some common acquittal questions include:
 - Briefly describe the people who participated in your project?
 - How many people participated in, or benefit from, this project?
 - What were the most significant outcomes of your project for Casey residents?
 - What were the highlights of your project?
 - What might you do differently, or what may help you to improve your project in the future?

For further information or assistance, contact the City of Casey Grants team or refer to the relevant grant guidelines.

Contact the City of Casey:

Web: casey.vic.gov.au
Email: caseycc@casey.vic.gov.au
Phone: 03 9705 5200
Post: PO Box 1000, Narre Warren VIC 3805
NRS: 133 677 (for the deaf, hearing or speech impaired)

Customer Service Centres:

Narre Warren: Bunjil Place, Patrick Northeast Drive
Cranbourne: Cranbourne Park Shopping Centre
ABN: 43 320 295 742



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