








## How do I acquit my approved Council funding?

Once you have received confirmation that your funding application was successful, a funding agreement will be established and then you may commence your project/event.

You will need to provide a report on your funded project or event 6 weeks after you have completed it. This is called an acquittal report.

Council will ask you to provide certain information about your project/event. Remember to keep this information together as you work through your project/event.

### Things that we need to see in your acquittal report:

-  **Evidence of how you acknowledged Council support** *eg. Take photos/screenshots of any advertising/social media; ask to use a Council banner and display it at your event; have a Councillor attend your event.*
-  **How you spent the funds** *eg. keep a record of all invoices etc to the total of funding you were granted - these will need to be uploaded into the acquittal report*
-  **An accurate budget of income and expenses** *eg. this may be different to the budget in the application*
-  **Photos from your event or stages of completion of your project**
-  **How your project/event met the objectives you outlined in your application**

Once your acquittal report has been submitted, it will be assessed against the application itself. If you have not provided sufficient evidence your acquittal report might not be accepted. If this happens, your organisation may be required to return funds not spent or may be deemed ineligible to apply for further funding.

Guidelines can be found on Council's website:

[www.wdrc.qld.gov.au/grants-and-funding](http://www.wdrc.qld.gov.au/grants-and-funding)

**The grants team is here to help.**

Please contact us if you have any questions regarding Council's grant programs.

☎ **1300 COUNCIL**

✉ [grants@wdrc.qld.gov.au](mailto:grants@wdrc.qld.gov.au)