

ACQUITTAL – FINANCIAL GRANT REPORT

Submit a financial grant report

Some Australia Council grant recipients are required to submit a Financial Grant Report once they have completed their funded project. Choose this option if you are a recipient of an Australia Council grant, or you have administered a grant on behalf of someone else, and you would like to acquit the financial part of that grant now. If your funding agreement states that you are required to complete an 'Acquittal Report' this means you must complete both the Artistic Grant Report and the Financial Grant Report. (Access restricted to current Australia Council Grant Recipients and Administering Bodies only!)

Financial Grant Report

Are you completing a financial grant report for a grant that someone else was awarded but that you have administered? Yes No

'Administered' means taking financial responsibility for a grant.

Select **No** if **you are the recipient of the grant** and your grant was **not** administered.

Select **No** if you agreed to administer a grant that was awarded to a group and **you are a member of that group**.

Select **Yes** if you agreed to administer a grant that **someone else** was awarded.

Please select from the drop down menu, the application you are submitting a financial grant report for.

*Application :

Grant Recipient :

Board/Section :

Category :

Grant Amount :

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As you work through the screens we recommend that you use the 'Help' option (in the top right-hand corner) as it will provide additional information that may assist you in completing your Financial Grant Report. Each page has help information relevant to that page.

Delete This Grant Report

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Non-Grant Income

| Application | Grant Recipient | Board/Section | Category | Grant Amount | Project Officer |
|-------------|-----------------|---------------|----------|--------------|-----------------|
| | | | | | |

Please record below what non-grant income resulted from your project.
 If no non-grant income resulted, choose 'None' from the income type drop-down list and enter '0' for the actual amount.

| *Income Type | *Actual Amount | Actual Notes | Delete |
|---|----------------|--------------|--------------------------|
| Merchandising and Retail <input type="button" value="v"/> | 4000 | xxxxx | <input type="checkbox"/> |
| Non-Cash assistance (estimate of \$ value) <input type="button" value="v"/> | 250 | ssss | <input type="checkbox"/> |
| Audience Sales <input type="button" value="v"/> | 3000 | | <input type="checkbox"/> |

row(s) 1 - 3 of 3

Add another row

Delete the selected rows

Your total non-grant income is now :

PREVIEW ONLY –
DO NOT COMPLETE

Grant Income

| Application | Grant Recipient | Board/Section | Category | Grant Amount | Project Officer |
|-------------|-----------------|---------------|----------|--------------|-----------------|
| | | | | | |

Please record below any income you received for this grant.

- The amount you were awarded for this grant will be displayed in the first row.
- If you also received funding for this project from other Australia Council grants you should record that by clicking on 'Add another row' then selecting **Australia Council grants (for one-off projects)** or **Australia Council funding (annual and multi-year funding for organisations)** below.
- If you received grants from other sources click on 'Add another row' then select the relevant income type and enter the details below.

| *Type of funding body | *Actual Amount | * Name of funding body | Delete |
|---|----------------|------------------------|--------------------------|
| This Grant <input type="button" value="v"/> | 30000 | Music Board | <input type="checkbox"/> |

row(s) 1 - 1 of 1

Add another row

Delete the selected rows

Your total grant income is now :

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Wages, Salaries and Fees Expenditure

| Application | Grant Recipient | Board/Section | Category | Grant Amount | Project Officer |
|-------------|-----------------|---------------|----------|--------------|-----------------|
| | | | | | |

Please record below what wages, salaries and fee expenditure resulted from your project.

| *Artist Name | *Artist Role | *Actual Hourly Rate | *Actual Total Fee | Delete |
|--------------|--------------|---------------------|-------------------|--------------------------|
| Artist 1 | director | 25 | 3000 | <input type="checkbox"/> |
| Artist 2 | artist | 20 | 3500 | <input type="checkbox"/> |

row(s) 1 - 2 of 2

[Add another row](#)

[Delete the selected rows](#)

Your total wages, salaries and fee expenditure is now :

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Other Expenditure

| Application | Grant Recipient | Board/Section | Category | Grant Amount | Project Officer |
|-------------|-----------------|---------------|----------|--------------|-----------------|
| | | | | | |

Please record below what other expenditures resulted from your project.

If no other expenditures resulted, choose 'None' from the income type drop-down list, enter 'N/A' for details column and enter '0' for the actual amount.

| *Expenditure Type | *Details | *Actual Amount | Actual Notes | Delete |
|--|----------|----------------|--------------|--------------------------|
| Production, program and direct costs | xxx | 20000 | | <input type="checkbox"/> |
| Promotion, documentation and marketing costs | xxx | 5000 | | <input type="checkbox"/> |
| Administration costs | xxxx | 2000 | | <input type="checkbox"/> |

row(s) 1 - 3 of 3

Add another row

Delete the selected rows

Your total non-grant income is now :

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Save

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| Application | Grant Recipient | Board/Section | Category | Grant Amount | Project Officer |
|-------------|-----------------|---------------|----------|--------------|-----------------|
| | | | | | |

Supporting Material

You may choose to provide accounts, receipts, invoices or other budgetary documentation to support this Financial Grant Report if you wish. If so, such documentation should relate closely to your project or funded activities.

Attach electronic copies of any financial support material you wish to provide. Your attachment must be in PDF format. Enter the file details below and click on **Browse** to select the file and then click on **Attach**.

Are you providing support material? Yes
 No

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NB: Recipients with grants of \$50,000 or over are required to provide financial accounts certified by an accountant in public practice. For these grants the online system requires recipients to attach a PDF of these accounts at this point.

Certification

I, hereby represent and warrant that I have the authority to submit this financial grant report.

I confirm that the details provided are correct and that the grant was used for the approved purpose(s).

I acknowledge that the information in this report may be used by the Australia Council :

(1) to evaluate and report on the achievements of funded activities as part of the Australia Council's statutory reporting obligations

(2) to monitor and report on the effectiveness of Australia Council funding programs

(3) to assess the effectiveness of our administrative processes including training or system testing by Australia Council staff

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