

# COMMUNITY DEVELOPMENT GRANT PROGRAM

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## FREQUENTLY ASKED QUESTIONS

### **What is an acquittal?**

An acquittal is simply a record of how your City of Hobart grant funds were spent and the outcomes of your project. It is a required process all applicants agree to when accepting a grant.

### **Why do acquittals matter?**

The acquittal informs us of your project outcomes allowing the City of Hobart to be accountable for the funds dispersed in the community. Your honest feedback provides insight into your project's achievements and challenges, which helps us to continually develop the grant programs to best support applicants.

### **Where do I find the acquittal form?**

Your acquittal form is available online in your SmartyGrants account where you completed your application.

### **How many times can I enter the acquittal form?**

You may enter and save your progress as often as you like, however the form will close once submitted.

### **What if I need to access my acquittal form after I submit it?**

You will need to email or phone the Grant Officer to request the form to be reopened for you.

### **Can I do a paper copy or send support material in the post?**

No. A completed acquittal needs to be submitted through SmartyGrants. Paper copies will not be processed.

### **When is my acquittal due?**

The form is accessible when you receive your grant. Your deadline is detailed in the Letter of Offer.

### **What do I do if I am unable to finish the acquittal by the due date?**

You can request an extension explaining reasons for the delay and the additional time you require.



# ACQUITTAL PROCESS FREQUENTLY ASKED QUESTIONS

## Continued

### **Are there things I cannot acquit?**

You cannot acquit a project that has not finished yet, items purchased before the grant offer was made or items purchased for activities unrelated to the project.

### **What attachments should I be uploading?**

We require a copy of material with our logo on it, which should include marketing, advertising, programs or brochures. We also ask for up to five photographs of your project with relevant photo credits. Other attachments you may want to include are video files, audio files and links to websites that document your project.

### **Do I need to attach the receipts of things I buy for the project in the acquittal?**

No, you will not be required to attach receipts or invoices to the City of Hobart acquittal.

### **Will I need to do a lot of writing?**

Most of the form comprises of tick box style questions and there are limited text base answers, which you can give in dot points if you prefer.

### **What happens if I don't do my acquittal?**

Both individuals and organisations whose names are attached to an outstanding acquittal are unable to apply for another City of Hobart grant.

### **What happens if I don't spend all of the grant money?**

Unspent funds will need to be returned. You will need to describe in your acquittal the funds spent and speak to the Grants Officer to organize an invoice for the remaining amount.

### **What happens if my project didn't happen or changed a lot from the description in the original application?**

It is normal for projects to evolve, however as part of your funding agreement you are required to communicate significant changes and seek approval, preferably before they occur. This could include significant date changes, change of venue, change of key personnel or significant change of program activities.

### **What do I do if I have more questions?**

Contact the Community Development Grants Officer  
Josie Chapman either by email on: [chapmanjs@hobartcity.com.au](mailto:chapmanjs@hobartcity.com.au)  
or by phone on 03 62 382132.

