

Acquittal Fact Sheet

What is an Acquittal?

An acquittal is a report submitted by the successful applicant that accurately details the funded activity outcomes and how the Expenditure of Townsville City Council Grants and Partnerships funds were 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 Agreement and program guidelines. Applicants are required to supply evidence on the initiative taking place and that the funds were expended on approved items in line with the program guidelines.

Organisations' cannot be considered for future Townsville City Grant and Partnerships funding if previous successful grant application acquittal conditions/requirements have not been met or completed to Councils' standards.

What does Townsville City Council Require?

Townsville City Grants and Partnerships require all of the following standard requirements from a successful applicant as part of their acquittal:

- A completed acquittal on-line using SmartyGrants portal;
- Acquittal submitted within 28 days of completion of initiative, unless otherwise stated;
- Any unspent grant funds must be returned to Council;
- Receipts for all items which were approved in the application budget (Quotes, Invoices or Tax Invoices will not be accepted)

Extra requirements required in an acquittal based on the amount of funding your organisation received;


Grants up to \$5,000	All of the above plus: <ul style="list-style-type: none"> • Photographs of the event – clear, showing crowds, signage • Use of TCC Logo • Social Media Tags • Public Announcement at the Event • Invitations to Mayor and/or Councillor • Participation Numbers • Benefit to the community
Grants \$5,001 to \$25,000	All of the above (incl Under \$5k requirements) plus: <ul style="list-style-type: none"> • Grant Priority Support • Collaboration/Partnerships with other organisations
Grants \$25,001 to \$50,000	All of the above (incl Under \$5k and \$5,001 to \$25k requirements) plus: <ul style="list-style-type: none"> • Outcome Report • Evaluation Report

Examples of Good Evidence

Social Media Tag

Councils Social media tags for Instagram, Facebook and Twitter include

- @townsvillecouncil
- #townsvilleshines



Magnetic Island Race Week
2 September · 🌐

Day 2 Wrap Video - Highlights of the Townsville City Council Race Day - a Strand Sail Past, lots of spinnakers, heaps of fun. Thanks to Revolution Productions for the awesome vision!
<https://www.youtube.com/watch?v=ZdRPnFF0Sic>

YOUTUBE.COM
2019 - SeaLink Magnetic Island Race Week Day 2 Sailing
Townsville City Council Race Day - Sailing Wrap Video 2019

1,157 People reached **138** Engagements [Boost Post](#)

Performance for your post

1,157 People Reached

34 Reactions, comments & shares ⓘ

23 Like	12 On post	11 On shares
2 Love	2 On post	0 On shares
1 Haha	0 On post	1 On shares
1 Wow	1 On post	0 On shares
1 Comments	0 On Post	1 On Shares
6 Shares	5 On Post	1 On Shares

104 Post Clicks

0 Photo views	72 Link clicks	32 Other Clicks ⓘ
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NEGATIVE FEEDBACK

Receipts

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

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



EPH

Event and Party Hire
Ph: 07 1234 5678
Fax: 07 1234 5679
eph@email.example.com
www.webaddress.com
ABN: 12 345 678 910

RECEIPT

001

Customer	A Citizen
Address	1 Sample Street Townsville Qld 4810
Phone	07 4712 3456
Fax	

Qty	Item/Description	Price	Total
1 x	Microphone – Hire fee – 1 hour		\$10.07
1 x	Speaker – Portable – Hire Fee – 1 Hour		\$17.20

Total	\$30.00
GST incl in Total	\$2.73
Paid	\$30.00
Amount Owing	\$0.00

Payment received in full – Thank You

Please retain as proof of payment.

Photos

Photographs taken at your initiative should be clear, show the crowd and use of TCC signage



Photographs supplied as part of the acquittal process may be used for promotional purposes by Council. As the applicant, you agree to gain relevant permissions from persons within the photographs prior to submitting photos to Council.