

Managing your City of Moreton Bay RADF Grant

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Acquitting the grant- An acquittal report must be submitted after the project is completed. It's important that you read this report in [SmartyGrants](#) before commencing the project to ensure you are aware of the requirements. A reminder will be sent to the SmartyGrants account user's email address prior to the due date. The following documentation will be required for the acquittal report;

- Evidence that shows Council was acknowledged for the grant funding;
- Evidence that demonstrates the project was completed; and,
- Proof of payment for **ALL** approved expenditure items. This **MUST** be one of the following:
 - a receipt;
 - an invoice showing no balance owing; or
 - an invoice with a balance owing accompanied by a bank statement clearly indicating payment made to the supplier.

Acknowledgment - RADF grantees must acknowledge Arts Queensland and City of Moreton Bay for the grant funding. The acknowledgement text and lockup logo must be included in all promotional activities, publications and social media related to your project.

Acknowledgement text - *The Regional Arts Development Fund is a partnership between the Queensland Government and City of Moreton Bay to support local arts and culture in regional Queensland.*

Use of the lockup logo and acknowledgement text must be in accordance with Council's brand guidelines for Grantees. Follow these steps to access the Brand Guidelines and logos.

1. Download [Council's logo media pack \[ZIP File 12.0MB\]](#).
2. From your downloads folder, right click on the logo and media pack, 'Extract all' and
3. Save to a local folder on your computer and access the guidelines and logos from this folder.
Note that logos are available as EPS, JPG and PNG files.

Project changes - Changes or variations to the project, as described in your original application, must be approved by Council prior to being implemented. Approval can be requested by completing a Variation Request Form OR contacting us.

Complete a Variation Request Form if:

- The project won't be completed within 12 months of the round project start date (as listed in the [RADF Grants Program Guidelines](#) - page 8).
- New expenditure items are being requested that were not approved in the original application. Note that quotes will be required for these new items.

Contact us if variations include changes to dates, participants, outcomes or anything else.

The Variation Request Form can be found in [SmartyGrants](#). Go to 'My Submissions', select the application ID relating to your grant and add the Variation Request Form. Before submitting your form ensure that all project changes and associated expenditure is eligible under the [RADF Grants Program Guidelines](#). Your request will be assessed by a grants officer, and you will be notified of the outcome within 10 business days. It's important that the project changes, and any expenditure related to the changes, do not start until after you have received this notification.

Contact Us: Community Grants and Partnerships

Phone: 07 3205 0555 | Email: grants@moretonbay.qld.gov.au