

# Managing your City of Moreton Bay Community Grant

Community Activities | Community Facilities |  
Local Community Support | Regional Economic Development

**About the acquittal report** An acquittal report must be submitted no later than four weeks after the project completion date. Ensure you review this report in [SmartyGrants](#) before the project commences to ensure you are able to collect all required information during project delivery. A reminder will be sent to the SmartyGrants account user's email address prior to the due date. Please ensure this reminder is forwarded to the appropriate person/s in your organisation. Failure to submit the acquittal report will result in your organisation being ineligible for future Council grants. 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.

**Council Acknowledgment** Grantees must acknowledge Council for the grant funding in all promotional material and publicity relating to the funded project. Use of Council's logo must be in accordance with Council's Branding Quick Reference Guide. Follow the steps below to read the Guide and access the 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' or 'Explore'
3. Save to a local folder on your computer and access the logos and guide from this folder.

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

**A Variation Request Form must be completed if:**

- The project won't be completed within 12 months of the round project start date (as listed in the [Community Grants Program Guidelines](#) - page 7).
- 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 for all other project changes BEFORE changes are implemented.**

**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 [Community 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](mailto:grants@moretonbay.qld.gov.au)