

Tips for Writing an Acquittal Report

WHAT IS AN ACQUITTAL REPORT?

If you receive a City of Ryde Community Grant, you will be required to submit an acquittal report soon after the completion of your project. This must be within 12 months of receiving the grant. The acquittal form is available in SmartyGrants and you will be sent a link to access the form via email.

The acquittal report will ask you to demonstrate:

- What you did during the project;
- What the key achievements or results of your project were;
- Whether any of your plans changed since your initial proposal;
- What broader impact your project had or continues to have; and
- How you spent the grant money.

WHAT INFORMATION DOES A CITY OF RYDE ACQUITTAL REPORT REQUIRE?

Financial

You will be required to provide confirmation that you spent all the grant funding. You will be required to keep evidence such as receipts to demonstrate this expenditure. For larger grants you will need to arrange a Statutory Declaration to state that the funds have been spent on the project.

Data

Statistics can be a good way to give a quick and powerful snapshot of the impact and results of your project. It is often a good idea to collect statistics around things like attendance numbers, publications completed etc.

Qualitative Information

Statistics can only tell one side of the story. Think about how you might capture more information like participant satisfaction or impact on participants? Surveys, quotes and case studies can be a great way to capture this information.

Documentation

Don't forget, a picture is worth a thousand words! Make sure you get good images that capture your project. You can also download copies of promotional material and other items produced from your project. Good documentation is also useful to have when applying for future funding.

WHO READS THE REPORT

Your acquittal report will be read, in the first instance, by the Grant Coordinator. Other staff members may also read your report, especially if it validates key areas of the City of Ryde's Community Strategy. The materials you provide in the acquittal may be useful for publicity, or reports that the City of Ryde prepares.

ANSWERING THE ACQUITTAL QUESTIONS

A great place to begin your acquittal is to look at what you said you were going to do in your initial (and successful!) application. You may even cut and paste these initial proposal ideas and then modify them to fit the specific question asked. You now have the benefit of actually having done the project, so can provide detail under the headings adapted from the original proposal. Below are some common questions to answer as part of an acquittal report:

“What were the outcomes and achievements of your project?”

List the highlights and key achievements for your project. What were the highlights and key achievements of your project? This section can also be a great place to use statistics to demonstrate impact.

“What have you learned or what would you do differently?”

This is an opportunity to reflect on your project and celebrate the success. Things like:

- Audience reactions
- Opportunities and ideas for further work
- Which things worked, and what things, with the benefit of hindsight, would work in the future. If some things were challenging you can mention this too, and focus on how they were an opportunity for learning and development.

“How did the project change (if at all), from your initial proposal and plan?”

Don't worry if your project has diverged slightly from its original plan. This is a normal part of conceiving, executing, and reflecting on projects. Describe any differences, making sure that there is a sense of equivalence in the proposed and then actual course of events.

Important Note

If you need to change your project considerably from the original application, you must contact the Grant Coordinator, prior to implementing the change. This is a requirement in your grant funding agreement. You and the Grant Coordinator can discuss your situation and look at possible solutions.

“How did you acknowledge the City of Ryde funding?”

You will be required to provide proof of where and how you acknowledged the funding from the City of Ryde. Some common ways you might do this: using the supported by City of Ryde logo on marketing material for your project, recognising City of Ryde in a speech at the start of your event or recognising City of Ryde support in your annual report.

FURTHER INFORMATION

If you require further information regarding the acquittal process, please contact the Grant Coordinator on **9952 8222** or email commgrants@ryde.nsw.gov.au