

Community Grants Program

Online Acquittal Instructions

To complete the acquittal online

1. Go to <https://noosa.smartygrants.com.au/>
2. Log in to SmartyGrants. If you have lost the password use the **Forgot Password** link.
3. Go to **My Submissions**
4. Scroll down to **find the relevant grant application and acquittal form**
5. Click on the **Acquittal** form to open it.
6. Start completing the form – remember to **save** often so you don't lose any of your work.
7. You can close and return to the acquittal. Just follow steps 1 - 5 above to return to the form.
8. Complete and **submit** form

To change the registered user/login attached to the grant.

1. Create the new registered user/login
2. Email the new registered user/login name and email address to grants@noosa.qld.gov.au
3. The Grants officer will then attached the grant to the new registered email address/user/login

Q & A

Q. How do we share the Smartygrants access amongst the committee?

A. It is best to use an organisation email address rather than an individual's personal address, for example treasurer@noosabushcare.org.au rather than rovinghat@gmail.com.

Q. Why can't I find my acquittal?

A. As with many online applications the key to access is the registered email address and the password. Noosa Council uses SmartyGrants as our grants management system. A grant applicant (a not-for-profit organisation) registers in SmartyGrants and completes a grant application form. Subsequent access to the original grant application and the acquittal form is based on that original registered (user) email address and the password. Are you logged in as the original applicant? If not, you will not see the application or the acquittal form.

Q. What is an acquittal?

A. After you have delivered your grant-funded project you are obligated to do the final paperwork for your grant – this is called acquitting your grant and to do so you complete an acquittal form. You will be asked some questions about the organisation, the project, how the grant funding was spent and how Noosa Council was acknowledged. Once the acquittal form is submitted in SmartyGrants it will be reviewed by Council staff and approved. In some cases more information is sought before approval is possible. If all the funding has not been spent or spent on eligible items Council may seek a partial refund.