

Sample Event Acquittal Report

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Section A: Event Overview

* indicates a required field

Responses to questions are required in the fields below and cannot be submitted as attachments. Only additional supporting materials can be submitted as attachments.

Please ensure that the information you provide is as accurate and succinct as possible.

If you are unable to submit your report by the due date, please email Multicultural Affairs at MAfunding@cyjma.qld.gov.au

Privacy Notice

The Department of Children, Youth Justice and Multicultural Affairs is collecting personal information from the acquittal form for the purpose of administering the Celebrating Multicultural Queensland program. Personal information will be managed in accordance with the *Information Privacy Act 2009 (Qld)*.

Event Details

Payee

This field is read only.

Name of the payee for this submission.

Event Title

This question is read only.

Funding Amount (excluding GST)

This question is read only.

Start date of the event

This question is read only.

End date of the event

This question is read only.

Primary event address

This question is read only.

Additional event location(s)

This question is read only.

Question 1. Was the event held on the above date(s)? *

- Yes
- No - the event was held on a different date this year.
- No - the event was cancelled and will not be rescheduled this year.

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Question 2. Was the event held at the above location(s)? *

- Yes
- No

Please describe why the event was cancelled and why it can not be rescheduled this year. *

Do not include any event planning, rehearsing or organising periods within these dates. Only include the dates that the event actually took place.

What was the event Start Date? *

Must be a date.

Do not include any event planning or organising periods within these dates.

What was the event End Date? *

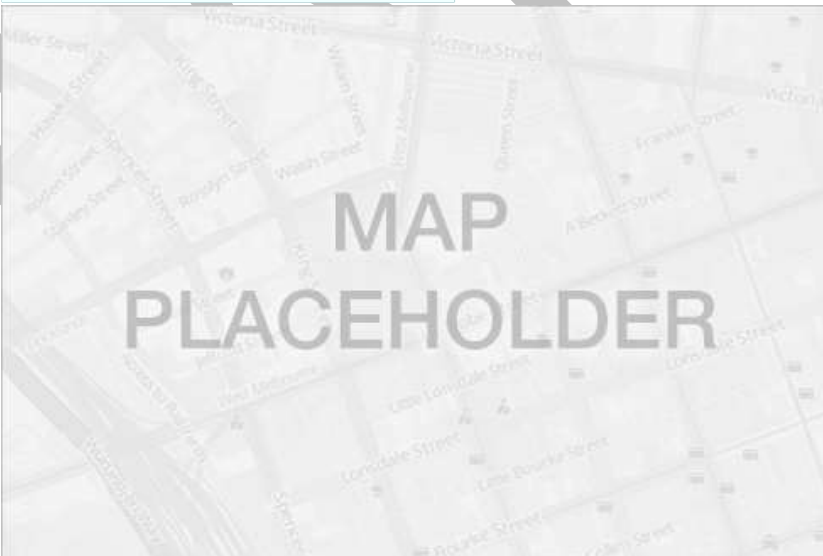
Must be a date.

Do not include any event planning or organising periods within these dates.

Indicate the building, park or location name of where the event was primarily held *

What was the primary address of where the event was held? *

Address



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Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be Australia

Did the event have any additional locations?

- Yes
- No

Provide the address of each additional activity, a description of the activity, and the date the activity was held.

Address	Activity Description	Date
Country must be Australia	For example: Sporting tournament	Must be a date.

Organisations are legally required to immediately advise the department, in writing, of any proposed changes to the funded event/project, including changes to the title, dates, activities, locations, or cancellations to the event or project. The organisation must receive approval from the department before any changes can be implemented.

Provide a detailed explanation on why the event dates or location were required to be changed *

Event Summary

Question 3. Were all the activities proposed in the funding application delivered at the event? *

- Yes
- No

The list of activities delivered at the event should align with those advised in your funding proposal.

What activities were delivered at the event?

- | | |
|---|---|
| <input type="checkbox"/> Welcome to Country from Aboriginal or Torres Strait Islander representatives | <input type="checkbox"/> Cultural song performances |
| <input type="checkbox"/> Acknowledgement of Country | <input type="checkbox"/> Cultural storytelling |
| <input type="checkbox"/> Art and craft workshops | <input type="checkbox"/> Information & education stalls |
| <input type="checkbox"/> Children's activities | <input type="checkbox"/> Musical instrument workshops |
| <input type="checkbox"/> Children's rides | <input type="checkbox"/> Parade |
| <input type="checkbox"/> Cooking demonstrations and workshops | <input type="checkbox"/> Service provider stalls |
| <input type="checkbox"/> Cultural art and craft exhibits | <input type="checkbox"/> Speeches from guest speakers |
| <input type="checkbox"/> Cultural dance performances | <input type="checkbox"/> Sports and games |
| <input type="checkbox"/> Cultural food | <input type="checkbox"/> Other (please specify below) |
| <input type="checkbox"/> Cultural musical performances | |

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List any additional activities that were conducted at the event (not including any event planning or organising activities).

Insert one activity per line only. More rows can be added

Question 4. What was the total attendance at the event? *

Number of people who attended the event.

Question 5. Provide any comments relating to the attendance numbers, particularly if the attendance numbers were higher or lower than expected. *

Word count:

Must be no more than 200 words.

Describe any reasons why the attendance numbers were higher or lower than expected.

Question 6. Indicate any highlights achieved that improved intercultural understanding and promoted increased engagement among people from diverse cultural groups. *

Word count:

Must be no more than 250 words.

Question 7. Describe any issues your organisation faced in planning and delivering the event. *

Word count:

Must be no more than 250 words.

Section B: Event Resources and Verification

Attachment of Event Resources

Files can be up to 25MB each; however, we do recommend trying to keep files to a **maximum of 5MB.**

NOTE: Microsoft Publisher files (.pub) are **not** supported. Please convert to a PDF or Word document.

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Event Verification

Attach photographs of the event to verify its delivery and attendance. *Hint: Select multiple files that are similar in content, such as photos or media articles, and upload them together.* Additional rows can be added

Images supplied are for the use of administrative purposes only and will not be shared, published or reproduced without further consent

Photographs of the event attendance

Hint: Select the photo files that you want to include and upload them together - Max 25mb per file. Click 'Add More' for additional links.

Event Promotion and Media Coverage

List and attach promotional materials produced and any media coverage of the event. Additional rows can be added

Description

Attachment

Description	Attachment
Event Flyer, Event Poster, Promotional video, Newspaper article etc.	A maximum of 1 file may be attached but additional rows can be added.

Supporting online content, such as videos highlighting activities, can be provided here. Additional rows can be added.

Description

Web address

Description	Web address
Promotional video, media coverage etc	Must be a URL.

Other Supporting Documents

Other relevant documents demonstrating your achievements can be provided here. Additional rows can be added.

Description

Attachment

Description	Attachment
Description of document demonstrating your achievements	A maximum of 1 file may be attached. A maximum of 1 file may be attached.

Section C: Financial Expenditure and Certification

* indicates a required field

Responses are required in the fields below and cannot be submitted as attachments.

- Use whole dollar amounts (no cents)

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- Do not use commas - e.g. enter 1000 not 1,000, This will ensure your figures for each table add up correctly.
- Insert '0' against items not relevant to your event.
- Click 'Add More' to include additional rows if required.

Income

Question 8. Please provide an itemised list of the additional income amounts and the funding source for the event.

- Do *not* include the funding you received under the CMQ program.
- If funding was received for this event from other sources, it must be included in the table below.
- Insert '0' against items not relevant to your event.

CMQ Program funding provided	Amount (ex GST) \$
	This number/amount is calculated.

Additional Income (Funding Source)	Amount (ex GST)
Applicant's cash contribution	
Applicant's in-kind contribution	
Local Government grant	
Other Queensland Government grant (please specify):	
Australian Government grant (please specify):	
Corporate sponsorship (please specify):	
Other (please specify):	
Do not include the funding you received under the CMQ program. Additional rows can be added.	Insert '0' against items not relevant to your event. Must be a dollar amount.

Income Totals

CMQ Program Funding Provided	Additional Income Total	Total Income Amount
\$	\$	\$
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Financial Expenditure

Question 9. Provide an itemised list of the expense items, the total amount of that expense, and the amount of CMQ funding that contributed to that expense.

- Please itemise each expense with a clear explanation of what the expense is for - e.g. write 'Bus hire for people to attend the event' and not just 'Transport'.

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- List expenses of different categories on separate lines. e.g. Listing 'Performers, Security and Rubbish Removal' as one total expense item will not be accepted as they are all different categories of expenses.
- Insert '0' against items not relevant to your event.

EXAMPLE BUDGET TABLE

Expense Item Description Total Expense Amount CMQ Funding Amount

Include the full cost of the expense in this column. Include the amount of the CMQ funding that was used to contribute to the total cost of the expense.

Non-recurrent salaries and on-costs 2000 1000

Equipment hire 3000 2000

Venue hire 1500 500

Advertising and marketing 2000 1000

Food and catering 2000 0

Transport hire to reduce barriers for people to attend the event 1000 500

\$

This number/amount is calculated.

Non-recurrent salaries and Total Expense Amount CMQ Funding Amount on-costs

Non-recurrent salaries and on-costs	\$	\$
	Must be a whole dollar amount (no cents).	Must be a whole dollar amount (no cents) and no more than 50% of the CMQ program funding.

The CMQ Funding Amount for 'Non-recurrent salaries and on-costs' exceeds 50% of the funding from the CMQ program.

- I understand that I must revise the CMQ Funding Amount above for Non-recurrent salaries and on-costs so it does not exceed 50% of the CMQ program funding.

Equipment hire Total Expense Amount CMQ Funding Amount

Equipment hire	\$	\$
	Must be a whole dollar amount (no cents).	Must be a whole dollar amount (no cents) and no more than \$5,000.

Venue hire Total Expense Amount CMQ Funding Amount

Venue hire	\$	\$
	Must be a whole dollar amount (no cents).	Must be a whole dollar amount (no cents) and no more than \$5,000.

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Advertising and marketing	Total Expense Amount	CMQ Funding Amount
Advertising and marketing	\$	\$
	Must be a whole dollar amount (no cents).	Must be a whole dollar amount (no cents) and no more than \$3,000.

Food and catering	Total Expense Amount	CMQ Funding Amount
Food and catering	\$	\$
	Must be a whole dollar amount (no cents).	Must be a whole dollar amount (no cents) and no more than \$1,000.

Transport hire to reduce barriers for people to attend the event

Transport Hire	Total Expense Amount	CMQ Funding Amount
Transport hire to reduce barriers for people to attend the event	\$	\$
	Must be a whole dollar amount (no cents).	Must be a whole dollar amount (no cents) and no more than \$500.

Other Expenses

- Insert '0' against items not relevant to your event.
- Click 'Add More' to include additional rows if required.

Expense Item Description	Total Expense Amount	CMQ Funding Amount
Additional rows can be added	Must be a whole dollar amount (no cents).	Must be a whole dollar amount (no cents).

Please provide evidence that the above expenses are not able to be refunded or deferred (for example, a non-refundable venue deposit). Evidence may include statements, invoices and any other written evidence provided to you declaring that no refund is available.

Description	Attachment
Evidence may include statements, invoices and any other written evidence provided to you.	Try to keep files to a maximum of 5MB each

Total Expenses	CMQ Funding Amounts Total
\$	\$
This number/amount is calculated.	This number/amount is calculated.

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CMQ Funding Allocation

The below totals will assist you to correctly allocate the requested CMQ funding against the expenditure. The **CMQ Funding Allocation Balance** should equal \$0.

- If the **CMQ Funding Allocation Balance** equals \$0, you have correctly allocated the CMQ Funding Amounts.
- If the **CMQ Funding Allocation Balance** is more than \$0, it indicates that there is unspent CMQ funding remaining.
- If the **CMQ Funding Allocation Balance** is less than \$0, please check check your expenditure items and allocated funding.

CMQ Program Funding Provided		CMQ Funding Amounts Total		CMQ Funding Allocation Balance
\$		\$		\$
This number/ amount is calculated.		This number/ amount is calculated.		This number should be \$0

Budget Totals

Total Income		Total Expenses		Budget Surplus or Deficit
\$		\$		\$
This number/ amount is calculated.		This number/ amount is calculated.		This number/ amount is calculated.

Unspent CMQ Funding

What were the reasons for the underspend? *

Question 10. Do you have any additional comments in relation to the event income or expenditure? *

- Yes
- No

Indicate your additional comments in relation to the event income or expenditure.

*

Word count:

Must be no more than 200 words.

Question 11. Is there any other information you would like to provide? *

- Yes
- No

Indicate the other information you would like to provide. *

Word count:

Must be no more than 250 words.

Declaration Statement

By submitting this report, I do solemnly and sincerely declare that: *

- the information and attachments within this report are a true and accurate record of the delivery of the funded event and the distribution of the funding received
- the delivery of the event and the spending of the grant funding was in accordance with the Funding Agreement and the Funding Guidelines.
- the photographs of the event attached to this report accurately depict the event delivery and its attendance.

At least 3 choices must be selected.

Name *

Title

First Name

Last Name

Position *

Phone Number *

Must be an Australian phone number.

Email *

Must be an email address.