



SmartyGrants Acquittal Guide

Step 1

Log into SmartyGrants <https://glenelg.smartygrants.com.au/> with the email address used to submit the initial application. If the user email address has changed please email Council Grant Officer, communitygrants@glenelg.vic.gov.au, to request the email address be updated



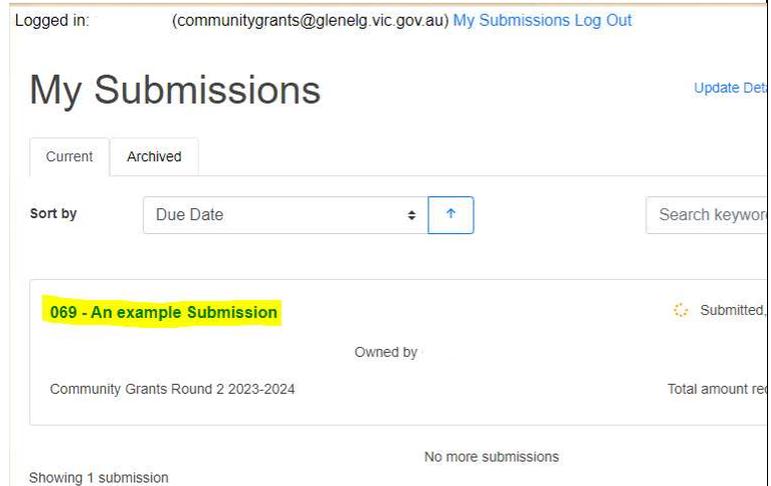
Step 2

Once logged in, select 'My Submissions'



Step 3

Select your relevant submission



Step 4

Select the relevant Acquittal Form

Application No. - 069

Project Title	An example Submission	Owner
Round	Community Grants Round 2 2023-2024	
Shared with	Not shared	Applicant

Gleneig Shire Community Grant Application Form (Round 2) 2023 2024

Submitted 10:55am, 23 Feb 2024

Total amount requested: \$1.00

Last updated on 10:55am, 23 Feb 2024

Acquittal Form Community Grants (Round 2) 2023 2024

No due date

Last updated on 10:00am, 17 Jun 2024

Step 5

Complete information in all fields including evidence of expenditure (e.g. receipts)
You are not required to complete your acquittal form in one sitting, if need you can save your progress and resume at any time by selecting either 'Save Progress' or 'Save and Close'

Save Progress

Save and Close

Next Page

Step 6

If you are completing your acquittal in one sitting select 'Next Page'

Save Progress

Save and Close

Next Page

Step 7

Complete information in all fields including evidence of the completed project and how Council's contribution was acknowledged (e.g. promotional material).

You are not required to complete your acquittal form in one sitting, if need you can save your progress and resume at any time by selecting either 'Save Progress' or 'Save and Close'



Step 8
If you are completing your acquittal in one sitting select 'Next Page'

If you need to return to previous page you can select 'Previous Page'



Step 9
Review your acquittal before final submission

Step 10
To finalise your acquittal select 'Submit'

You have the opportunity to download a copy of the acquittal if required for your groups/organisations records.

