

Sample Events Acquittal Report

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Section A: Event Report

* indicates a required field

This form is designed to help us understand the challenges, triumphs and insights you experienced and gained while delivering your funded event. Please be as accurate as possible - while we absolutely want to know about and celebrate your successes, it's just important to us that we understand what did not work so well. This will help us to learn what we and others could do differently next time.

You must complete and submit this form no later than the due date. If you fail to do so, you may not be eligible to apply for further grants from the **Department of Environment and Science** and **Multicultural Affairs**. If you are unable to submit your report by the due date, please email Multicultural Affairs at MAfunding@cyjma.qld.gov.au.

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

Privacy Notice

Multicultural Affairs, through the Department of Environment and Science, 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)*. To view our privacy statement, go to <https://www.des.qld.gov.au/help/legal/privacy>

Event Details

Title and Dates

Event Title

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.

Funding Amount (excluding GST)

This question is read only.

Locations

Venue name

This question is read only.

Primary event address

This question is read only.

Street address where the activity will primarily be held.

Additional event location(s)

This question is read only.

Street address where the additional activities will be held.

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

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

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Question 1b. 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 Start Date? *

Must be a date.
Do not include any event planning or organising periods within these dates.

What was the End Date? *

Must be a date.
Do not include any event planning or organising periods within these dates.

Question 1c. Why the event was cancelled and why can it not be rescheduled this year? *

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

Yes

No

What is the name of the park, building, school or locality of where the primary event was held? *

Word count:

Must be no more than 5 words.

Include the venue name only. Do not include the street address or suburb.

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

Address

You can move the position of the pin to adjust the event location

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.

Hints: Click the 'Maximise' button above the top right corner of the table to increase this section to full screen. You can increase the size of large text boxes by clicking and dragging the two diagonal lines in the bottom right corner.

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Venue name	Street Address	Activity Description	Activity Start Date	Activity End Date
include the venue name only. Must be no more than 5 words.		For example: Sporting tournament Must be no more than 6 words.	Must be a date.	Must be a date.

Organisations are legally required to immediately advise the department, in writing, of any proposed changes to the funded event, 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 Activities

These were the proposed activities 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"/> Musical instrument workshops |
| <input type="checkbox"/> Children's activities | <input type="checkbox"/> Parade |
| <input type="checkbox"/> Children's rides | <input type="checkbox"/> Speeches from guest speakers |
| <input type="checkbox"/> Cooking demonstrations and workshops | <input type="checkbox"/> Sports and games |
| <input type="checkbox"/> Cultural art and craft exhibits | <input type="checkbox"/> Stalls - Arts and crafts |
| <input type="checkbox"/> Cultural dance performances | <input type="checkbox"/> Stalls - Information & education |
| <input type="checkbox"/> Cultural food | <input type="checkbox"/> Stalls - Service providers |
| <input type="checkbox"/> Cultural music performances | <input type="checkbox"/> Other (please specify below) |

This question is read only.

These were the proposed additional activities at the event (if applicable)

This question is read only.

Question 3. Were all the above proposed activities delivered at the event? *

- Yes No

What were the actual activities delivered at the event?

- | | |
|---|---|
| <input type="checkbox"/> Welcome to Country from Aboriginal or Torres Strait Islander representatives | <input type="checkbox"/> Cultural song performances |
|---|---|

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- | | |
|---|---|
| <input type="checkbox"/> Acknowledgement of Country | <input type="checkbox"/> Cultural storytelling |
| <input type="checkbox"/> Art and craft workshops | <input type="checkbox"/> Musical instrument workshops |
| <input type="checkbox"/> Children's activities | <input type="checkbox"/> Parade |
| <input type="checkbox"/> Children's rides | <input type="checkbox"/> Speeches from guest speakers |
| <input type="checkbox"/> Cooking demonstrations and workshops | <input type="checkbox"/> Sports and games |
| <input type="checkbox"/> Cultural art and craft exhibits | <input type="checkbox"/> Stalls - Arts and crafts |
| <input type="checkbox"/> Cultural dance performances | <input type="checkbox"/> Stalls - Information & education |
| <input type="checkbox"/> Cultural food | <input type="checkbox"/> Stalls - Service providers |
| <input type="checkbox"/> Cultural music performances | <input type="checkbox"/> Other (please specify below) |

Select all activities that will be delivered

List any additional event activities delivered at the event. One activity per line only.

More rows can be added. Do not include any event planning or organising activities. Must be no more than 5 words.
--

Why were the other activities not able to be delivered? *

--

Word count:

Must be no more than 100 words.

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

--

Must be a number.

Total 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 100 words.

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

Question 6. Provide highlights from the event that promoted intercultural connections and inclusion.

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Word count:

Must be no more than 200 words.

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

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Word count:

Must be no more than 200 words.

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Section B: Event Resources and Verification

* indicates a required field

Attachment of Event Resources

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

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

Hint: Select multiple files that are similar in content, such as photos or media articles, and upload them together.

Event Verification

Attach photographs showing the event attendance to verify its delivery.

NOTE: The photographs **must** show the crowd or audience at the event. The photographs **must not** focus on onstage performers. Up to 10 files may be attached per upload. 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 files. A maximum of 10 files may be attached.

Attach the flyer or poster for the event*

Attach a file:

--

A maximum of 1 file may be attached.

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
Event Poster, Media release, Promotional video, Newspaper article etc. Must be no more than 6 words.	A maximum of 1 file may be attached per row. 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
Promotional video, media coverage etc Must be no more than 6 words.	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 of document demonstrating your achievements Must be no more than 6 words.	A maximum of 1 file may be attached per row. Additional rows can be added.

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Section C: Financial Report

* indicates a required field

Before completing this section, ensure you understand the [Funding Guidelines for Multicultural Events](#), specifically:

- What can CMQ funding be used for?
- What can't CMQ funding be used for?

Itemise your event budget in the income and expenditure tables below, including details of other funding income that you received.

- Responses are required in the fields below and cannot be submitted as attachments.
- Use whole dollar amounts (no cents)
- Do not use commas in amounts - e.g. type 1000 not 1,000. This will ensure your figures for each table add up correctly.
- Insert '0' against items not relevant to your event.
- Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns.
- List expenses of different categories on separate lines.
 - For example: writing 'Performers, Security and Rubbish Removal' as one expense item is not acceptable as they are all different categories of expenses.
- Click 'Add More' to include extra rows if required.

INCOME

Question 8. 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.

CMQ Program funding provided

Amount (ex GST)

\$

This number/amount is calculated.

Additional Income (Funding Source)

Description (if required)

Amount (ex GST)

Additional Income (Funding Source)	Description (if required)	Amount (ex GST)
Additional rows can be added.	Must be no more than 6 words.	Insert '0' against items not relevant to your event.

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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.

EXPENDITURE

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

- Insert '0' against items not relevant to your event.

△ Goods and Services Tax (GST)

As your organisation **IS** registered for GST you are required to calculate and provide the **GST exclusive** amounts for the expenditure on your event

For advice on GST, the applicant is advised to seek independent professional advice on taxation obligations or seek assistance from the ATO on 13 28 69 or via its website at www.ato.gov.au. Multicultural Affairs is unable to provide advice on the applicant's particular taxation circumstances.

△ Goods and Services Tax (GST)

As your organisation is **NOT** registered for GST you are required to provide the **GST inclusive** amounts for the expenditure on your event

For advice on GST, the applicant is advised to seek independent professional advice on taxation obligations or seek assistance from the ATO on 13 28 69 or via its website at www.ato.gov.au. Multicultural Affairs is unable to provide advice on the applicant's particular taxation circumstances.

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Non-recurrent Salaries, Wages & On-costs

Non-recurrent Salaries, Wages & On-costs for short-term or casual workers for the purpose of the event delivery. Click **'Add More'** to include additional rows *if required*.

Capped at 50% of the CMQ program funding.

Description (if required)	CMQ Funding Amount	Total Expense Amount
	\$	\$
Non-recurrent salaries, wages and on-costs	Must be no more than 50% of the CMQ program funding.	

CMQ Funding Allocations for 'Non-recurrent salaries, wages and on-costs'

Maximum Amount *	Amount Allocated	Difference
\$	\$	\$
Your maximum amount for 'Non-recurrent salaries, wages and on-costs' expenses is 50% of the CMQ program funding.	The amount you have allocated for 'Non-recurrent salaries, wages and on-costs' expenses from the CMQ funding.	The difference between the maximum eligible amount minus the amount you have allocated. This figure must NOT be less than 0

Equipment Hire

CMQ Funding Amount *	Total Expense Amount *
\$	\$
Must be a dollar amount and no more than \$5,000.	

Venue Hire

CMQ Funding Amount *	Total Expense Amount *
\$	\$
Must be a dollar amount and no more than \$5,000.	Must be a dollar amount.

Advertising & Promotion

CMQ Funding Amount *	Total Expense Amount *
\$	\$
Must be a dollar amount and no more than \$3,000.	Must be a dollar amount.

Food and Catering

CMQ Funding Amount *	Total Expense Amount *
\$	\$
Must be a dollar amount and no more than \$1,000.	Must be a dollar amount.

Transport assistance to reduce barriers for people to attend the event

CMQ Funding Amount *	Total Expense Amount *
\$	\$
Must be a dollar amount and no more than \$500.	Must be a dollar amount.

Performers & Entertainment

CMQ Funding Amount *	Total Expense Amount *
\$	\$
Must be a dollar amount.	Must be a dollar amount.

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Do you have any other expenses? *

Additional Expenses

- Select the type of expense and provide a clear description if further explanation is required.
- List expenses of different categories in separate rows.
- Insert **one** expense per row. Click '**Add More**' to include additional rows.

Hint: Click the 'Maximise' button above the top right corner of the table to increase this section to full screen

Expenditure Type (if required)	Description (if required)	CMQ Funding Amount	Total Expense Amount
Additional rows can be added	Must be no more than 6 words.		

CMQ Funding Amounts Total

Expense Amounts Total

Financial Expenditure Totals

\$
This number/amount is calculated.

\$
This number/amount is calculated.

CMQ Program Funding Provided

CMQ Funding Amounts Total

CMQ Funding Allocation Balance

\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

Budget Totals

Total Income **Total Expenditure** **Budget Surplus or Deficit**

\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

The total income amount is more than the total expenditure amount. Provide details on why the budget has a surplus *

Word count:

Must be no more than 200 words.

Financial Expenditure Totals

\$
This number/amount is calculated.

\$
This number/amount is calculated.

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CMQ Funding Allocation

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

Budget Totals

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

The total income amount is more than the total expenditure amount. Provide details on why the budget has a surplus *

Word count:

Must be no more than 200 words.

Unspent CMQ Funding

Your budget indicates that you have unspent funding of:

This number/amount is calculated.

What are the reasons for the underspend? *

As you have indicated that the event was cancelled and will not be rescheduled this year, 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.	A maximum of 1 file may be attached per row. Additional rows can be added.

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

- Yes No

Provide additional comments regarding 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 in this report? *

- Yes No

What is 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 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.

Feedback

You are now nearing the end of this form. Before you review your acquittal and click the **SUBMIT** button, please take a few moments to provide some feedback.

Please indicate how you found the acquittal process:

- Very easy Easy Neutral Difficult Very difficult

Provide us with your suggestions about any improvements and/or additions to this form that you think we need to consider: