

# Managing your **City of Moreton Bay Community Grant**

Local Community Support | Community Activities  
Community Facilities | Our Healthy Environments

## Acquit the grant

An acquittal report must be submitted after the project has been completed. This report is used to confirm that the funding has been used for the purpose in which it was intended. Please review the report in [SmartyGrants](#) BEFORE the project commences to ensure all required information can be collected during project delivery. Failure to submit this report, or supply the necessary documentation, will result in your organisation being ineligible for future Council grants.

The following documentation will need to be uploaded to the acquittal report;

- Evidence that shows Council was acknowledged for the grant funding;
- Evidence, including photos, that demonstrates the project was completed; and,
- Proof of payment for **ALL** grant funded items. This must be one of the following:
  - a receipt;
  - an invoice showing no balance owing; or
  - an invoice with a balance owing accompanied by a bank statement clearly indicating payment made to the supplier.

## Acknowledge Council

Grantees must acknowledge City of Moreton Bay for the grant funding in all promotional material and publicity relating to the funded project. Use of Council's logo, and any written acknowledgement, must be in accordance with Council's brand guidelines for Grantees.

Follow these steps to access the Brand Guidelines and logos.

1. Download [Council's logo and media pack \[ZIP File 12.0MB\]](#).
2. From your downloads folder, right click on the logo and media pack, 'Extract all' or 'Explore'
3. Save to a local folder on your computer and access the documents from this folder.

## Project variations

Any changes to the funded project must be approved by Council prior to being implemented. Please review the relevant [grant guidelines](#) before considering any changes as expenditure, outcomes or timelines that are ineligible under the relevant grant cannot be considered. Variations must be requested by email. Please include the details below in your email so that the request can be assessed by a Grants Officer. You will be notified of the outcome within 10 business days.

- **Email:** [grants@moretonbay.qld.gov.au](mailto:grants@moretonbay.qld.gov.au)
- **Subject:** **Project variation request**
  - Application ID;
  - Name of the grantee (organisation name);
  - What changes are being requested and why are they required;
  - Contact email and phone number of the person requesting the changes.

**Contact Us:** [Community Grants and Partnerships](#)

Phone 07 3205 0555 during business hours or email  
[grants@moretonbay.qld.gov.au](mailto:grants@moretonbay.qld.gov.au)