

ACQUITTAL REPORTING IN SMARTYGRANTS

Congratulations, you have received funding via the Perpetual IMPACT Philanthropy program. SmartyGrants is the online system which manages applications and acquittal reports.

You are required to submit acquittal reports every year by January 31, until all funds have been expended. You will see these forms, attached to your application, when you login to SmartyGrants. Reminders will be sent from the system alerting you when acquittals are due.

Failure to submit an acquittal report may deem your organisation ineligible for funding in future rounds.

UPDATING ACQUITTAL EMAIL ADDRESSES

If you were not the person in your organisation to complete the IPAP application in SmartyGrants, you need to update this email address for our records, and to gain access to your acquittal reports. Please email the following information to Philanthropy@perpetual.com.au

- Organisation name
- IPAP application number, including the year eg. 2016IPAP/0119
- Old email address
- New email address
- Name of employees if required

NOTE: We strongly recommend you use a generic email address such as *Funding@* or *grantmanager@* or *info@* as this will be more easily passed on if you are on leave from the organisation during acquittal time or need to share the login details.

FINAL ACQUITTALS

Once you submit a final acquittal no further action will be required. Final acquittals can be completed at any time. If your funding was for a specific item or piece of equipment, please complete a final acquittal as soon as your funds have been spent. This may also apply if your project was short term and is complete well before January.

ASSITANCE

If you require any assistance using the SmartyGrants system, please search the help topics at <https://help.smartygrants.com.au/resources/help-guide-for-applicants/> or call 03 9320 6888.

If you have any queries in relation to the grant funding, please contact philanthropy@perpetual.com.au