



STATE LIBRARY®
NEW SOUTH WALES

Public Library Grants

Instructions for reporting and acquittal forms 2017/18 Grant round onwards

As outlined in the Public Library Grant Guidelines grant recipients must provide the following reports:

- Progress report
- Final performance report
- Financial acquittal
- Statement of income and expenditure

How to get your reporting and acquittal forms

- The forms will be added to your grant submission in Smartygrants
- The applicant will receive an email directly from Smartygrants when each form has been added
- This email will tell the applicant how to get into the form

The following forms are to be filled out and submitted in Smartygrants

- Progress report (to be filled out by 30 December of the year funds are granted)
- Final performance report (to be filled out once the project is complete)

The following forms need to be signed before submitting in Smartygrants

- Financial acquittal (to be filled out once the project is complete)
- Statement of income and expenditure (to be filled out once the project is complete)

Steps to provide a signed copy

1. Fill out form in Smartygrants
2. Click the **Review and Submit** button
3. Click the **Download PDF** button
4. Print the form and add relevant signatures
5. Go back to online form
6. Scan and upload signed copy of the form
7. Submit form

If you have any questions please contact Kate O'Grady on 9273 1699 or kate.ogrady@sl.nsw.gov.au