A project acquittal report is to be provided to FUSA within six weeks of the project’s completion.

Please note that failure to acquit your grant will result in ineligibility to apply for future funding from FUSA and may result in having to repay funds granted.

The Acquittal Report must contain:

1. **Application reference number and current contact details**

2. **Activity Report** (approx. 600 words)
   An activity report on the project needs to include:
   
   2.1 How well do you think your activity focussed on the areas below
      (address at least one area):
      
      a. Professional development as linked with your area of study
      b. Student representation and/or leadership opportunities
      c. Cultural or social significance

   2.2 What did you learn from the activity you undertook as a result of receiving this grant?
   2.3 How has this experience impacted on you as a Flinders University Student?
   2.4 How has this activity benefited other Flinders University students?

3. **A Financial Report**
   A summary report which includes:
   
   • receipts or evidence of all expenses relating to the grant money spent;
   • a statement of income and expenditure showing how the money was spent.

4. **Media/Communication**
   Where possible provide FUSA with:
   
   • photographs or other media relevant to the activity undertaken
   • evidence of how the activity was verbally disseminated amongst students (in person or through media/online platforms)

5. **Applicant Declaration**
   This declaration must be signed.

   As the person making this grant acquittal I declare that the facts shown are true and correct in every detail.
   
   • I certify that the Grant was used only for the purpose for which the Grant was provided and that the financial records presented as part of this report are true and correct.

   Signature:  

   Date:  

The acquittal report can be submitted via email fusa@flinders.edu.au or posted to FUSA at: Level 1 Student Hub, Flinders University, Bedford Park SA 5042.

For any queries please contact FUSA’s Student Representation and Development Officer on (08) 8201 3620 or email: kate.walsh@flinders.edu.au