



# FUSA Development Grant Acquittal Report Guidelines

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.**

Please forward the following documents

## **1. FUSA Development Grant Acquittal Form**

## **2. A Financial Reconciliation Form**

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.

## **3. 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)

The acquittal report can be submitted via email [fusa@flinders.edu.au](mailto: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](mailto:kate.walsh@flinders.edu.au)