



## ACQUITTAL

### Helpful Information to Acquit Your Grant

To acquit your grant, log in to SmartyGrants using the same log in details you used to apply. Click under the "My Submissions" link at the top of the page. Here you will see your submission and the associated forms open and waiting for you to complete. NB: A grant application will not be considered if any previous application has not been acquitted.

#### Start Planning Early for Your Acquittal

We recommend that applicants build an evaluation plan into the project i.e. start planning your acquittal as you plan your project.

- ~ How will I know if the project aims and objectives have been met?
- ~ How will I know what worked and what did not work?
- ~ How will information for the acquittal be gathered?
- ~ How will the project be documented?

#### How Can You Collect Information for Your Acquittal?

The following are a great source of feedback on your project;

- ~ Participants
- ~ Community members
- ~ Audience members
- ~ Artists
- ~ Local Media e.g. print media, radio interviews , television ads

#### Tools for Gathering Information

To help gather information ensure you have the tools ready at the start of the project so participants can be thinking about your questions while they take part;

- ~ feedback forms
- ~ surveys
- ~ diaries or journals
- ~ anecdotal stories template

#### Costs

Include the costs of documentation in your budget. This is sometimes a great way for you to provide an in-kind contribution to the project

- ~ high quality digital photographs
- ~ video
- ~ blogs
- ~ vox pop