



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 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: michelle.tatyo@flinders.edu.au