

Acquittal Documents

Following Project Completion and no later than three months after the Project Completion Date, the Recipient must provide the Department with a Project Acquittal Report.

Table 1 Checklist for Acquittal

Documents Required	Supplied
1. Everyone Can Play Project Progress Report/ Payment Request	
2. Invoice for Milestone 4 (20%), details to include: PO reference; Everyone Can Play Grant; Milestone 4; Total claimed (excl GST)	
3. Update the progress report sections: <ul style="list-style-type: none"> - 2.1 confirm actual dates of payment requests - 2.2 final phase activities - 2.3 confirm any changes from original scope 	
4. Provide evidence of completed playspace: <ul style="list-style-type: none"> - photos - itemised expenditure to specify how total funding has been spent - defects or asset handover report - playground certification, issued by playground certifier - product compliance certification, to demonstrate compliance with relevant Australian Standards. 	
5. (Greater Sydney councils, only) Tree planting requirements: <ul style="list-style-type: none"> - confirm locations for trees (marked drawing, x/y coordinates) - photo evidence of planted trees - register trees @ dpie.nsw.gov.au/premiers-priorities/greening-our-city 	

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