

### 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"> <li>- 2.1 confirm actual dates of payment requests</li> <li>- 2.2 final phase activities</li> <li>- 2.3 confirm any changes from original scope</li> </ul>	
4. Provide evidence of completed playspace: <ul style="list-style-type: none"> <li>- photos</li> <li>- itemised expenditure to specify how total funding has been spent</li> <li>- defects or asset handover report</li> <li>- playground certification, issued by playground certifier</li> <li>- product compliance certification, to demonstrate compliance with relevant Australian Standards.</li> </ul>	
5. <b>(Greater Sydney councils, only)</b> Tree planting requirements: <ul style="list-style-type: none"> <li>- confirm locations for trees (marked drawing, x/y coordinates)</li> <li>- photo evidence of planted trees</li> <li>- register trees @ <a href="https://dpie.nsw.gov.au/premiers-priorities/greening-our-city">dpie.nsw.gov.au/premiers-priorities/greening-our-city</a></li> </ul>	

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