

# How to submit a Grant Acquittal Report

You are required to submit a Grant Acquittal Report via our Grants Portal 12 months after receiving funding. Log in to Grants Portal with your email address and password here: [grantinterface.com.au/Home/Logon?urlkey=australiacf](http://grantinterface.com.au/Home/Logon?urlkey=australiacf)

**Step 1.** Once logged in to the online grant portal, you will be on the Applicant Dashboard. See your Active Requests, you will find the form ‘General Purpose Report’ or ‘Specific Project Report’. Click on the blue ‘START’ link to complete and submit.

Applicant Dashboard  
Sample Organisation

Active Requests 1
Historical Requests 0

▼ Example

Process: ACF sub fund grants process (Oct 2023 - Sept 2024)

Application	Submitted	29/01/2024	<a href="#">View Application</a>	Third Parties: 0/0
Decision	Approved	29/01/2024		

Follow Up Forms

Form Name	Assigned To	Award / Installment	Due Date	Status	Actions
FollowUp - Receipt	Sample Contact	Overall Award	31/01/2024	Assigned	<a href="#" style="background-color: #3498db; color: white; padding: 2px 5px;">START</a>
Specific Project Report - Final	Sample Contact	Overall Award	31/01/2025	Assigned	<a href="#" style="background-color: #f1c40f; color: white; padding: 2px 5px;">START</a>

**Step 2.** You can either upload a report in another format or complete the fields provided in the form. Please upload existing reports using ‘Upload a file’ button **or** complete the report questions.

▼ Instructions

Some fields in this report form have been pre-populated using information gathered in the initial Grant Agreement submitted by your organisation.

If you wish to make any changes to these fields, please comment in the space provided.

**If you have a report in another format, please upload it here**

UPLOAD A FILE

[5 MiB allowed]

**Step 3.** Click on ‘Submit Follow Up’.