

VicScreen Smarty Grants Procedure

How to Find your Acquittal / Reporting Form

At various stages through the grant process with VicScreen, you may be asked to use SmartyGrants to submit documentation. This will usually be in the form of an Acquittal Form at the end of the project, but there are some programs that will require you to submit reports in the middle of the program.

This document is to provide instructions on how to find the Acquittal Form using your SmartyGrants account, as it will not be possible for the Program Manager of your grant to send you a link.

Step one - Log in to your Smarty Account. This can be done using this link

<https://film.smartygrants.com.au/>

Step Two - Click on where it says "My Submissions" (Pictured Below)



Logged in: [redacted] [My Submissions](#) [Log Out](#)

VICSCREEN

CURRENT ROUNDS

[Content London 2023](#)

Submissions are now open.
Submissions close 11:00PM 10 September 2023 (AEST).
[Find out more about Content London 2023...](#)

[Development On Demand Documentary 2023-24](#)

Submissions are now open

Step Three - Scroll down until you find the name of the program you applied for, that you are now acquitting / reporting for. If this is a partnership, this will usually contain the name of the festival/event/partnership

**HINT - If there is an Acquittal / Reporting Form attached to your application, it will usually say "Submitted, Next Form available"*

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Logged in [redacted] My Submissions Log Out Current Rounds

MY SUBMISSIONS [Update Details](#)

Current Archived

Sort by Submitted Date [dropdown arrow] Search keywords [Advanced search](#)

00001-TEST	Owned by [redacted]	Incomplete	Due 4:00am, 10 Aug 2023 (AEST)
TEST VSDI - mid stage report			
00001-TEST - EXAMPLE	Owned by [redacted]	Submitted, next form available	No due date
EXAMPLE APPLICATION			

Step Four - Select the down arrow below that application (pictured below)

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Logged in [redacted] My Submissions Log Out Current Rounds

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EXAMPLE APPLICATION			

Step 5 - Select the Acquittal Form that appears below the name of the application that you are acquitting / reporting for. This name will vary program to program.

**HINT - If you have not started the Acquittal / Reporting Form yet, the correct form to fill out will say "Not started". If you have started your Acquittal / Reporting Form, but have not yet finished it, it will say "Incomplete".*

Step Six - Complete your Acquittal / Reporting Form as instructed.