

# South Australian Film Corporation

## Seed Grant Reporting & Acquittal Form

As part of the conditions associated with provision of grant funding, all recipients of **Seed Grant** funding are required to provide the South Australian Film Corporation (SAFC) with KPI updates plus a financial acquittal report as per the executed agreement with the SAFC.

### GENERAL INFORMATION

#### Activity Type

- Seed Talent Grant  
 Seed New Project Grant

#### Report Type

- Interim Update  
 Final Acquittal (all funds expended)

#### Date of Report

<b>Funding amount approved</b>
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<b>Project / Practitioner Name</b>
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#### For Talent Grant Only

<b>Mentor Name</b>
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<b>Practitioner role/s (writer, director, producer or combination)</b>
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<b>Start Date</b>	<b>End Date</b>
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<b>Format of arrangement (number of days per week)</b>
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<b>Total number of days</b>
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<b>office use only</b>
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# KPI & NARRATIVE UPDATE

## Milestones

Provide a narrative report against each of the Milestones outlined in Seed New Project Grant agreement. For each milestone outline details of how objective was met including summary of relevant deliverables.

Milestones (Specific, Measurable, Actionable, Realistic, Time Bound)	Deadline Date	Percentage Achieved
1		
Update and notes regarding deliverables		
2		
Update and notes regarding deliverables		

Milestones (Specific, Measurable, Actionable, Realistic, Time Bound)	Deadline Date	Percentage Achieved
3		
<b>Update and notes regarding deliverables</b>		
4		
<b>Update and notes regarding deliverables</b>		

**Narrative Update**

For **New Project Grant**: provide an update on activities undertaken including development activities, progress, market interest and future plans

For **Talent Grant**: provide an update on activities undertaken including practitioner professional & project development, industry events, future potential with the company/other employment opportunities. Also include benefits to the company e.g. benefits of the relationship, training or mentoring skills learned, capacity to provide support to emerging practitioners etc.

# FINANCIAL REPORT

You may be requested to provide copies of receipts for all expenditure claimed in your report. The “planned” column should be based on the budget break down in the addendum submitted for this activity. (It is a condition of the Talent Grant that the company match the amount provided by the SAFC)

Budget Item	Planned expenditure	Actual expenditure	Variance
<b>TOTALS</b>			
<b>CROSS CHECK APPROVED AMOUNT</b>			

**Notes on financial report** (Please provide narrative details regarding your Seed Grant expenditure noting rationale for variances from the planned expenditure detailed in your application.)

## SUBMISSION DETAILS

**PLEASE SUPPLY:**

**AN ELECTRONIC COPY** OF THIS REPORTING FORM IN THE ZIP FILE WITH YOUR SDI REPORTING FORM IF USING THE SAFC SUBMISSION PORTAL, OR AS AN ADDITIONAL ATTACHMENT IF SUBMITTING YOUR SDI REPORT VIA EMAIL

**SEE “[SUBMITTING ELECTRONIC DOCUMENTS](#)” ON THE SAFC WEBSITE FOR MORE DETAILS**

**IF EMAILING, PLEASE SEND YOUR COMPLETED REPORTING FORMS TO:**

SAFC Program Coordinator

p: +61 8 8394 2028 | e: [programs@safilm.com.au](mailto:programs@safilm.com.au)

South Australian Film Corporation  
Industry Development and Production  
Adelaide Studios  
226 Fullarton Road  
GLENSIDE SA 5065

