

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

Funding amount approved
Project / Practitioner Name

For Talent Grant Only

Mentor Name	
Practitioner role/s (writer, director, producer or combination)	
Start Date	End Date
Format of arrangement (number of days per week)	
Total number of days	

office use only

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		
Update and notes regarding deliverables		
4		
Update and notes regarding deliverables		

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
TOTALS			
CROSS CHECK APPROVED AMOUNT			

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

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Industry Development and Production
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