

Application Round:

Application Number

Organisation:

Project:

Address:

Applicants ABN:

Registered for GST:

**Declaration**

I, <<First name>> <<Last name>>, representing <<Organisation name>> in my capacity as the <<position>>, hereby declare that the monies allocated by Bass Coast Shire Council will be used for the following purpose/s:

Details (If insufficient space, attach additional sheet)	Estimated amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total estimated project cost	\$ _____

Estimated completion date \_\_\_\_\_

Total Community Grant allocation including GST if applicable <<Funded total>>

The terms and conditions as specified by Bass Coast Shire Council are understood and agreed to:

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

A completed and signed Agreement needs to be received by Bass Coast Shire Council as soon as possible and **no later than <<Date>>**.

## Conditions of Grant Funding

The following grant conditions must be met:

### **Special Conditions**

If there are any special conditions on your group receiving funding they will be here.

### **General Conditions**

- Proof may need to be received that the above Special Conditions have been met before funding is paid, or proof may need to be provided with the grant acquittal
- Grant funds may only be spent on the project approved by Council. **You must inform the Grants Officer if you need to change the approved project**
- Council must be reimbursed grant funds that are spent on any other project or activity not funded. Similarly, any unspent money must be reimbursed to Council
- The grant funds are for a specific period and cannot be construed as being a commitment by Council for recurrent funding
- Where applicable the local Ward Councillor should be invited to participate in the project (eg. launch, media photo opportunity, presentation). Arrangements can be made through the Grants Officer
- Council must be acknowledged as a project funder. See the Council's Community Grants webpage for how to do this. Please note that approval for the use of Council's logo must be sought prior to use

### **Grant Acquittal and Reporting Conditions**

- The Grant Acquittal report must be submitted within one month of the project being completed
- Failure to meet this condition may jeopardise future grant applications
- Log in to the SmartyGrants and go to "my submissions" for the Acquittal form
- You are required to provide the following acquittal documentation when completing the Grant Acquittal report:
  - Information about the outcomes of project such as volunteer participant figures, impact of project on organisation's operation and community feedback
  - Photographic proof of completion of project/event and media or other promotional information generated as a result of the grant
  - All receipts for purchases and substantiated details of in-kind contributions
  - Proof of compliance with any special conditions (see above)
  - Any other information as requested as part of the conditions of grant