



## COMMUNITY GRANTS PROGRAM 2013/2014

### CONDITIONS OF GRANT

1. **Name of funded group/organisation:**
2. **Contact persons email, phone and address:**
3. **Address of group/organisation:**
4. **Details of the services to be funded:**
5. **File Number:**
6. **Project/program name:**
7. **Timeframe:** Within 2013/2014 Financial Year
8. **Total amount funded by Council:**

#### **Special Conditions:**

**All grant recipients are required to provide recognition and evidence of the financial assistance received from Darebin Council in material associated with the funded project, such as flyers, invitations and newsletters.**

**All grants recipients are required to invite, when possible, the Darebin Chief Executive, Mayor and Councillors to any event/activity held as part of the funded project. Evidence of invitations should be included in the final evaluation report.**

#### **9. Conditions of Funding:**

- 9.1 Council will provide funding in accordance with terms and conditions outlined in the Community Grants Application Form and Information Booklet.
- 9.2 Terms of payment for Grants will be determined by Council.
- 9.3 Council requires mandatory financial reporting of all project expenditure in the evaluation report including what the grant money was spent on and evidence of expenditure.
- 9.4 Council requires mandatory reporting and evidence in the evaluation report identifying that the project/activity was implemented in accordance with the objectives/strategies outlined in the original grant application
- 9.5 Evaluation reports must be completed accurately, completely and within the prescribed time line and signed by office bearers.
- 9.6 Council may use the project/program information provided by funded groups/organisations for promotional networking purposes.

- 9.7 All funded groups must provide the name and address and contact information of all office bearers. If there are any change of office bearers, telephone numbers and postal address Council must be notified immediately.
- 9.8 If the funded group/organisation wishes to vary the way grant monies are to be spent a written proposal must be submitted to Council for approval. Council reserves the right to accept or reject any variation.
- 9.9 Any funds not expended by the end of the funding period, (30 June 2014), must be returned to Council.
- 9.10 Council must be notified immediately of any circumstances which may affect the ability to implement the funded project / program as outlined in the approved application.
- 9.11 Non compliance with any of these conditions may result in the funded group/organisation being requested to return the funds to Council and/or the funded group/organisation being ineligible for future funding.

**10. Details of monitoring conditions:**

- 10.1 Council is to receive a completed **Final Evaluation Report by 2 May 2014** after completion of project/activity. A pro-forma for the Evaluation Report will be provided by Council in due course.
- 10.2 I have read the Conditions of Funding and understand that non compliance with these conditions may result in the funded group/organisation being requested to return the funds to Council or the funded group/organisation being ineligible for future funding.

.....  
**Signed on behalf of Funded Agency**

.....  
**Date**

.....  
**Please Print Name**

**Signed on behalf of Darebin City Council**