

National Volunteer Week Grants

Grant Agreement, 2019

BETWEEN:	
AND:	Surf Coast Shire Council
FOR:	XXX National Volunteer Week Event
AMOUNT:	\$

Grant

In accepting a National Volunteer Week Event Grant you must adhere to the following grant conditions.

1. Standard Conditions

Conditions of Grant expenditure

- 1.1. This grant is a single allocation and not in any way recurrent
- 1.2. Funds made available through this grant are to be spent on the activities described in the application. Funded groups must seek advice from the Community Health and Development Team before making significant changes to the implementation of the project or to the proposed budget
- 1.3. It is the responsibility of all groups to supply the relevant taxation and insurance documentation
- 1.4. Council is not responsible for meeting any shortfall should the project run over budget
- 1.5. Any Council funds that are not expended on the project will be returned to Council

Conditions of your event or activities

- 1.6. Funded organisations will ensure they obtain the necessary permits and insurances required for their event and/or activity. The provision of this grant does not provide such permits and approvals.
- 1.7. Funded organisations will ensure they comply with all laws and regulations
- 1.8. Funded groups are required to recognise the event or activity as a National Volunteer Week event/activity. National Volunteer Week logos are available at <https://www.volunteeringaustralia.org/nvw-resources/>
- 1.9. Funded groups are required to recognise Council as a funding source on all project and publicity materials. The wording "Supported by the Surf Coast Shire Council", and/or the Council logo is sufficient for this.

Please email the communications team at communications@surfcoast.vic.gov.au to obtain the relevant logo and guidelines for its use. Council must sight and approve the proofs of all materials prior to production. Unauthorised use of the Council logo on other material may result in the organisation being ineligible to apply for further grants. Copies of any products must be provided to Council prior to the completion of the project.

- 1.10. Surf Coast Shire Councillors are to be invited to the event and involved in any media opportunity. Please provide adequate notice to coordinator attendance by sending invitations to EaMayorCrs@surfcoast.vic.gov.au.
- 1.11. Council officers may request meetings with the applicant to check progress during the period of the activity, or undertake an independent audit of the books and records of the applicant.
- 1.12. Council, its servants, agents and employees shall not be responsible at any time for any liabilities incurred or entered into by the recipient organisation as a result of, or arising out of that organisation's responsibilities under the Funding Agreement.
- 1.13. The recipient shall release and indemnify Council, its servants, agents and employees against any claim, demand, liability, costs, expenses, actions arising out of or in any way connected with the activities of the recipient, or the recipient's agents in consequence of the funding agreement except where the claim, demand, liability, costs or action are caused by Council its servants or agents.
- 1.14. The recipient acknowledges, while the event is financially supported by Council, it is an event designed and managed by the applicant and is therefore the responsibility of the applicant. The recipient is responsible for obtaining approvals, permits and insurances required for the event and acknowledges this funding in no way indicates event approvals or permits.
- 1.15. Council is a Child Safe Organisation. Organisations hosting projects and programs involving children must ensure they comply with their obligations to Child Safe Standards. <https://ccyp.vic.gov.au/child-safety/being-a-child-safe-organisation/>.
- 1.16. Council reserves the right to revoke funding if:
 - the application has been deemed non-compliant
 - terms and conditions of National Volunteer Week grants are not adhered to successfully
 - Council becomes aware that any event, good, services proposed by the applicant to be objectionable, dangerous, infringes any copyright or other intellectual property rights, is illegal or would be detrimental to Council.

2. Disbursement of Funds and Reporting

- 2.1. Allocated funds are to be expended by the 30 of June, 2019, unless otherwise negotiated.
- 2.2. Accurate financial records of the recipient organisation must be maintained and made available to Council staff in the event of any further audit by Council into the use of the Grant.
- 2.3. Allocated funds will be paid via Electronic Funds Transfer into the bank account nominated on the application form.
- 2.4. The applicant organisation must submit a tax invoice for the grant amount to enable funds to be dispersed.
- 2.5. If the applicant organisation, or their auspice organisation, is GST registered the grant is subject to GST. The grant must be 'grossed up' by 10 per cent or the prevailing GST rate at the time. The GST component of the grant must be remitted to the ATO by the applicant organisation or auspice.

- 2.6. The applicant organisation, or auspice organisation, must advise the Grants Team of any changes to their ABN or GST registration status.
- 2.7. The signed grant agreement and relevant documentation for disbursement of funds must be returned within seven days of being notified they are successful. No payments can be made until this has been received.
- 2.8. Funded groups are required to complete a short grant acquittal report at the completion of the project. The form will be emailed as a SmartyGrants link to grant recipients on the 1st of June 2019. The online report must be returned to Council by 30th of June, 2019.

1. Signed acceptance

I am a duly appointed representative of my community group (or auspice) and hereby accept the terms and conditions of the National Volunteer Week Grant

Signed for and on behalf of recipient

Signature

Title

Signed for and on behalf of Surf Coast Shire Council

Signature

Title: **Jill Moodie, Manager Community Strengthening**