



Community Grant Program – Terms and Conditions

Successful grant applications are subject to the following conditions unless otherwise advised in writing by the Grants Officer.

1. Grant and Purpose

A Grant is to be awarded to the organisation ('grantee') as outlined in the grant application form for the Grant Activity and for this purpose only.

2. COVID-19

Please review guidance relating to COVID Safety Guidelines and Plans. The guidance can be found at https://ww2.health.wa.gov.au/articles/a_e/coronavirus

3. Political Impartiality

Partners and grant recipients shall deliver the event/activities in an impartial and apolitical manner. Assets and resources of the City of Canning must not be used to undertake any party/political activities which compromise the City's political impartiality.

4. Acknowledgement of City of Canning support

Acceptance of the grant requires you to:

- Include the City of Canning's logo on all promotional materials for activities funded through the Community Grants Program, to be downloaded from <https://www.canning.wa.gov.au/our-community/community-initiatives/community-grants-program/city-of-canning-logos>
- In addition to the logo, the following text may be included: **Supported by the City of Canning through the Community Grants Program** and
- Make mention of the grant contribution by the City of Canning on your social media, website, newsletter and other media coverage.

Your story helps promotes the grants available to benefit the Canning community. Please link through to www.canning.wa.gov.au/Community/Grants where possible.

Additionally, you are invited to:

- Provide a print quality photograph to be used by the City to promote grant outcomes. You will also need to supply a completed Photographic Consent Form (attached) from each person who features in your photo. (This is not necessary where the person can be seen only from the rear or is too blurred or small to be recognisable).
- If you use a digital camera - ensure the photo is sufficiently high resolution, i.e. 350 Dots per Inch (DPI).



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- If you use your phone to take the photo - do not digitally zoom in as this reduces image quality. Take a full frame, "1x" photo. Supply it at 'Actual Size' to the City in your acquittal report, or via a file sharing site such as Dropbox if necessary.

5. Changes to your Grant and Purpose

Any changes to your activity, timeline or expenditure as detailed in your application must be requested in writing to grants@canning.wa.gov.au prior to the activity taking place. You may need to repay your grant if changes are not approved in writing, as well as return any unspent amounts to the City.

The City must also be advised in writing of any additional grants or sponsorship received for the activity described in your application.

6. Acquittal Report – Due by the timeframe indicated on your grant offer letter

Your funded activity is not complete until your Acquittal Report has been received and approved by the Grants Officer so please complete the Acquittal in a timely fashion upon completion of your activity. You may be ineligible for future grants if a satisfactory acquittal report is not received for this project. Additionally, the City may seek to recoup funds where a satisfactory Acquittal report is not received.

The minimum requirement will be:

- a. Confirmation the activity took place
- b. A completed acquittal form (www.canning.wa.gov.au/our-community/community-initiatives/community-grants),
- c. Evidence of acknowledgement of City of Canning grant e.g. screen print of social media; copies of any media coverage. (see section 3 of the Terms and Conditions)
- d. The treasurer of your club or organisation (or an appropriate authority) is to sign the financial section of the Acquittal report. If an appropriate authority is not available to sign, you may provide receipts as proof of expenditure. **Please retain all receipts as these may be requested at any time in the 12 months to follow submission of your Acquittal.**

Businesses and unincorporated groups applying to the Resilience Grant must provide receipts as proof of purchase and expenditure. Receipts will be supplier-issued and include name of supplier, contact details and ABN, itemised goods and services purchased and payment received; and/or bank account statements showing funds transfer and matching invoices.

7. Payment of the Grant

The City agrees to pay the Grant to the Grantee in accordance with this Agreement and the amount of the Grant is inclusive of GST payable on goods and services to be purchased with the Grant.



8. Spending the Grant

The Grantee agrees to spend the Grant for the sole purpose of undertaking the Grant Activity as described in the Grant Application, and to provide an Acquittal Report in the form required by the City and signed by the Grantee, verifying that the grant Activity was undertaken and the Grant spent in accordance with this Agreement.

9. Repayment

If any of the Grant has been spent other than in accordance with this Agreement, the Grantee agrees to repay the amount to the City unless the City agrees in writing to the variation in expenditure and/or activity.

10. Record Keeping

The Grantee agrees to maintain records of the performance of the Grant Activity and the expenditure of the Grant and to make them available to the City upon request.

11. Insurance

The Grantee agrees to maintain adequate insurance for the duration of the Grant Activity and provide the City with proof when required.

12. Licences, bookings and approvals

The letter of offer confirms only that a grant has been awarded toward the activity as described in your application. It does not confirm that any bookings, approvals or compliances with any agencies have been secured on your behalf. The Grantee must ensure that all requirements of the City, such as bookings, public event approvals, health and compliance obligations or planning requirements have been confirmed; and

The Grantee must ensure that all persons engaged on the Grant Activity obtain and maintain all relevant licences, registrations or other approvals required by applicable laws, including but not limited to WA Police checks and Working with Children checks.

13. Termination for default

The City may terminate this Agreement by notice if it reasonably believes the Grantee:

- (a) has breached this Agreement; or
- (b) has provided false or misleading statements in their application for the Grant; or
- (c) will be unable to complete the Grant Activity; or
- (d) has become bankrupt or insolvent.

Grant recipients are requested to invite City of Canning Councillors to activities funded by the City of Canning, where appropriate. Please coordinate invitations through Donna Ross, Executive Officer, Office of the CEO at donna.ross@canning.wa.gov.au.

Please contact a Grants Officer if you have any questions regarding these Terms and



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Conditions, or for an introduction to other staff members relevant to your activity as other assistance may be available.

Photographic Consent Form (to be provided with any photographs supplied as a part of your acquittal report)

I _____ (insert name) allow the City of Canning to use my image as taken for the following purposes:

- City of Canning internal communications
- Promotional/marketing and advertising
- Media - press releases, TV, print and online publications, social media, website
- City of Canning publications

_____ (signature)

Under 18 year olds require the consent form to be signed by a parent or guardian.

I _____ (Parent/Guardian name) allow the City of Canning to use images of my child for the abovementioned purposes.

___/___/_____(date)