

Community Contribution Fund Terms & Conditions

Funding

1. The total grant payment provided by the City of Belmont includes an amount to cover any liability for GST, if applicable.
2. The Recipient will use grant funds solely for the purpose approved by the City of Belmont within the funding period.
3. Any grant funds that are not used in accordance with the CCF Grant Contract or these Terms and Conditions must be repaid to the City of Belmont unless prior written approval is obtained for the funds to be used differently.
4. If the grant project cannot be completed for any reason then all grant funds must be repaid to the City of Belmont unless prior written approval is obtained for the funds to be used differently or approval is given for only unspent funds to be repaid.
5. Any adjustments to the project budget must be requested in writing to the City of Belmont, prior to spending the funds. It will be at the discretion of the City of Belmont whether the proposed changes are accepted.
6. Any unspent funds, including but not limited to unspent funds as a result of the project costing less than the grant funds provided, must be returned to the City of Belmont, unless prior written approval is obtained for the funds to be used differently.
7. The grant funding is provided on a one-off basis with no commitment to future funding.
8. The City of Belmont will not be held responsible for any losses or additional costs incurred that are associated with the approved project.

Timeframe

9. The approved projects are to be completed no later than at the end of the financial year during which the funding was awarded.
10. Any adjustments to the project timeframe must be requested in writing to the City of Belmont. It will be at the discretion of the City of Belmont whether the proposed changes are accepted.

Acknowledgement of Support

11. Any posters, flyers or other publicity relating to the project must contain the City of Belmont logo and a statement acknowledging the City's support.
12. Media releases must include reference to the City of Belmont's support of the project.

13. The Recipient is required to seek the City of Belmont's approval for all of promotional materials, including flyers and social media posts, relating to the project from the City of Belmont's Media & Communications Officer prior to their publishing. Please allow at least two (2) weeks for this process to occur.

Project Launches or Special Events

14. It is a requirement that the City of Belmont's Coordinator Community Development is advised in writing of any special events relating to the launch or delivery of the funded projects at least two (2) weeks in advance.
15. If representation from the City is requested, invitation must be provided in writing at least four (4) weeks in advance.

Special Conditions

16. The City of Belmont may add special grant conditions where it is deemed necessary.
17. Approval for funding does not, in any way, exclude Recipients from the requirement of having to obtain the appropriate permits, consents or approvals to ensure compliance with all Local, State and Commonwealth laws applicable to the approved project. Funding may be withdrawn or withheld if the necessary steps are not taken to meet this condition.
18. If your organisation ceases carrying out the activities or project for which the grant was made then any property acquired with the grant monies must be transferred to another not for profit organisation with similar objects and purposes to your organisation, provided the City of Belmont's prior approval has been given.

Acquittal of Funds

19. At the end of the project, grant Recipients are required to submit an Acquittal Report using the City of Belmont Acquittal Report template.
20. The Acquittal Report must include evidence of expenditure for all funded activities/items (invoices and/or receipts from suppliers).
21. The Acquittal Report must be submitted within 30 days from the completion date of the project.