

2021-22 Community Grant Funding Conditions

Payments

Payment of your organisation's community grant will be processed shortly with payment expected in your nominated bank account during the first week of November 2021.

Grant Conditions

The following conditions apply to the organisation's community grant:

1. The grant will only be expended for the approved project, event or activity as described in the organisation's grant application and in accordance with any terms and conditions identified in the funding letter.
2. Adequate insurance cover will be maintained for the duration of the project, event or activity.
3. The applicant will ensure it holds all relevant permits, approvals and licences relating to the application.
4. All workplace health and safety requirements will be satisfied.
5. The project, event or activity will start and finish within the dates specified in the grant application.
6. Any unspent grant funds will be returned to Council, for example where a project is varied or cancelled or instances where grant funds exceed project costs.
7. Council is not liable to meet any shortfall in the project budget.
8. All financial records relating to the approved grant will be retained and be identifiable as per the budget provided in the application.
9. Council is not liable or responsible for the project, event or activity.

Grant Acknowledgement

1. The grant will be appropriately acknowledged by using the City of Gold Coast logo in printed material, on your organisation's website and/or acknowledgement at the event or activity.
2. The supplied logo will be used in accordance with the City's guidelines and must be included on all communication including your website.
3. Please send a draft of the organisation's printed/online acknowledgement via email to communitygrants@goldcoast.qld.gov.au for approval.

Acquittal Requirements

- All grants provided under this program must be acquitted by 30 June in the financial year that the grant is awarded, within eight (8) weeks of project completion or in accordance with the funding agreement.
- The acquittal report must include all relevant receipts, invoices and evidence of project expenditure and delivery. It is therefore recommended that you keep all receipts that pertain to this community grant.
- An applicant will be required to demonstrate how Council was appropriately acknowledged in the delivery of the project.
- Any unspent or un-acquitted funds must be returned to Council with the acquittal report.
- Written permission must be obtained from Council (or its delegate) prior to any variation to the project for which grant funding was received.
- The acquittal report can be found online here or at cityofgoldcoast.com.au/communitygrants

Assistance

Should the organisation be unable to complete the project as agreed, or have unspent grant funds, please contact the Community Grants Administrator at communitygrants@goldcoast.qld.gov.au