

<b>Introduction</b>	This tip sheet provides a list of commonly used grants terms.
<b>Use to assist with</b>	<ul style="list-style-type: none"> <li>• Writing grant applications</li> <li>• Completing acquittal reports</li> </ul>

<b>Grants Terms</b>	
<b>Aim</b>	An aim is what are you are hoping to achieve. It can be related to this grant or your organisation.
<b>Acquittal</b>	You will be required to submit a final report at the end of your funding period. Keep good records of attendance and finances and get feedback from those who attend. Be sure to provide your acquittal report by the due date as your next funding application may not be successful if you have not completed all of your grant responsibilities.
<b>Auspice</b>	A supporting organisation (incorporated association) that is legally and financially responsible for the management of all aspects of the funded project. If you are looking for one, consider its values, management, if you have trust in it and how you will communicate with each other.
<b>Community Need</b>	Community need is what people in the community are saying they need and what reports or research shows.
<b>Eligibility criteria</b>	Eligibility criteria determines who can apply and will be included in the grant application information.
<b>Funding conditions</b>	You will be required to meet these conditions as a requirement of receiving the funding. If you have any questions about them or will have trouble meeting them contact the funder.
<b>Grant amount</b>	Check with your funder if you are not sure how GST is included.
<b>Guidelines and selection criteria</b>	Grant guidelines and criteria help you understand the rules of the grants. Read carefully as they will give you all the clues you need to work out what sort of activities or items the funding body wants to provide money for.
<b>In-kind support</b>	You can often include a figure for in kind support in your budget. This involves donations of goods or time including volunteer labour. You can calculate a hourly figure for general volunteer support and a higher level for specialist volunteer staff.
<b>Outcomes</b>	Your project outcomes are the changes that you want to see by receiving this funding. For example, improved cultural understanding, greater connections in the community, a healthier community.
<b>Project description</b>	A project description is a brief paragraph giving an overview describing your project aim, what you will do and where you will do it, who will benefit and how many people will benefit.
<b>Project name</b>	Create a short name for your project that describes what your project will do. You will want it to catch the reader's attention.
<b>Public Liability Insurance</b>	This insurance protects you and your organisation from financial risks if you are found responsible for damage, injury or death. This is often required so you can submit a grant application. Speak to your auspice or insurer.

GR-12

Lifestyle and Community – Safe & Liveable Communities, Parks & Recreational Services

**Stakeholder / target group**

This refers to the people who will be coming along to your activity or event or who will benefit from your project (e.g. people over 60 in the Palm Beach area).

**Disclaimer**

*This document and the information contained within (together the 'Material') is for general reference only and is provided solely for the assistance of community and sporting groups. Whilst Council endeavours to ensure that the Material is current and accurate Council does not give any representation or warranty of any kind (whether express, implied, statutory or otherwise) including in relation to the availability, accuracy, currency, completeness, quality, reliability, merchantability, or suitability of the Material, or that the Material will not infringe any third party intellectual property rights. Users of the Material must exercise their own judgement and make their own decisions based on their actual and current circumstances and any use of, or reliance on, the Material is at the risk of the user who accepts all risk, responsibility and liability for any loss, damage, cost or other consequence arising directly or indirectly from such use or reliance. Council shall not be liable, to the extent permitted by law, for any loss or damage whatsoever which is suffered (including but not limited to indirect or consequential loss) or for any personal injury, loss or damage suffered or sustained in connection with any use of or reliance on the Material.*