



## **Procedures for release of grant monies in respect to the purchase of Capital Equipment**

- a) We require a letter or email confirming that the equipment has been delivered or is completed and ready for delivery.
- b) Enclose a copy of the supplier's invoice as a PDF for the capital equipment. Normally this is upon delivery, however, in special cases grantees may request this before delivery to accord with the supplier's terms of trade.
- c) Our grant will not include the GST amounts included on the invoice, as our Trust holds an official exemption from GST. The GST initially borne by the grantee will be claimed as a credit on its next BAS Return.
- d) Confirmation that all our Special Conditions as set out at the time of the offer of grant have been satisfied. Refer to your letter of offer.
- e) Once the above items have been received and/or conditions met, payment of the grant will be made by cheque and mailed to the appropriate address.
- f) The John Villiers Trust is only permitted to make grants to Queensland charitable organisations which hold Deductible Gift Recipient (DGR) tax status, and cheques will be made payable to such organisations.

If you have any queries, please contact the Grants Administrator on 03 9631 2553 or email [grants@jvtrust.org.au](mailto:grants@jvtrust.org.au)