



E: grants@jvtrust.org.au
W: jvtrust.org.au

ABN 83 508 203 243

Standard Grant Conditions

The following Standard Grant Conditions apply to all grants approved by JVT. The grant is accepted by the Grantee organisation with the understanding that:

1. The Grantee has successfully secured all budgeted funds for the Project (as set out in the grant application) and the Project has recently commenced or is about to commence and now seeks the grant funds from JVT.
2. In order for the grant to be paid, the Grantee will supply a Tax Invoice to JVT for the agreed amount of the grant or instalment as per the approved payment schedule. Please note that grants made by JVT are generally regarded as gifts for the purposes of GST legislation and therefore not subject to GST.
3. The Grantee will use the whole of the grant exclusively for the Project as described in the application submitted by the Grantee and not for any other purpose without the prior written consent of JVT.
4. The Grantee of:
 - a. A one-off Grant will use its best endeavours to complete the Project within twelve months from the date of receipt of the grant unless otherwise agreed in writing with JVT;
 - b. A multi-year Grant will provide satisfactory annual progress reports and financial acquittals to the satisfaction of JVT in order for subsequent grant payments to be made.
5. The Grantee will use its best endeavours to complete the project within the timeframe specified in the Grant Application unless otherwise agreed.
6. The Grantee will promptly advise JVT of any material change that may affect the Grantee's ability to undertake or complete the Project within the timeframe specified in the Grant Application.
7. If the Project is not completed within the agreed timeframe (or any extension to the agreed timeframe approved in writing by JVT), no part of the grant may be used after the agreed timeframe or extension without the approval in writing from JVT.
8. The Grantee will maintain adequate records to enable the use of grant funds to be identified, reported and checked readily. JVT has a right to inspect such records of relevance to grant funds on reasonable notice to the Grantee.
9. The Grantee is encouraged to appropriately acknowledge the assistance of JVT in any published or display material and will only use JVT's logo within the approved Logo Guidelines.
10. In terms of acquittal, the Grantee will provide a Grant Report of the Project within two months of the end of the agreed project period using the Grant Report Forms as supplied by JVT. The Grantee will report

against the Project's objectives, aims and expected outcomes /impact as stated in the Grant Application, and provide a signed statement of expenditure showing the amount received, details of expenditure and any balance of unspent grant funds.

11. The Grantee agrees that JVT may use general information, regarding the Grantee organisation, project and size of grant for communication purposes (e.g. on JVT's website; in JVT's annual report and social media).
12. The Grantee must ensure that all rights, consents, licences, and permissions have been obtained prior to submitting images and/or video. Images sent to JVT should include captions, names of any people pictured, and any acknowledgements required. The provision of information and images will be taken as permission to reproduce and publish.
13. In addition to the Standard Grant Conditions above, the Grantee accepts that JVT may set additional specific conditions and requirements on the grant as advised in writing in the official grant approval notification.
14. JVT may revoke and withdraw a grant in the following circumstances:
 - a. *At any time:* if the grantee fails in any material respect to meet any of the Standard Grant Conditions without the prior agreement of JVT;
 - b. *After approval but prior to payment of a one-off grant:*
 - i. If a grantee has not secured all funds for the project (apart from earned and general fundraising income) as set out in the grant application, and the project can still proceed as planned with minor adjustments, the CEO may approve a non-material amendment.
 - ii. Significant amendments must be considered by the Board, who may approve an amendment to the project or may require that the grant be withdrawn.
 - c. *After approval but prior to the payment of the first instalment of a multi-year grant:*
 - i. If a grantee has secured all funds for the first year of a multi-year grant, but not all funds for subsequent years (apart from earned and general fundraising income) as set out in the grant application, and the organisation has a solid plan for securing the additional funding, the CEO may approve payment of the first instalment. Subsequent payments are dependent on a satisfactory report, which includes future funding.
 - ii. If a grantee has secured all funds for the first year of a multi-year grant, but not all funds for subsequent years (apart from earned and general fundraising income) as set out in the grant application, and the plan for securing the additional funding is weak, the amendments must be considered by the Board, who may approve an amendment to the project or may require that the grant be withdrawn.
 - d. *When one or more payments have been made but the project cannot proceed as agreed:* If the grantee has notified JVT that the grantee is unable to complete the project as described in the application.
15. In circumstances where JVT revokes or withdraws a grant, any unexpended funds will be repayable by the grantee to JVT.

Attachment: Schedule A – please keep for your records

The attached schedule represents the grant requirements scheduled based on the details you provided in the original grant application. Any changes to this schedule must be approved, and are to be advised in writing to: grants@jvtrust.org.au

Additional conditions, if applicable: In addition to the standard conditions, payments for this grant are contingent on the following:

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This Standard Grant Conditions Form should only be signed and a scanned copy returned via email once *all funds have been secured and the project is about to commence.*

You MUST include the following essential attachments:

- Proof of banking details.** The preferred document is a scanned copy of your organisation’s Bank deposit slip or Bank Statement header. This is the account into which the grant will be paid by EFT **and should be the same account identified on your invoice for payment of the grant by EFT.**
- A Tax Invoice** for the first grant payment. Please note that grants made by the Trust are regarded as gifts and are not subject to GST.

I accept and agree to the Grant Conditions and confirm that all project funding has been secured and the project is ready to proceed. (Refer Item 1).

To be completed by the organisation principal representative (CEO, Company Secretary, Treasurer or equivalent).

Name: **Position:**

Organisation:

Project Title:

Grant Amount:

Grant ID:

Signature: Date: ____/____/____

Schedule A

PLEASE RETAIN A COPY OF THIS PAGE FOR YOUR RECORDS

GRANT DETAILS

Grant ID: Project Title:

Primary Organisation Contact:

Project Contact:

Project Start Date: Project End Date:

Total Grant Amount:

Number of Payments:

Payment Schedule:

Payment	Amount	Scheduled Date
1		
2		
3		

Grant Requirements Schedule:

Grant Requirement	Scheduled Date
Signed Grant Agreement, Invoice for 1 st Payment, Bank details confirmed	
Progress Report #1	
Progress Report #2	
Final Report	

Payment of this grant is by Electronic Funds Transfer (EFT) and you must supply proof of bank details as requested on page 2 of the Conditions of Grant form.

As per item 10 of the Conditions of Grant, you are required to submit a Final Report and Financial Acquittal within two months of the end date of the project as detailed above. If you have a multi-year grant, you are required to submit an annual Progress Report one month before the next year's instalment is due as per item 4b of the Conditions of Grant, along with an invoice for the next grant instalment.

If any details as outlined above require amendment or clarification, please contact The John Villiers Trust at grants@jvstrust.org.au or call 07 3102 9588 to discuss.