



## Community Grants Program - Terms and Conditions – Document 2

### In General:

These Terms and Conditions are to be read in conjunction with the Eligibility Criteria and Guidelines (Document 1) regarding the payment of grants by the Rotary Club of Brighton

To apply for a grant, applicants must complete and sign this document and return with the Rotary Club of Brighton **Application Form (Document 3)** to Community Services Director-Rotary Club of Brighton, PO Box 206 Brighton 3186. All Forms are available on request to [secretary@rotarybrighton.com.au](mailto:secretary@rotarybrighton.com.au) or online at [www.rotarybrighton.com.au](http://www.rotarybrighton.com.au)

By applying for a grant, applicants and recipients agree to abide by these terms and conditions, If an application does not comply with the eligibility guidelines as outlined or abide by these terms and conditions, it may be ruled invalid and withdrawn from further consideration.

Not every application, (whether- or- not it meets the selection criteria) will necessarily receive a grant, the ultimate decision as to whom and to what amount, will be at the sole discretion of Rotary Club of Brighton (RCB) and no further correspondence and/or communication may be entered into regarding the decision, the process or the outcome.

To act in good faith and fairness to all, the Rotary Club of Brighton refrains from the giving of personal grants such as for individual hardship, other than through a registered organisation specific to such individual cause. (Unless by special dispensation and agreement by RCB Board and majority of RCB Members.)

1. Successful applicants and recipients may be contacted by RCB and/or its representatives for the purpose of validation and the conducting of all required due diligence prior to finalisation of any proposed grant. All applications become the property of RCB.
2. RCB reserves the right to at any time prior and/or during grants process, to verify the validity of said offer and to disqualify any applicant that is not in accordance with these terms and conditions or any other matter that RCB considers material to the validity of said offer.
3. Any funding received from RCB Community Grants Program (RCB CGP) must be spent solely for the purpose to which it was intended as per the approved application including such time period as agreed and deemed reasonable under the grant program.
4. Should the actual cost of the project for which the grant is applied exceed the proposed cost, neither RCB CGP or any of its related bodies will be responsible or obliged in any way for making up any shortfall or to pay any monies additional to the agreed grant amount.
5. The RCB may at its sole discretion vary the amount of the grant provided through the program. Notwithstanding, any such grant from RCB CGP will be deemed to include GST and the applicant has sole responsibility to arrange its own taxation issues.
6. If at any time the stated purpose of project for which the grant is offered is no longer viable or for whatever reason cannot be completed, the grant recipient must immediately advise the RCB of the inability to continue, at which time the RCB will at its sole discretion discuss alternative options or retrieve in full the amount of the grant provided.

7. Any financial assistance provided by RCB CGP must be acknowledged, regardless of the amount granted, and the RCB to be included in any/and all promotional material in such a way that indicates the supporting nature of the grant, and that any such promotional and/or marketing material is to be approved by RCB prior to release of such material.
8. The grant recipient shall not by act or omission, do or say anything or cause anyone to say or do anything that may prejudice or be detrimental to or cause damage to the name and reputation of the RCB or the RCB CGP or Rotary in general.
9. The grant recipients must provide the RCB with a progress report monthly if for a long duration project and in any case an "Acquittal Report" (debriefing report) within one month of project completion date. Such report to include and/or identify marketing and promotional opportunities.
10. The provision of organisation bank account upon receipt of a "donation" invoice with current ABN, (save in exceptional circumstances where such an organisation bank account is not a feasible option). Grant funding will not be paid in cash or be deposited into the bank account of any individual.
11. The grant recipient must repay the full or relevant part of the grant amount to RCB within 30 days of receiving a formal notice from RCB in any of the following circumstances:
  - a) The club has overpaid the grant recipient
  - b) Any or all payments that are incorrectly claimed; or
  - c) an amount of the funding is unspent at the project completion date; or
  - d) RCB pays the grant recipient an amount that it is unable to spend in accordance with the funding purpose requested in its application; or
  - e) The grant recipient has mis-represented or misused the funding amount by paying for a purpose other than described in the application and approved by RCB CGP ; or
  - f) Any other terms and conditions not abided by as deemed at the sole discretion of RCB CGP
12. In addition to personal delivery, via post or via facsimile, participants in the RCB Community Services Grants Program agree to utilise electronic communication in any connection with the program (including invoicing) provided by posting on a website or sent via email
13. The RCB retains as its right, the ability to suspend or terminate its Community Grants Program at any time and without notice other than to those directly involved in the program.
14. These terms and conditions may be amended and or revised at the discretion of the RCB

On behalf of (organisation) .....We accept these Terms and Conditions

Print Name.....Signature.....

Witness.....Date .....