



---

# GRANT TERMS & CONDITIONS

---

## 1. Purpose

- 1.1 The grant can only be used for the approved purpose specified in the grant application notification.
- 1.2 The grant is to be used within the specified time period (usually 12 months). If the grant is not used within the time period, the Trust reserves the right to request its repayment. The Trust may, at its discretion, extend this time period or approve a change of purpose.
- 1.3 The Trust reserves the right to audit/investigate whether the grant has been used appropriately and in accordance with the approved purpose.
- 1.4 The Trust retains the right, at its discretion, to recover grant monies if the applicant has not met the conditions of the grant.
- 1.5 Grant monies are strictly 'tagged' to the application as approved by the Trust, and if your circumstances or the project changes, or your project does not proceed, please contact us for options, which may include return of the grant.

## 2. Conditional Grants

- 2.1 The Trust can impose additional conditions on the use and release of a grant at its discretion. These conditions will be communicated in the grant notification.
- 2.2 A grant may be held by the Trust until the conditions have been met.
- 2.3 For capital projects with a total project cost of \$50,000 or more, where the Trust's contribution is \$20,000 or more, all grants will be conditionally held until all funding for the project is confirmed and the project is about to proceed.

*'Here for the Community'*



### 3. Accountability

- 3.1 The Trust requires that all grants are accounted for once the grant funds have been expended. All grant recipients are required to complete an online accountability or acquittal statement confirming that funds have been spent for the purpose granted.
- 3.2 Recipients will be required to make a brief statement on the use of the grant and its impact as proposed in their application. Supporting information may also be required as evidence of expenditure.
- 3.3 The requirements for accountability supporting information will vary according to the amount of the grant.
- 3.4 The Trust may require additional reporting requirements for larger grants, especially Vital Impact grants. This may include reporting against agreed outcomes and/or roundtable reporting.
- 3.5 If an organisation does not submit an accountability statement by the due date, the organisation will be unable to apply for any future funding until an accountability statement for the period missed is submitted.
- 3.6 If an organisation fails to respond to requests to submit an overdue accountability statement, the Trust can initiate either or both of the following:
  - A stand-down period of up to three years before the organisation concerned can apply for funds again.
  - An invoice for the amount of the grant to the grant recipient. (In the event of an invoice being issued, unless it is paid in full or an accountability statement is received, the matter will be referred to a debt collection agency.)

### 4. Publicity

- 4.1 The Trust requests that where possible (and appropriate) you acknowledge the WEL Energy Trust grant in your organisation's annual report and in any advertising or promotion that relates to the grant.
- 4.2 Wherever the Trust's logo is used you will agree to adhere to the branding guidelines which can be found on the Trust's website under 'Useful Links' on the blue banner at the bottom of the page.
- 4.3 The Trust reserves the right to refer to this funding grant in its own publicity.

*'Here for the Community'*