



## FORMAL CONTRACT FOR FUNDING \$7,500 AND ABOVE

### Terms and conditions of funding

The provision of funds from the *[insert name of club]* is subject to a number of terms and conditions that must be agreed to by the recipient prior to the release of the funds.

Details of the terms and conditions are provided below. If the recipient is prepared to accept these terms and conditions, please sign this letter and return it to *[name of club]* **within 14 days** of receipt. Please retain a copy of this letter for your records.

1. The recipient acknowledges that the funding of \$*[.....]* has been approved to undertake *[insert project activity]* under the ClubGRANTS Scheme.
2. The recipient acknowledges that the funds provided must be completely expended on the funded project by *[insert deadline]*. If the project has not commenced or been completed by this date, the *[insert name of club]* may require repayment of the funding or any unspent balances at its discretion.
3. The funding provided must only be used for the approved projects, as detailed in the ClubGRANTS application form. Any variation must be agreed to in writing by the *[insert name of club]* and *[insert name of recipient]* prior to implementation.  
  
Variations to the project include but are not limited to use of funds outside of the approved activities; beneficiaries; and project timeframes.
4. The recipient agrees that access to the funding can only be obtained by signing and returning these terms and conditions of funding within 14 days.
5. If, for whatever reason, the recipient is unable to proceed with the funded project, the recipient will inform the *[insert name of club]* as soon as possible in writing and immediately repay the funding to the *[insert name of club]*.
6. At the completion of *[name of project]* or after six months of date of funding (whichever comes first), the recipient must provide *[name of club]* with an Acquittal Report. The acquittal report should be proportional to the amount of funding received, and should include:
  - (a) *Details of the completed activities and outcomes delivered*
  - (b) *An itemized breakdown of how the funding was used*
  - (c) *An assessment of the success of the project, including how the project met its objectives.*
7. If *[name of project]* remains incomplete six months after receiving funding, the recipient must submit a progress report, which should include:

- (a) *A summary of activities completed to date*
- (b) *An itemised breakdown of the percentage of funding spent at the time of submission*
- (c) *Any issues or risks affecting completion of the approved grant activities*
- (d) *A summary of the remaining activities to be completed*

8. Any advertisement or public acknowledgement of the funding made by the recipient will carry words to the effect that the ClubGRANTS scheme is a shared State Government-Club Industry program, funded by a 2.25% gaming machine tax rebate provided by the State Government to those registered clubs with gaming machine profits in excess of \$1 million per annum.
9. If the recipient breaches any of these terms and conditions, the *[insert name of club]* reserves the right to withhold or reclaim in part or in whole the funding at its discretion.

*Signature (recipient organisation)*

Name/position of signatory

*ABN of recipient organisation  
(if applicable)*

*Signature (club)*

Name/position of signatory

Date

***Sign and date one copy of this letter and retain it for your records.***

***Sign and date another copy of this letter and return it to the registered club.***

## Important information regarding GST

A non-profit organisation or donating club does not have a GST liability provided the non-profit organisation is not making a supply to the donor club in relation to the receipt of the payment. The acknowledgement of the funds provided in the recipient's newsletter or annual report, or in a local state or national newspaper, or a certificate, plaque or equivalent of appreciation is not considered to be a supply from a recipient to a donor club.