

## Standard Grant Conditions

To satisfy the provisions of the Will of Helen Macpherson Smith (nee Schutt) under which the Trust has been established, together with other interpreted regulations under which grants are exempt from the application of GST, the Trustees have determined that the following Standard Conditions will apply to all grants approved to Grantees:

1. If the organisation is based in Victoria, but the Constitution does not specifically limit its operations or application of funds to Victoria, written assurance is required that the organisation does not intend to apply any of our grant funds outside Victoria.
2. If the organisation is based outside the State of Victoria, a grant can only be made to an autonomous Victorian Branch (controlled by a Victorian Board of Management) for application of funds within Victoria.
3. The Grantee will use the whole of the grant exclusively for the project as described in the application and not for any other purpose without the prior written consent of the Trustees.
4. Project and other costs submitted in support of the application must be exclusive of GST.
5. Grants for projects will only be paid by the Trust when all funding is in place and the project has commenced, or as agreed in writing by the Trust i.e. multiple year grants.
6. The Grantee will use its best endeavours to complete the project within twelve months from the date of receipt of the grant unless as otherwise agreed in writing.
7. The Grantee will promptly advise the Trust of any change that may affect the Grantee's ability to undertake or complete the project within the agreed timeframe. If the project has not commenced within 9 months from the approval date, and no funds have been paid by the Trust – the grant may be deemed to have lapsed.
8. The Grantee will maintain adequate records to enable the use of grant funds to be identified.
9. The Grantee will acknowledge the assistance of the Trust in any published or display material and will use the Trust's logo within the Logo Guidelines.
10. The Grantee will provide a report of the project within two months of the end of the agreed period using the Grant Acquittal Report as supplied by the Trust and accepts that the Trustees reserve the right to request the return of any unspent funds.

The Grant Acquittal Report includes:

- 10.1 A brief description of the Project as submitted in the application.
  - 10.2 A description of the anticipated outcomes and achievements against outcomes.
  - 10.3 A brief description and reasons for any changes made during the project.
  - 10.4 A brief description of any lessons learned.
  - 10.5 A signed statement of expenditure showing the amount received, details of expenditure and any balance of the Grant unspent.
11. In addition to the above Standard Conditions, the Grantee accepts that the Trustees may set additional specific conditions on the grant, and these may include, setting a completion date, timing for progress reports, payment schedules and specific milestones to be achieved.