

# Standard Grant Conditions



To satisfy the provisions of the Will of Helen Macpherson Schutt (nee Smith) under which the Helen Macpherson Smith Trust has been established, the following Standard Conditions apply to all grants approved:

1. If the organisation is situated in Victoria and the Constitution does not specifically limit its operations or application of funds to Victoria, by signing below, you confirm that the organisation does not nor intend to apply any of our grant funds outside Victoria.
2. If your organisation is part of a national organisation and/or has operations outside of Victoria (eg offices/ branches/services), it must have a separately constituted and autonomous State Branch with its own Board of Management. By signing below, you confirm that the organisation does not intend to operate or apply any of the grant funds outside 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 Trust.
4. Project and other costs submitted in support of the application must be exclusive of GST.
5. The Grantee has successfully sourced the budgeted funds for the project (as set out in the grant application) and the project has commenced or is about to commence and now seeks the funds from the Trust by submitting a Tax Invoice for the agreed amount of the grant or instalments as per the approved payment schedule (Note: No GST applies to Grants).
6. The Grantee of 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 as otherwise agreed in writing eg. multi-year grants.
7. The Grantee accepts that 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 unless the Trust is advised of the delay.
8. The Grantee will promptly advise the Trust of any material change that may affect the Grantee's ability to undertake or complete the project within the agreed timeframe.
9. The Grantee will maintain adequate records to enable the use of grant funds to be identified.
10. The Grantee may appropriately acknowledge the assistance of the Trust in any published or display material and will only use the Trust's logo within the approved Logo Guidelines.
11. The Grantee will provide a report of the project within two months of the end of the agreed period which will include:
  - 11.1 A brief description of the Project as submitted in the application.
  - 11.2 A brief description of the anticipated outcomes and achievements against outcomes.
  - 11.3 A brief description and reasons for any changes made during the project.
  - 11.4 A brief description of any lessons learned.
  - 11.5 A signed statement of expenditure showing the amount received, details of expenditure and any balance of the Grant unspent.

In addition to the above Standard Conditions, the Grantee accepts that the Trust may set additional specific conditions on the grant as advised in writing in the official grant approval letter, and these may include setting a completion date, timing for progress reports, payment schedules and specific milestones to be achieved.