

Major Equipment Grants

Terms and Conditions

The terms and conditions of for major equipment grants are outlined in this document.

These terms and conditions should be read in conjunction with the [Major equipment grant guidelines.](https://www.cardinia.vic.gov.au/downloads/download/226/major_equipment_grant_guidelines)

Grants may be subject to additional conditions. These will be outlined in a letter of offer from Council.

Council reserves the right to cancel a grant agreement if a grant recipient does not adhere to the terms and conditions outlined in this document and or letter of offer.

If at any stage you require further information or wish to discuss your grant, please contact Council’s Community Places Officer on 1300 787 624 or email CCWG@cardinia.vic.gov.au

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# Terms and conditions

## Application

### Applications must be made using the [SmartyGrants online platform.](https://cardinia.smartygrants.com.au/applicant/login?returnUrl=/1617CCWG)

### Late applications will not be accepted.

### Applications must be supported with relevant requested documentation.

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| * Ensure you have discussed your project with the relevant Council Officers. * Collect the required documentation for your application. * Enter and submit your application on SmartyGrants <https://cardinia.smartygrants.com.au/applicant> |

## Grant offer

### Council will notify grant applicants in writing of successful and unsuccessful grant applications.

### Grant offers will outline any conditions specific to the applicant’s grant.

### The grant offer is made to the legal entity as identified in the grant application.

### If any changes occur affecting the legal entity of the grant recipient throughout the life of the grant the grant administrator must be notified and the grant agreement may be forfeit.

### Successful grant recipients cannot transfer their grant to any other legal entity without written approval from Council.

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| Ensure you have read and understand the terms and conditions for your grant listed in this document and outlined on your letter of offer. |

## Acceptance of grant offer

### The grant recipient must submit their acceptance of grant offer via SmartyGrants a minimum of two weeks prior to purchasing equipment and no later than the last Friday of September.

### If Council has not received the acceptance of offer by the deadline, then the grant is deemed to be forfeited by the grant recipient group.

### By submitting the acceptance of offer the grant recipient agrees to:

#### purchase the equipment identified in their application

* adhere to the conditions outlined in the grant offer

#### adhere to the Major equipment grant terms and conditions.

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| * Complete and submit the *Acceptance of offer* form in SmartyGrants prior to purchasing equipment and no later than last Friday of September. |

## Occupational health and safety and risk management

### Cardinia Shire Council has a legal responsibility under the *Occupational Health and Safety Act 2004* and OHS Regulations 2007, so as far as reasonably practicable, to provide and maintain for its employees, contractors and volunteers, a working environment that is safe and without risk to health.

### OHS and risk management requirements of grant recipients include the completion and submission of a range of documentation relating to training/induction for the safe use of equipment and ongoing maintenance of equipment purchased.

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| * Seek support from Council if you are unsure of what OHS requirements are required |

## Funding and payments

### The funding provided is for the equipment as described in the grant recipient’s corresponding grant application and finalised within Council’s letter of grant offer.

### Council will reimburse the grant recipient 50% of the equipment cost up to the grant amount identified in the letter of offer.

### Where expenditure exceeds the total grant allocation, the excess will be the responsibility of the grant recipient.

### The equipment must be purchased in the financial year in which the grant is allocated.

### Should a grant recipient wish to relinquish the Council grant offer, the grant recipient group must contact the grant administrator NO LATER than the last Friday of May.

### Payments are made upon receipt of a grant payment request form which must be supported with sufficient evidence of all claimed expenses incurred (i.e. receipts for equipment purchased)

### Council will not make payment directly to suppliers.

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| * Attach purchase receipts and other required documentation outlined in your grant conditions to the grant payment request form to receive grants payment |

## Reporting

### The grant administrator may request a progress report at any stage during the project.

## Changes in Project Scope

### Changes in project scope must be supported by the organisations Committee of Management.

### Relevant Council officers must be consulted regarding any change in scope.

### An outline of the changes must be made in writing to the project administrator with evidence of committee support and consultation with Council officers.

### Grants may be subject to additional or changed grant conditions if the project scope changes. These will be outlined in writing by the grant administrator to the grant recipient.

### Council reserves the right to approve or decline any change in scope.

### Any changes in scope will not attract additional funding.

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| * Request to change the scope of the project must be made in writing and have support from recipient’s Committee of Management and Council * Council will notify the grant recipient in writing if the change in scope is approved outlining any changed grant conditions |

## Communication and publicity

Council encourages positive publicity to promote the granted project.

### Council’s support must be appropriately acknowledged in any publicity arising from the project. Please contact the grant administrator for guidance and advice in publicising your project and/or liaising with the media.

### If Council publicises or otherwise promotes the granted project, or responds to a media enquiry concerning the granted project, Council may publish the name and contact details of the person who applied for the grant on behalf of the grant recipient group/organisation, or the person nominated as the project manager (or any other person nominated).

### Council may use and reproduce for its own purposes any photograph or other image it has of any event or thing relating to the granted project.

# Grant forms

The terms and conditions require grant recipients to complete and return a range of documents in relation to your grant.

The forms and return deadlines are listed below and forms are available in SmartyGrants against your grant application submission.

To access the forms, log in to your SmartyGrants account by going to: <https://cardinia.smartygrants.com.au/applicant> and then click the ‘My submissions’ link at the top of the page.

Here you will see all your grant submissions. Select the relevant grant submission ID and the associated forms are there open and waiting for you to complete and then submit.

If you are unable to use SmartyGrants to submit these forms, please contact the grant administrator.

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| Form | Due date |
| **Application form**  Includes project details and contractor quotes. | Applications open in January and close in March |
| **Acceptance of offer**  Includes project manager contact details | Prior to equipment purchase and no later than the last Friday of September |
| **Grant payment request**  Includes copies of paid tax receipts | Required when claiming equipment costs  Final request no later than the last Friday of May |

# Definitions

1. **Grant recipient** refers to the legal entity awarded a Community Capital Works grant.
2. **Grant administrator** Councils Community Places Officer overseeing the administration of the Community Capital Works grants program
3. **SmartyGrants** is an online grants administration system. To register go to <https://cardinia.smartygrants.com.au/applicant>

A link to SmartyGrants is also located on Councils website.