

Central Otago District Council Terms and Conditions of Grant Funding

General

- The granting of previous funding for an activity or recipient is not a guarantee of any future funding and all applications will be assessed using the criteria outlined in the Grants Policy.
- The Council is under no obligation to provide any funding to the recipient other than the funding outlined in the successful funding application. Any decision regarding the provision of further funding will be at the Council's sole discretion.
- Any GST and income tax obligations are the responsibility of the recipient.

Application

- All applications for grants will be assessed against the grants criteria, Council's funding strategic Criteria and community outcomes.
- All decisions on grant applications are final and no correspondence will be entered into on a decision.
- The Council accepts grant applications two time per year. It is the responsibility of the applicant to ensure they are aware of opening and closing dates (which may be subject to change).
- Late applications will only be accepted in exceptional circumstances and at the sole discretion of the Council.

Assessment

- The Council reserves the right to carry out background checks of an applicant to validate any aspect of the application, including:
 - Legal status of the applicant
 - Previous funding allocation and project delivery
 - Previous accountability documentation
 - Eligibility against grants criteria, including community standing
 - The financial viability of the organisation/entity
- The Council may contact an applicant to verify information in an application or seek additional information. The applicant agrees to assist the Council with any requests within the timeframe provided. A failure to do so may result in Council rejecting the application.

Decision

- All grant funding must be spent for the purpose for which the application was granted and in accordance with the Council Grants Policy, as well as the specific terms of that grant.
- Recipients will ensure that grant funding is used in the most cost-effective manner so as to derive the maximum benefit from the funded activity or project (as identified in the successful application).
- Recipients must notify and agree with the Council prior to any significant variation to grants funding expenditure or change to the activity or project (as outlined in the successful application).
- The recipient agrees to notify the Council immediately if for any reason it is not possible to complete the funded activity or project.
- If Council deems a project variation is not deemed appropriate, or a funded activity or project cannot be completed, the Council shall notify the recipient and the recipient may be required to return a portion or all grant funding to the Council as required.
- Upon completion of the funded activity or project, recipients must return any unused portion of grants funding to the Council. Any funds not spent after a period of 12 months from receipt shall be returned to the Council unless otherwise agreed with the Council (including those grants provided as multi-year funding agreements).
- Recipients must, within three months of completion of the funded activity or within 12 months of receipt of the grant (whichever is sooner) complete and return all required Council accountability documentation. A failure to do so may result in the Council refusing to consider future funding applications by that applicant.
- Upon reviewing accountability documentation, if the Council determines in its sole discretion that the project or activity has not been completed in accordance with all relevant funding terms and conditions or has not achieved its purpose to the satisfaction of the Council, the Council may require a portion, or all funding to be returned.
- The Council reserves the right to undertake, engage or give authority to a third party to undertake a review or audit of a recipient's spending of grant funding and the delivery of the activity or project that relates to the funding. The recipient agrees to cooperate with any such review and provide access to persons, places and information as requested.
- Recipients shall comply with all relevant legislation in the delivery of funded activities, including the Health and Safety at Work Act 2015.
- Recipients shall comply with Council's Fraud, Bribery and Corruption Policy when using grant funds.
- The Council may request recipients provide information to show that all relevant legislation has been followed including appropriate health and safety management plans.

Refunds

- A failure of any of the conditions set out above may result in the applicant having to refund all or part of the grant to the Council.
- Any repayment required under these terms shall be made by the recipient to the Council immediately upon request, or as otherwise agreed.

Privacy

- Details of grant applications, awards and outcomes will be stored by the Council for grants administration and accountability purposes.
- The Council will from time to time publish details of grant recipients and their projects as part of its marketing / communications activities.
- Recipients must publicly acknowledge the funding provided by the Council in any financial statements or reports and where possible, in any publicity material.

Changes to Terms and Conditions

- Changes to these Terms for Grants Funding may be made by the Council and notified to applicants either by email or by updating the Council website.