



ORANGE CITY COUNCIL DONATIONS AND GRANTS APPLICATION FUNDING AGREEMENT

This agreement is made between the Orange City Council (Council) and **Name of Organisation** (the Organisation) which together are known as the Parties. The funds are to be used for the **Name of the Project/Event** (the Project).

The Project will commence on **insert date** and conclude on **insert date**.

Council resolved on **date of Council's resolution** to provide financial assistance for the Project.

Your project contact officer is **Title and Name of Staff Member**, who can be contacted by calling Council on (02) 6393 8000 or emailing council@orange.nsw.gov.au marking correspondence to their attention.

IT IS AGREED AS FOLLOWS:

- 1 Council will provide the Organisation with a grant of **\$Amount of donation (ex GST)** for the sole purpose of undertaking the Project specified in the application form. Payment will be made as specified in the Appendix.
- 2 Where the funding has been approved on a matching dollar-for-dollar basis, the Organisation will provide verification that the equivalent portion has been paid/allocated specifically for the Project by the Organisation in the Acquittal report.
- 3 The funding (including any interest earned on it) is to be used by the Organisation for the Project only, unless prior written approval is provided by Council.
- 4 The Organisation will spend the funding wholly on the project as stated in the application form. Any extension to project duration must be approved by Council in writing.
- 5 The allocation of funds is to be deposited in a bank, building society or credit union account, either in a separate account or in an independent part of an existing account in which fund transactions can be easily identified and audited.
- 6 The Organisation will keep accurate current financial and operational records on all aspects of the funds.
- 7 If any of the funds (including interest earned on it) is not used on the Project by the end of the Project, all residual money must be returned to Council within one month after the agreed completion date of the Project.



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- 8 An Acquittal report is to be sent to Council within 3 months of the Project end date and it must include at least the following :
 - i. Details of the outcomes achieved by the Project compared to those identified in the application
 - ii. Detailed listing of how funds were spent in an itemised list
 - iii. Identification of expenditure levels and confirmation of payments to individually named local businesses
 - iv. Where the application identified jobs to be created, confirmation the positions were created
- 9 The Organisation will have insurance cover including worker's compensation, public liability, personal accident and professional indemnity. Certificates of currency may need to be provided to Council as part of this agreement if specified in the Appendix. Funds from Council cannot be used to pay for insurance.
- 10 Any materials produced as part of the Project, including publicity and the final product, are to make a clear reference that the Project has been funded by the Council.
- 11 Copyright for any materials produced as a result of the funding will be retained by the Organisation. All draft printed, audio, visual or computer-based material that references Council should be submitted to Council for consideration and advice before publication.
- 12 Council has the authority to use, distribute and disseminate any materials produced by the Project.
- 13 The Organisation, in the conduct of carrying out the Project will ensure that it complies with all relevant Commonwealth, State and Local Government laws and regulations.
- 14 If the Organisation fails to comply with this agreement, Council may withhold payment of funds or terminate the Agreement. The Organisation may be required to return all monies.
- 15 The Organisation will advise Council if funding from other sources is secured for the Project.



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APPENDIX

Payment schedule

Payment 1	\$xxxx (ex GST)	date
Payment 2	\$xxxx (ex GST)	date

Delete if all paid in 1 payment or add subsequent payment amounts and dates

Amounts over \$5,000 to be split into at least 2 payments and linked to specified deliverables

Insurance of organisation

The Organisation is/is not required to have the following insurance valid throughout the project/the event period. (delete any that are not required)

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Worker's compensation |
| <input type="checkbox"/> | Public liability (to cover \$xxxx) |
| <input type="checkbox"/> | Personal accident and insurance (to cover \$xxxx) |
| <input type="checkbox"/> | Professional indemnity (to cover \$xxxx) |

Certificates of currency of all insurances marked above are/are not required prior to the initial payment being made.

Independent audit requirements

The Organisation is/is not required at its own cost to commission and provide to Council an independently audited statement of expenditure.

The audit must be undertaken by a CPA or qualified accountant who is not otherwise engaged by the Organisation and be submitted with the acquittal report



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SIGNATURE OF PARTIES TO THE AGREEMENT

I accept on behalf of the Organisation the terms and conditions in the funding agreement and the appendix.

Recipient signature

(Signature of President/Chairperson/Secretary/Treasurer or other office holder) (Date)

(Print name and position held in Organisation)

Orange City Council signature

(Signature of General Manager or Director) (Date)

Resolution of Council to provide funding

Resolution Number	XXXX	Date	XXXX
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