

Team: Community Connections and Partnerships
Direct Telephone: (07) 5420 8616
Response Address: Locked Bag 72, SCMC Qld 4560
Email: grants@sunshinecoast.qld.gov.au
Our Reference: MJCE202026

21 May 2021

Ms Melva Hobson
OSCAR - Organisation Sunshine Coast Association Residents Inc

Dear Melva

Major Grants Community Events March 2021

Congratulations! The Sunshine Coast Council is pleased to advise that your application for funding for the project titled "*Sunshine Coast Regional Climate Change Conference*" has been successful and has been funded to the amount of \$7,500 (+ GST if applicable).

Panel Comments: Your application has been part funded due to high demand. You are encouraged to keep liaising with Sharon Stott in the development of this event so Council can further support you in delivering this event.

Additional Funding Conditions: Funding is conditional on obtaining an events permit, if required, and adhering to QLD Health directives regarding COVID-19. Funding is also conditional on providing quotes for the items to be acquitted through this grant.

Next Steps:

For payment:

- Log in to your [SmartyGrants](#) account and complete the **online Funding Agreement form**. (See the following page for instructions.) Please allow approximately 2 – 3 weeks after completing the agreement for payment.

For acknowledgement:

- Use council's logo (this will be emailed to you separately, along with the Acknowledgement Guidelines).
- If funding is for \$5,000 or more, collect a sign from one of Council's Customer Service Centres (simply call in and ask for a sign – there is no need to pre-book.)

For Acquittal:

- Save copies of all relevant invoices and receipts
- Complete the online acquittal form within two months of your project end date (Note: One month before the acquittal is due, you will be emailed a reminder and a link to the acquittal form).

Council allocated additional budget in this grants round to support projects where a COVID impact was identified, in line with our *Local Community Relief Plan - COVID-19 (April 2020)*.

For any queries regarding the Grants Program, please contact the Community Connections team on 5420 8616.

Council wishes your organisation every success in the delivery of your project.

Yours faithfully



Margaret Cattanach
Community Connections and Partnerships - Lead

Information About Your Grant

Payment

Payment is made via Electronic Funds Transfer to the bank account you provided in your application. If your organisation is being auspiced, payment will be made to the auspicing organisation. GST will be added to the amount funded if the organisation is registered for GST.

In order to claim your funding you need to complete the **online Funding Agreement form**. You can access the form by logging in to your [Smartygrants](#) account and then clicking the **My Submissions'** link at the top of page. Here you will see the Funding Agreement form open and waiting for you to complete.

Council will endeavour to process payment within two weeks of satisfactorily receiving your Funding Agreement. In some cases, there may be additional Funding Conditions that need to be met before payment can be made.

Grants Program funds must be claimed within three months of notification, except where an extension has been granted.

Acquittal

Acquittal is the process by which a recipient demonstrates in writing to the funding body that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the activity.

Funding must be acquitted within two months of the project completion date you provided in your application. Please keep copies of all invoices/receipts to demonstrate how the grant funds were spent. Please note that you will be required to return funds if you do not submit a satisfactory acquittal that includes proof of expenditure.

Organisations will not receive further grant funding from Council where previous grant acquittals conditions have not been met.

Acquittals are completed online and can be accessed by logging into [Smarty Grants](#).

Variations

Expenditure must be as per your application budget or Letter of Offer. If you wish to change your project in any way, you must obtain written variation approval from the Council **before** you spend the grant funds. Please also advise Council if the contact details for this grant application change.

Unspent Funds

Your organisation must advise Council of unspent grant funds. If applicable, a refund of unused money may be requested.

Applicant Support

For further information, please contact Council's grants team:

- (07) 5420 8616
- grants@sunshinecoast.qld.gov.au

Note: Office hours are 8.30 am – 4.30 pm, Monday – Friday (excluding public holidays).