

**The Norman Wettenhall Foundation**  
**GRANT CONDITIONS**

The Norman Wettenhall Foundation requires that this grant is used for the project outlined in your application, and that you adhere to the following conditions:

- The Norman Wettenhall Foundation should be advised of any changes to the project content or schedule
- the grant should be used within the time frame specified in your application, otherwise an extension must be sought from the Executive Director
- the grant is only to be used for projects undertaken in Australia
- the grant does not contain GST, it is a donation
- it is advised that your organisation keep detailed financial records to enable the use of grant funds to be checked readily
- any equipment purchased with the grant remains the property of the applicant organisation
- we would appreciate notification of any publicity relating to this grant that provides information about The Norman Wettenhall Foundation, prior to the release of such information
- we also require proofed copies of publications before release. These need to be approved by the Executive Director, and you will need to obtain the NWF logo to insert into the publication
- a final report on this project is required within 12 months of the release of the funds.

**REPORTING GUIDELINES**

To acquit the grant, the applicant is required to fill in the report section on the NWF on-line granting system. Use your username and password that you received to make your application to access the site. <http://nwf.org.au/login>

You are required to answer the questions, as well as upload your signed and dated statement of expenditure. After your report has been reviewed by the NWF Executive Director and NWF Trustees, your grant will be acquitted. Photos that can be used in The Norman Wettenhall Foundation Annual Report or on our website are appreciated and these can be either loaded up on the website or emailed to the Executive Director.

Signed by applicant:

Date: