



***Grants made by Wettenhall Environment Trust are regarded as a gift for the purposes of GST legislation and are therefore not subject to GST.***

## **GRANT CONDITIONS**

- This grant must be used for the project outlined in your application - Wettenhall Environment Trust's Executive Director should be advised of any changes to the project content or schedule.
- This grant should be used within 12 months, otherwise an extension must be sought from the Executive Director.
- This grant is only to be used for projects undertaken in Australia.
- Your organisation should keep detailed financial records to enable the use of grant funds to be checked readily. An expenditure statement is required upon completion of the project.
- Any equipment purchased with the grant remains the property of the applicant organisation.
- We must be notified of any publicity relating to this grant that provides information about Wettenhall, prior to the release of such information.
- We require proofed copies of publications before release. These need to be approved by the Executive Director, and you will need to obtain the WET 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**

- The applicant is required to complete a final report after 12 months (unless an extension has been granted). The Executive Director will contact you for your final report via email.
- The report must be filled in using our on-line application system. Your username and password will be sent in the email from the Executive Director.
- You are required to answer some questions about your project, as well as upload your signed and dated statement of expenditure.
- Photos that can be used in our Annual Report and on our website are appreciated and these can be either loaded up on the website or emailed to the Executive Director.
- Final reports are reviewed by the Executive Director and assessed by the board of Trustees at one of our four Trustee meetings each year. Your project report and outcomes are given a score, which may affect your capacity to apply for future funding.
- The Trust will award a 'Best Grant' each year. This is based on how well you deliver and report on your outcomes, as listed in your application. The Best Grant award will entitle the winner to re-apply for funds for the same project, or for a new project.

Name:

Organisation:

Signed by applicant:

Date: