

GRANTS BEGINNING OF PROJECT ACQUITTAL COMMITMENT AGREEMENT

The City of Logan Charitable Trust (the “Trust”) requires the recipient of a grant (the “Grantee”) to:

1. agree to use the grant funds for the purpose for which they were provided and return unused funds to the Trust within six months of receipt.
2. obtain prior written approval from the Trust for any changes to the approved use of the grant funds.
3. submit a completed end of project acquittal summary report to the Trust within 6 months of remittance of grant funds or 1 month after project completion, whichever occurs first.
4. agree to acknowledge the support of the Trust in all publicity and promotional material associated with the project or activity for which the grant is provided.
5. The Trust reserves the right to terminate this agreement should the Grantee breach any of its obligations under this agreement.

The purpose of the project acquittal commitment agreement is to confirm that the funding will be used for the purpose for which the grant was approved.

Privacy notice: As part of its grant management processes, the Trust is collecting your personal information in order to perform associated corporate governance functions, community services, audit and compliance obligations and to update and maintain the Trust’s grantee information records. Your information is handled in accordance with the *Information Privacy Act (Qld) 2009* and may only be accessed by the Trust, its members, member employees, authorised contractors and auditors and regulatory authorities. Unless authorised or required by law, we will not provide your personal information to any other person or agency.

Grant and Project Details	
1. Organisation name (Grantee)	
2. Grant Application Number	
3. Funding approved (\$) (GST Exclusive)	
4. Planned first date for funds to be used by Grantee	
5. Planned last date for funds to be used by Grantee	
6. Project Planned commencement date	
7. Project Planned completion date	

Grant and Project Details

<p>8. Project Output <i>(Please provide a short summary of what project items will be completed as part of this project and a projected itemised summary of the expenditure of the grant funds.)</i></p>	
<p>9. Would your project be open to the public? (If yes, what / how is this intended)</p>	
<p>10. How will the support of the Trust be acknowledged as part of your project delivery?</p>	
<p>11. Will you share images of your project work with the Trust? <i>(If yes, please provide images with the acquittal report to the Trust at the end of the project.)</i></p>	
<p>Promotional Photography.</p> <p>Does the Grantee agree to participate in promotional material that the Trust would develop to publish on its website or other media platforms? If so, would your consent to this agreement suffice or is there a process that the Trust is required to follow to obtain your organisation's approval in this regard?</p>	

Please direct any questions you may have regarding the completion of this form to enquiries@cityoflogancharitabletrust.org.au. Once completed, please email the signed Project Acquittal Commitment Agreement to the above email address.

Project certification

This section must be completed by an appropriately authorised person. These are generally the Chairperson, Secretary or Treasurer of the organisation responsible for receiving and managing the grant funds.

We hereby certify on behalf of our organisation that:

- to the best of our knowledge, information detailed in this agreement (and relevant attachments) are true and correct, and we will comply with the terms of this agreement;
- we will provide the Trust with additional information on the project where required;
- we will submit an end of project acquittal summary to the Trust on the delivery of the funded project. (The template for the Grants End of Project Acquittal Summary Report will be provided by the Trust at that time)
- all unspent funds relating to this grant will be returned to the Trust within 6 months of receiving the funds.

Full name:	
Position	
Organisation:	
Email:	
Phone number	
SIGNATURE:	
Date:	

<https://cityoflogancharitabletrust.org.au/>