

# FUNDING AGREEMENT

## Donations – Community Resource Recovery Initiatives

The provision of funds from the **Resource Recovery Community Grant program** is subject to terms and conditions that must be agreed to by the **recipient individual/organisation/community group** prior to the release of funds.

Details of the terms and conditions are provided below. If your organisation is prepared to accept these terms and conditions, please sign this agreement, and return to Ballina Shire Council's Resource Recovery section **within 28 days** of receipt.

**Lodgement: Ballina Resource Recovery Centre, 167 Southern Cross Drive, Ballina (8am to 4pm, 7 days per week);** mail to PO Box 450, Ballina, 2478; email [resourcerecovery@ballina.nsw.gov.au](mailto:resourcerecovery@ballina.nsw.gov.au)

### Approved Funding

The recipient acknowledges that funding of **INSERT FUNDING AMOUNT** exclusive of GST has been approved to partially fund **INSERT NAME OF PROJECT/ACTIVITY** under the **Donations – Community Resource Recovery Initiatives** program.

The recipient acknowledges that the funds provided must be spent on the project/activity as detailed in the attached project application.

Any variations to the project/activity detailed in the attached application form must be submitted in writing to the Manager Resource Recovery, Ballina Shire Council at [resourcerecovery@ballina.nsw.gov.au](mailto:resourcerecovery@ballina.nsw.gov.au)

### Insurance

Relevant insurance coverage for your project/activity is required. Council may, at its discretion, request higher coverage. The certificate of currency must specifically note coverage for the event including the official event name, date, location and geographical limits. Ballina Shire Council must be stated as an interested party. This must be supplied to Council prior to any funds being released.

<p>1. The recipient will have and maintain relevant public liability, workers compensation and motor vehicle insurance as required</p>	<p>No / Yes / N/A <i>If no, your project will not be assessed</i></p>
<p>2. Only one application per individual, community group, organisation or education provider will be considered per financial year</p>	<p>No / Yes / N/A <i>If no, your project will not be assessed</i></p>

## Receiving the Funds

In order to receive the total amount of approved funding the recipient must demonstrate cash spending. The funding request must also remain in line with Council's eligibility criteria.

Payment for funds will be made upon receipt of invoice, made out to Ballina Shire Council, PO Box 450, BALLINA NSW 2478. Payment will be deposited into an approved recipient account (documentation to be provided). You must **attach** all relevant tax invoices/quotes directly related to the funds. Payment for funds can be made in the following ways:

- (a) For successful applications applying for under \$10,000 – 100% of the approved funds in one lump sum prior to commencement of the project

OR

- (b) For successful applicants applying for \$10,000 or more - 75% of the approved funds prior to commencement of the project/activity and 25% of the approved funds at the conclusion of the project/activity.

Council reserves the right to withhold payment when the applicant:

- (a) has not carried out activities in accordance with this Agreement and attached application form
- (b) has not spent funding in accordance with this Agreement and attached application form
- (c) has breached any other term of this Agreement

## Acquitting the Funds

Funds must be acquitted within **sixty days** of the project/activity completion date.

The recipient must provide Ballina Shire Council with a completed Acquittal Report - A **template** will be provided to recipients.

If, for whatever reason, the recipient is unable to proceed with the project/activity, or if any of the funding provided by the Ballina Shire Council is left unused at the conclusion of the funded event, the recipient must inform Ballina Shire Council immediately in writing and repay the funding.

## Marketing

For promotional purposes and where relevant, it is important that grant recipients obtain an electronic copy and use the council logo. This will be provided to recipients electronically upon receipt of signed terms and conditions of funding.

### Use of Council Logo

Council's logo must be applied in a consistent manner; recipients will need to comply with the following:

#### **Backgrounds**

Placement of the logo on a white background is preferred. Using the logo over a colour or a photograph can create difficulties with the logo's legibility and impact. Where possible, use of the logo over strongly coloured or complex photographic backgrounds should be avoided i.e. reversing out.

#### **Logo Integrity / Minimum Size**

The logo and its associated icons/graphics must always be presented in their full form and must not be broken down into individual elements or manipulated or distorted in any way.

As the logo is 'freeform' in style and without a defined frame it is important not to encroach on the graphic's 'space' with text or other images. A clear margin equal to 25% of the logo's width should be allowed on all sides of the logo. For example, if the logo is to appear 64mm wide, then a clear space of 16mm should be preserved on all sides. The logo should never be used at less than 20mm wide.

## Council Acknowledgement

The recipient must provide appropriate public acknowledgement of Ballina Shire Council's contribution to the funded event. This may be done by, but not limited to:

- (a) acknowledging Ballina Shire Council in **all press releases** and **media interviews**
- (b) using the Ballina Shire Council logo or the words "**sponsored by Ballina Shire Council**" in **all promotional material** (posters, print, electronic, media advertisement, website etc), official programs, newsletters and advertisements where appropriate.
- (c) acknowledging Ballina Shire Council if applicable in annual reports and
- (d) providing appropriate acknowledgment of Ballina Shire Council through signage, naming rights (where no major sponsor is secured), corporate box, VIP invitations, advertisement and messages in the official event program.

The recipient agrees that if any publicity or promotional material is created, as outlined above, that it is forwarded to Ballina Shire Council's Communications Coordinator, Tracy Lister [Tracy.Lister@ballina.nsw.gov.au](mailto:Tracy.Lister@ballina.nsw.gov.au) **prior** to the material being printed and/or distributed to the public for **approval**. Please allow up to five working days for approval.

## Evaluation Surveys

In order for the Council to measure its investment in the Community Resource Recovery Grant Program, an evaluation survey template has been prepared for recipient organisations to implement for their particular project/activity where suitable. The survey template can be tailored to suit the particular project/activity. To ensure a high completion rate of the surveys, it is important that the surveys are conducted by project/activity organisers or volunteers. Whilst the completion of event surveys is not a mandatory requirement for funding, it will be highly regarded when recipients are seeking future funding.

## Execution Page

**EXECUTED as an agreement**

### COUNCIL SIGNATURE BLOCK

**SIGNED for and on behalf of Ballina Shire Council**

\_\_\_\_\_  
Name of authorised representative (print)

\_\_\_\_\_  
Name of witness (print)

\_\_\_\_\_  
Signature of authorised representative

\_\_\_\_\_  
Signature of witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### RECIPIENT SIGNATURE BLOCK

**SIGNED for and on behalf of INSERT APPLICANT NAME**

\_\_\_\_\_  
Name of authorised representative (print)

\_\_\_\_\_  
Name of witness (print)

\_\_\_\_\_  
Signature of authorised representative

\_\_\_\_\_  
Signature of witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date