

# Appendix 3

## Grant terminology explained



<b>Acquittal</b>	<p>A grant acquittal is a report on funded activities and how you spent the funding. You must submit your grant acquittal report when you finish your activity. We use your grant acquittal to check that:</p> <ul style="list-style-type: none"><li>• You used the funding for the purpose intended in the funding application; and</li><li>• You have met the terms of the funding agreement</li></ul> <p>If you do not submit your grant acquittal you could be ineligible to apply for further grants from us.</p>	<b>Community Grant Acquittal Form</b>	<p>All grants from us must be acquitted using this form. It is available to successful grant recipients through the SmartyGrants platform.</p>
<b>Asset</b>	<p>An asset is a resource of value that is owned or controlled by a person or an organisation.</p>	<b>Funding Agreement</b>	<p>A funding agreement outlines the terms, conditions, and obligations of a grant. It is a legal document that applies to both the City and the organisation receiving the grant. It covers funding, project delivery and accountability.</p>
<b>Audit</b>	<p>An audit is usually carried out partway or towards the end of the grant period. The aim of an audit is to ensure the grant funds are being used as you agreed they would be. It involves an auditor checking records including:</p> <ul style="list-style-type: none"><li>• Allowable costs and legitimacy of an expense purchased with grant money</li><li>• Any income generated by the grant</li><li>• Program performance</li><li>• Cash management</li></ul> <p>Grant audits are not always necessary. If selected for an audit, we will notify you.</p>	<b>Letter of Approval</b>	<p>A letter of approval will be requested when land or asset owner permission is required for you to carry out your activity. For example, if you are proposing works to property on Crown land, approval is required from the relevant government department. Approval by letter or email will be accepted.</p>
<b>Auspice</b>	<p>An auspice organisation can provide support to an informal group or an individual who wishes to apply for a grant. Both parties must agree to the arrangement. The auspice organisation will submit the application and be responsible for receiving and then passing on the grant funds to the informal group or individual.</p>	<b>Letter of Support</b>	<p>A 'key stakeholder' of your activity may write a letter of support. Key stakeholders might include community leaders, local community groups and agencies, schools, sporting organisations or the Police, etc.</p> <p>Key stakeholders are people essential in ensuring your activity is a success. A letter of support will show you have discussed your activity with them, and you have their support. This will improve the chances of your application being successful.</p>
<b>Auspicing Agreement Form</b>	<p>If your application is supported by an auspice organisation, you will need to submit this form. It is available on our webpage.</p>	<b>Local Community Plan</b>	<p>Local community plans are developed by community members who come together to develop and implement Community Plans to improve their own communities. An example is Junortoun Community Action Group's plan, available to view online at <a href="http://www.junortoun.vic.au/community-plan">www.junortoun.vic.au/community-plan</a></p>
		<b>Variation</b>	<p>A variation is a change to the proposed grant activity, including scope, duration, expenditure, and nature of the activity. Any proposed changes must be requested in writing to the Strong Communities team. Approval must be provided before any changes are made.</p>