

## **Dunedin City Council: Terms for Grants Funding**

### **General**

- The granting of previous funding for an activity or recipient is not a guarantee of any future funding and all applications will be assessed using the criteria outlined in the DCC Grants Policy, the relevant grant applied for, and these Terms for Grants Funding as set out below.
- The DCC is under no obligation to provide any funding to the recipient other than the grants funding outlined in the successful funding application. Any decision regarding the provision of further funding will be at the DCC's sole discretion and subject to a separate agreement.
- Any GST and income tax obligations are the responsibility of the recipient.

### **Application**

- All applications for grants will be assessed against the grant's eligibility criteria and the Dunedin City Council (DCC) Strategic Framework and funding priorities.
- All decisions on grant applications are final and no correspondence will be entered into.
- The DCC accepts grants applications at different times throughout the year. It is the responsibility of the applicant to ensure they are aware of opening and closing dates and times (which may be subject to change).
- Late applications will only be accepted in exceptional circumstances and at the sole discretion of the DCC.

### **Assessment**

- The DCC reserves the right to carry out relevant background checks of an applicant to validate any aspect of the application, including:
  - legal status of the applicant
  - previous funding allocation and project or activity delivery
  - eligibility against grants criteria including community standing
  - the financial viability of the organisation/ entity.
- The DCC may contact an applicant to verify information provided in an application, or seek additional information. The applicant agrees to assist the DCC with any requests within the timeframe provided. A failure to do so may result in the DCC rejecting the application.

## Decision

*Note: A failure by the recipient to follow any of the conditions set out below may result in the recipient having to refund all or part of the grant funding to the DCC.*

- All grants funding must be spent for the purpose for which the application was granted and in accordance with the DCC Grants Policy, as well as the specific terms of that grant.
- Recipients will ensure that grant funding is used in the most cost-effective manner so as to derive the maximum benefit from the funded activity or project (as identified in the successful application).
- Recipients must notify and agree with the DCC prior to any significant variation to grants funding expenditure or change to the activity or project (as outlined in the successful application).
- The recipient agrees to notify the DCC immediately if for any reason it is not possible to complete the funded activity or project.
- If in the sole discretion of the DCC a project variation is not deemed appropriate, or a funded activity or project cannot be completed, the DCC shall notify the recipient and the recipient may be required to return a portion or all grant funding to the DCC as required.
- Upon completion of the funded activity or project, recipients must return any unused portion of grants funding to the DCC. Any funds not spent after a period of 12 months from receipt shall be returned to the DCC unless otherwise agreed with the DCC (including those grants provided as multi-year funding agreements).
- Recipients must, within three months of completion of the funded activity or within 12 months of receipt of the grant (whichever is sooner) complete and return all required DCC funding expenditure and accountability documentation. A failure to do so may result in the DCC refusing to consider future funding applications by that applicant.
- Upon reviewing funding expenditure and accountability documentation, the DCC determines in its sole discretion that the project or activity has not been completed in accordance with all relevant funding terms and conditions, or has not achieved its purpose to the satisfaction of the DCC, the DCC may require a portion or all funding be returned to the DCC.
- The DCC reserves the right to undertake, engage or give authority to a third party to undertake a review or audit of a recipient's spending of grant funding and the delivery of the activity or project that relates to the funding. The recipient agrees to cooperate with any such review and provide access to persons, places and information as requested.
- Recipients shall comply with all relevant legislation in the delivery of funded activities, including the Health and Safety at Work Act 2015.
- The DCC may request recipients provide information to show that all relevant legislation has been followed including appropriate health and safety management plans.

## Refunds

- A failure of any of the conditions set out above may result in the applicant having to refund all or part of the grant to the DCC.
- Any repayment required under these terms shall be made by the recipient to the DCC immediately upon request, or as otherwise agreed.

## **Privacy**

- DCC collects all personal information in accordance with its Privacy Policy available on its website [www.dunedin.govt.nz](http://www.dunedin.govt.nz) – please note that you may have additional rights under the EU General Data Protection Regulation if you are in the European Union.
- Details of grant applications, awards and outcomes will be stored by the DCC for grants administration and accountability purposes.
- The DCC may at its discretion disclose details of grants recipients, including in DCC financial reporting and marketing / communications activities.
- If requested, recipients must publicly acknowledge the funding provided by the DCC in any financial statements or reports and where possible, in any publicity material.

## **Changes to Terms and Conditions**

- Changes to these Terms for Grants Funding may be made by the DCC and notified to applicants either by email or by updating the DCC website.