

Communities, Sport and Recreation Grants

Congratulations, you have received a Community grant from Communities, Sport and Recreation.

Your organisation has now entered into a Grant Agreement with the Crown. The accompanying agreement outlines the formal contract between your organisation and the Crown and specifies;

- the terms and conditions,
- the amount of the grant, and
- the purpose(s) the money is to be spent on.

Your agreement is being administered by the Department of Communities Tasmania, through Communities, Sport and Recreation (CSR). Should you have any questions, require assistance, or wish to vary or finalise the agreement please contact CSR on 1800 204 224 or by email csrgrants@communities.tas.gov.au

What do you need to do now?

- **You must comply with the terms and conditions of the grant agreement.**
- **All grants administered by CSR must be acquitted within the reporting period specified in the agreement.** Acquittal is a formal process that requires you to accurately account for the expenditure of grant funds and completion of the approved purpose (project). Grants funds not accounted for to CSR satisfactorily may be required to be repaid.

To assist you to fulfil acquittal requirements you need to keep copies of all invoices related to the project, along with copies of bank statements (or other suitable evidence) showing payment of those invoices – these will enable CSR to acquit the grant.

A month or two before the agreed date of completion, CSR will send you acquittal documentation for you to complete. Note: some documents must be witnessed (by a Justice of the Peace, Commissioner for declarations or authorised person). See the following website for more information www.justice.tas.gov.au/justice-of-the-peace.

Once completed, all documentation must be returned to CSR. Once CSR is satisfied the organisation has completed the project and expended the grant appropriately, CSR will write to you to confirm the funding agreement has been finalised.

Note: *CSR grants are subject to auditing, it is a requirement for your organisation to retain all your records in case your organisation's grant is called up for audit purposes.*