

## ADVICE FOR GRANT RECIPIENTS

March 2015

The funding agreement imposes a number of obligations on your organization. This guideline outlines those obligations, and provides advice on how to fulfil them. Please read it carefully before beginning the project.

Covered in more detail below are:

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### A. GRANT PAYMENTS

#### *Funding tranches*

The funding agreement lists the conditions under which funding will be paid. The conditions are usually based on the project milestones and timelines that were nominated in your application.

Payments will be made on receipt of a tax invoice and the relevant documents demonstrating that the funding condition has been fully met (e.g. progress report on the grant, or provision of copies of any written outputs, such as reports, submissions, media releases or presentations).

Energy Consumers Australia (ECA) prefers to receive electronic copies of all invoices and supporting documents, which should be emailed to [kerry.connors@energyconsumersaustralia.com.au](mailto:kerry.connors@energyconsumersaustralia.com.au).

#### *Meeting project deadlines*

Please make sure you manage project timelines to ensure deadlines are met. Section B below outlines the steps required if there is any change to the project plan or timeline.

ECA expects that all grant monies will be fully acquitted within 2 months of the completion date you have nominated. Clause 3.16 of the funding agreement provides for ECA to decide that any unclaimed funds after three months of the completion due date are unspent, and returned to the ECA's uncommitted funds unless ECA has approved by notice an extension for the project.

#### *Progress reporting*

ECA has prepared a template Progress Report, a copy of which is at Appendix A. The Progress Report will be provided to the ECA CEO – it should be no more than 2 pages long.

It should be provided to ECA at the completion of the relevant project milestone, along with the invoice and copies of any relevant documents.

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## *Engagement of contractors or consultants*

Where a contractor or consultant has been employed to carry out the project, copies of their invoices should be provided to ECA with your organisation's invoice.

## *Goods and Services Tax (GST)*

Where an organisation is registered for GST, ECA must pay 10% on its grants and your organisation must then pass the GST received to the Australian Taxation Office in the relevant reporting period.

## **B. CHANGES TO THE PROJECT PLAN OR TIMETABLE**

Clause 3.4 of the agreement stipulates that you will carry out the project in accordance with the project plan and timetable set out in the application.

You must notify the ECA's Grants Manager immediately of any changes to the project plan or timetable, as the Board's approval may need to be sought.

## **C. MANAGING CONFLICTS OF INTEREST**

Finalisation of the grant is conditional on confirmation that your organisation has no existing or potential conflicts of interest in its management of the project.

If there is an existing or potential conflict, you need to advise the ECA immediately on how that will be managed. Once we receive that information, we can prepare the funding agreements.

Should a conflict of interest arise over the course of project, you should also advise the ECA immediately.

## **D. PUBLICATION OF GRANT OUTPUTS**

Energy Consumers Australia will publish on its website all written reports and materials arising from a grant, to ensure that all consumers can benefit from the work.

Please provide electronic copies of those documents to ECA in either Word or PDF **on or prior to publication**.

### *Disclaimer*

Please note the funding agreement requires all publications relating to the project to carry the following disclaimer:

*"This project was funded by Energy Consumers Australia (www.energyconsumersaustralia.com.au) as part of its grants process for consumer advocacy projects and research projects for the benefit of consumers of electricity and natural gas.*

*The views expressed in this document do not necessarily reflect the views of Energy Consumers Australia."*

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## E. RECORD KEEPING

The funding agreement requires you to maintain all relevant records pertaining to the project.

ECA has the right to ask you to provide to ECA or to a designated third party supervised access to your premises, books, records, and computers to verify compliance with the funding agreement.

## F. ACQUITTAL OF THE GRANT

ECA has developed an Acquittal Report template (at Appendix B) – that form should be completed and provided to the Grants Manager within two months of the completion of the project.

Please note clause 3.9 of the agreement, which requires the Recipient to provide an acquittal report to ECA within two months of the completion of the project.

ECA will consider that any unclaimed funds after three months of the completion due date are unspent, and returned to ECA's uncommitted funds unless the Board has approved by notice an extension for the project (clause 3.15 refers).

## G. EVALUATION OF THE GRANT

ECA may seek an independent evaluation of a grant in any financial year, and publishes the findings on its website, in order to

- improve the effectiveness and efficiency of advocacy by providing specific feedback and guidance to applicants whose work is evaluated, and by providing a general 'lessons learnt' available to all applicants;
- inform decisions on the ECA's grant program.

Should your project be selected for evaluation, you will be advised separately.

Please ensure that you maintain all relevant records pertaining to the project.

## H. FURTHER ASSISTANCE

ECA's website [www.energyconsumersaustralia.com.au](http://www.energyconsumersaustralia.com.au) provides information about the company, and outlines the grants it has approved since its establishment.

The Grants Manager can be contacted for assistance by email at [kerry.connors@energyconsumersaustralia.com.au](mailto:kerry.connors@energyconsumersaustralia.com.au).