



**ENERGY
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Advice for Grant Recipients

Once a grant application is approved, Energy Consumers Australia (ECA) will draft a Funding Agreement which details the obligations for your organisation when executing the project. Below are key obligations within the Funding Agreement. Please read it carefully before beginning the project.

Grant payments

Meeting project deadlines

Please make sure you manage project timelines to ensure deadlines are met. Clause 2.1 of the Funding 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 ECA's grants team (grants@energyconsumersaustralia.com.au) **immediately** of any changes to the project plan or timetable, as the Board's approval be required.

Funding tranches

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

Payments will be made on receipt of a tax invoice, a progress or acquittal report and receipt of relevant documents demonstrating that the funding conditions have been fully met. These may include written outputs such as reports, submission, media releases or presentations.

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.

Progress reporting

An ECA Progress Report is required at the completion of the relevant project milestones. Once ECA deems the project milestones have been met, the associated invoice will be processed.

All Progress Reports will be submitted through the grants management platform SmartyGrants which manages the administration of a grant during the course of the project.

Acquittal of the grant

An Acquittal Report is required at the completion of a project. Once ECA deems the project milestones have been met, the final invoice will be processed.

ECA expects that all grant monies will be fully acquitted within three months of the nominated completion date. Clause 6.3 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 ECA's uncommitted funds unless ECA has approved by notice an extension for the project.



Managing conflicts of interests

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 ECA immediately on how that will be managed. Should a conflict of interest arise over the course of the project, you should advise ECA immediately.

Publication of grant outputs

ECA 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 **prior to publication**.

The Funding Agreement requires all publications relating to the project to carry the following disclaimer:

"This project was funded by Energy Consumers Australia Limited (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 gas.

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

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 ECA or to a designated third party supervised access to your premises, books, records, and computer to verify compliance with the Agreement.

Evaluation of the grant

ECA may seek an independent evaluation of a grant in any financial year, and publishes the findings on its website, 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; and
- Inform decisions on ECA's grant program.

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

Further assistance

ECA's website www.energyconsumersaustralia.com.au provides information about the organisation and further background on the grants program.

Please contact grants@energyconsumersaustralia.com.au for further assistance.