**Narrabri Shire Council**

**Community Financial Assistance Grant (CFAG)**

**Funding Deed – Round X 2023-24**

Narrabri Shire Council assessed Round X of the 2023-24 applications under CFAG Policy adopted in July 2023. Council is pleased to offer the Grant Recipient this Funding Deed as documented under minute XXX/2023 during the ordinary Council meeting held DD Month 2024.

Please read the following agreement carefully to ensure your organisation is aware of its responsibilities as a successful Grant Recipient. The Grant Recipient must adhere to the CFAG policy as advertised on Council’s website <https://www.narrabri.nsw.gov.au/Our-Community/Donations-and-Grant-Opportunities/Community-Financial-Assistance-Grants> along with signed Funding Deed. Further, by failing to lodge an acquittal, Council reserves the right to take steps to pursue any funds advanced or applied as a debt owing to Council.

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| Grant recipient |  |
| Address |  |
| Email address |  |
| ABN |  |
| Name of contact person |  |
| Phone contact |  |
| Proposal |  |
| Funding scope |  |
| Location of proposal |  |
| Timeline |  |
| Council funding amount |  |
| Acquittal due |  |

**Grant Recipient’s Responsibilities as associated with the CFAG Policy**

1. The Grant Recipient will notify Narrabri Shire Council immediately of any changes to the details listed above including personnel, contact email or phone numbers which are required for funding purposes.
2. Prior to the funding deed being signed, all relevant approvals associated with the proposal and funding scope such as valid Public Liability Certificate of Currency, Landowner Consent, Development Consent, and Event Approvals must be validated (as per Clause 9).
3. The funding deed must be signed by the authorised representative/s of the Grant Recipient and Council prior to any works commencing (as per Clause 8).
4. The Grant Recipient must use the funding only for the proposal and scope detailed in this deed (as per Clause 9).

1. The Grant Recipient must complete the financial requirements and issue a correctly rendered tax invoice to Council for payment within 60 days of being notified of the outcome of their application, otherwise the grant offer may be withdrawn (as per Clause 8).
2. The Grant Recipient consents to Council publicly acknowledging the contents of the funding deed, and images of the Grant Recipients’ representatives and the proposal, across all forms of media and promotional materials including digital and print platforms (as per Clause 9).
3. As part of the conditions, the Grant Recipient must publicly acknowledge Narrabri Shire Council’s financial support including (but not limited to) an invitation for a Council representative to attend the event, promotion of Council, its logo, and brand in association with the proposal through social media, digital and print media, signage etc (as per Clause 9).
4. All grant expenditure must be spent within 12 months of awarding the grant (as per Clause 4) and an end-of-project acquittal document must be completed within 6 weeks of the proposal’s completion (as per Clause 11).
5. As part of the end-of-project acquittal process, the Grant Recipient must demonstrate the proposal and funding scope was completed according to the funding deed. Evidence must be submitted to Council including photographs, invoices and payment records, media, and promotional materials (as per Clause 11).
6. If the funding deed is not adhered to, or the Grant Recipient fails to comply with the obligations of the policy or lodge an acquittal by the due date, Council reserves the right to take steps to pursue all and any funds advanced or applied, as a debt owing to Council (as per Clause 9, 10 and 11).

**Executed Funding Deed – Round X 2023-24**

**Community Financial Assistance Grant (CFAG) 2023 Policy**

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| **Signed for and on behalf of Narrabri Shire Council** |  |  |
| Representative |  |
|  |  |  |  |
|  | Signature |  | Date |

**Grant Recipient**

By signing this grant agreement, we are the authorised representative/s of the Grant Recipient and agree to conditions outlined in the Community Financial Assistance Grant (CFAG) Policy 2023 and this Funding Deed as required by Narrabri Shire Council.

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| Signed for and on behalf of **Entity** |
| Name **Bill Wood** |  | Name  |
| Position in the organisation |  | Position in the organisation |
| Signature |  | Signature |
| Date |  | Date |