

**GRANT APPLICATION, AGREEMENT, REPORT and ACQUITTAL for NATIONAL NETWORK and CITIZEN ADVOCACY STUDY GROUP MEETINGS**

The Citizen Advocacy Trust of Australia (the Trust) will make two annual grants of up to \$1000.00 each to support the Study Group meetings and the National Network Meetings subject to availability of funds. These meetings will be organised by Citizen Advocacy Programmes for Board members, staff and others interested in learning the citizen advocacy model to meet together. It is anticipated that such meetings will be well planned to benefit as many people as possible and that the discussion will focus on citizen advocacy practice and related subjects.

This grant can be used to cover venue hire, travel, accommodation and other costs associated the meeting. The Programme applying for funding should make one grant application to cover all costs involved and is responsible for the Report and Acquittal In order for the Trust to meet its financial responsibility we require the following Grant application to be filled out no later than two months prior to meeting, and that the Grant agreement is signed and returned. The Report and Acquittal form will then be completed and returned within two months following the meeting.

**GRANT APPLICATION**

Name of meeting: .....

Name of Programme applicant: .....

Address: .....

Phone: ..... Mobile: .....

Email: .....

Contact person in relation to this application: .....

Grant amount requested: \$ .....

Please give full descriptions and details in the following questions:

1. What is the proposed date of the meeting?
2. What are the meetings goals and objectives? Please include a copy of the draft agenda.
3. How many people are planning to attend and in what capacity? eg. Board members/staff/others)
4. How will the grant be spent? (eg. meeting costs, presenter’s fees and costs, venue hire and/or travel)
5. Will other funds be sought to cover costs of the meeting?

**GRANT AGREEMENT**

Recipients of grants from the Trust are required to sign this Grant agreement accepting the conditions of the grant as outlined below. Upon receipt of one signed copy of this Agreement the Trust will forward the grant.

The grant will be made to .....name of Programme.....subject to the acceptance of the following conditions:

1. The whole of the grant will be used exclusively for the nominated meeting, as set out in the Grant application and not for any other purpose
2. The Trust will be advised of any unexpected circumstances which may affect the ability to undertake the meeting within the above time frame
3. The Programme will acknowledge the assistance of the Trust in any published or display material
4. The Programme will complete the enclosed Grant report and Acquittal form and return it to the Trust within two months of the meeting. Please read the attached Grant report and Acquittal form in order to understand the records needed for completion
5. The Programme agrees that any unspent grant money at the completion of the meeting will be returned to the Trust with the Grant report and Acquittal form

**Signed**..... (Trust Chairman) **Date** ...../...../.....

Please sign both copies of this Agreement and return one copy to the Trust.

**I accept the above conditions on behalf of** .....name of Programme.....

**Signature of Chairperson:** .....

**Name of Chairperson:** ..... **Date:** ...../...../.....

To enable payment of your grant, please provide your bank details:

**Name of bank account:** .....

**Bank:** .....

**BSB number:** ..... **Account number:** .....

## GRANT REPORT AND ACQUITTAL

This Grant and Acquittal form is designed to provide you with the opportunity to reflect on and to report the successes and challenges of the meeting. It will also provide the Trust with a report of the meeting and a financial report to meet our legal requirements.

Please complete and return to the Trust within two months of the meeting.

Grant of \$..... was received from the Trust on ...../...../..... for the nominated meeting held on ...../...../.....

## DECLARATION

This statement is to be signed by the Chairperson or another senior Board member.

I certify that the grant of \$..... provided by the Trust was spent in accordance with the terms and conditions stipulated in the Grant agreement, and that the attached statement of income and expenditure accurately represents a true and fair record of the transactions.

I certify that the attached Grant report is a fair and true statement of the meeting's outcomes.

**Name of authorised person (please print):** .....

**Position:** .....

**Signature:** ..... **Date:** ...../...../.....

Please complete all the following questions in as much detail as possible so that the grant process can be concluded.

## MEETING REPORT

1. How did the meeting achieve its goals and objectives? Please include a copy of the meeting agenda.
2. How many Board members, staff or others attended meeting
3. What lessons were learned and how will they influence the future directions and operations of Citizen Advocacy in Australia?
4. Are there any other comments you would like to make about the grant, the grant process, or the meeting?

## INCOME AND EXPENDITURE STATEMENT OF PROJECT

Please provide details of the income and expenditure including the following details:

- Grant amount received from the Trust
- Details of all expenditure and a copy of all receipts
- Unspent Grant money \$.....to be returned to the Citizen Advocacy Trust of Australia on ..../..../.... to Bendigo Bank – BSB: 633-000 Account : 159 032 002

INCOME	AMOUNT	DATE	EXPENDITURE	AMOUNT
CATA Grant			meeting cost	
			presenter's fees & costs	
			venue hire	
			travel	
			catering	
			other (please detail)	
Other financial support				
<b>TOTAL</b>	<b>\$</b>		<b>TOTAL</b>	<b>\$</b>

Thank you for submitting your Grant report and Acquittal. We will confirm acceptance of your Report and look forward to completing the grant process. The Trust is pleased to have been able to make this grant available to you and wishes you well in the future.

OFFICE USE ONLY	
Grant given: _____	Date: _____
Date grant agreement received: _____	
Date Report received: _____	
Unspent funds: \$ _____	Received by: <input type="checkbox"/> cheque <input type="checkbox"/> bank transfer <input type="checkbox"/> other
Date unspent funds received: _____	
Date grant finalised: _____	