

# Yarra Valley Water Community Grants Program

## Terms and conditions

This document should be read in conjunction with the website, application form and any other documentation produced for the Yarra Valley Water Community Grants Program. This document sets out the additional terms and conditions that apply to all applicants that may apply for funding under the Community Grants Program.

### **Grants administration**

Yarra Valley Water has partnered with Goodstack Australia Pty Limited (ABN 91 640 424 228) to administer our Yarra Valley Water Community Grants program using Goodstack's Good2Give platform. You may hear from Good2Give/Goodstack during the grant round to acquire additional information about your organisation. Grant funds for successful applications will be distributed by Good2Give/Goodstack.

### **Definition**

For the purposes of these terms and conditions, the following general meaning is given to the terms 'grant' and 'community group'.

**Grant** – a form of financial assistance that funds a group or organisation to develop a specific project or program. A grant is generally given with directions about the administration of the grant.

**Community group** – an organised group of people with a shared interest, purpose and/or cause – who come together and participate in activities that benefit and enhance the community, or further their interest, purpose or cause. Activities are run by volunteers and/or paid staff, and are funded through membership fees, donations, fundraising activities and/or grants, or informally by its own members.

### **Confidentiality and privacy**

Yarra Valley Water will not disclose the confidential information of applicants without prior written consent, except in limited circumstances such as to the extent required by law or as is necessary to conduct the application process.

Applicants must specify if they view any content in their application as confidential. This will help Yarra Valley Water consider whether to treat that information as confidential. Yarra Valley Water reserves the right to discretion, when considering an applicant's claim that information is confidential.

Any personal information which Yarra Valley Water collects as part of the application process will be handled in accordance with the Privacy and Data Protection Act 2014 (Vic) and Yarra Valley Water's Privacy Charter.

Yarra Valley Water is subject to the Freedom of Information Act 1982 and if a Freedom of Information request is made, Yarra Valley Water will consult with the applicant before any decision is made to release the application or supporting documentation.

### **Termination or alteration of application process**

Yarra Valley Water may terminate the application process or the Program, alter the application process or the scope of the Program or reduce or extend the closing time of the Program in its absolute discretion. Yarra Valley Water does not bind itself, and each applicant agrees that Yarra Valley Water is not bound to accept any application for funding under the Program.



### **No legal relationship**

No contract (including any process contract) for the provision of funding is formed between Yarra Valley Water and any person by reason of this document or an application for funding or any part of the application process.

### **Review process**

Yarra Valley Water holds the right to review each application on a case-by-case basis and exercise full discretion when assessing the eligibility of each application. Applicants who meet eligibility criteria are not guaranteed funding under the Program.

### **Funding Agreement and implementation of Project**

Projects must be completed within 12 months following the receipt of grant funds.

Successful applicants will be required to provide Yarra Valley Water with information about progress of the Project via interval phone or email check-ins and a formal completion report which includes a breakdown of Project costs, how the grant was used and photos of how the grant was used.

Projects must acknowledge the support of Yarra Valley Water and the Program in all Project communications, which must be approved by Yarra Valley Water prior to public release.

Successful applicants must provide Project information to Yarra Valley Water for Program evaluation purposes and case studies that may be used by Yarra Valley Water in future communications.

### **Project promotion and branding**

The successful applicants commit to publicly acknowledging Yarra Valley Water's support of the Project through communications to members and the public. This could include using Yarra Valley Water's logos, brochures, website, banners, and media. Yarra Valley Water is granted permission to place branding or signs on any assets purchased or upgraded with grant funds.

Yarra Valley Water retains the right to promote and report on its support of the Project in various media outlets, including its annual report and both internal and external media platforms. The recipient group or organisation also acknowledges participating in social media and other promotional campaigns related to the grant.

### **Costs**

Yarra Valley Water is not liable for any costs, expenses, losses, claims or damages that may be incurred by applicants in connection with the application process, use of grant funds or participation in the Program, including in preparing or submitting an application form, providing further information to Yarra Valley Water or persons engaged by Yarra Valley Water, or participating in discussion or negotiations (if any) with Yarra Valley Water.

### **Change in circumstance**

The applicant must inform Yarra Valley Water promptly in writing of any material change to any of the information contained in its application form (including attachments), and any material change in circumstances that may affect the truth, completeness or accuracy of any of the information provided in, or in connection with such documentation.

### **Insurance**

Your group or organisation is responsible for maintaining any insurance cover it requires.

## Project cancellation or change

A successful applicant must ensure that the grant is expended only as detailed in its application. Your group or organisation must give Yarra Valley Water notice immediately if your Project is cancelled or changed and seek to resolve the issue in good faith.

## Repayment of grant to Yarra Valley Water

Yarra Valley Water has the right, in its absolute discretion, to ask your group or organisation to repay some, or all, of your grant to Yarra Valley Water if your group or organisation:

- does not follow your obligations identified in this document or any other terms and conditions which are detailed on the website or in the application process;
- changes or cancels the Project without receiving Yarra Valley Water's written agreement to do so;
- or your group or organisation, or any individuals in your group or organisation, in Yarra Valley Water's opinion, act in a way which brings, or could bring, Yarra Valley Water's reputation into disrepute.

## General

- Only one (1) submission per group or organisation is permitted per funding round. Any subsequent applications will be deemed invalid.
- Incomplete, inaccurate, erroneous, ineligible or incomprehensible applications will be deemed invalid. Applications received will be considered final and Yarra Valley Water accepts no responsibility for late, lost or misdirected applications.
- All projects, works or events funded must be completed within 12 months following the receipt of grant funds. Groups or organisations unable to do this need to contact the Grants Team at [grants@yvw.com.au](mailto:grants@yvw.com.au) and explain the circumstances and request an extension. All requests for an extension will be considered.
- Successful candidates must provide to Yarra Valley Water a completion report which includes a breakdown of Project costs and how the grant was used and photos of how the grant was used for future promotion of the Community Grants Program.
- Yarra Valley Water does not support groups with links to tobacco, alcohol, gambling, political parties or groups that discriminate against any persons.
- Groups or organisations must have a bank account in their own name. Grants cannot be deposited into personal bank accounts.







## Community Grant requests

All requests for Community Grants should be completed using the online form.

For any grant enquiries, please contact [grants@yvw.com.au](mailto:grants@yvw.com.au).

For application technical support, please contact [grants@good2give.ngo](mailto:grants@good2give.ngo).

## Contact us

 Enquiries	1300 304 688	 25 Lucknow Street Mitcham, Victoria 3132
 Faults and Emergencies	13 27 62 (24hr)	 Deaf or hard of hearing? Contact us using the National Relay Service <a href="http://yvw.com.au/nrs">yvw.com.au/nrs</a>
 <a href="mailto:enquiry@yvw.com.au">enquiry@yvw.com.au</a>		
 <a href="http://yvw.com.au">yvw.com.au</a>		

### For language assistance

العربية	1300 914 361	Ελληνικά	1300 931 364
廣東話	1300 921 362	普通话	1300 927 363

For all other languages call our translation service on **03 9046 4173**