



COMMUNITY PARTNERSHIP FUND

Grant Payment Arrangements

Applicants will be notified of the funding decision in June/July of the year following the Expression Of Interest closing date.

Progress Payments

Successful applicants will receive part payments of the grant through progress payments. Payment will be made at the completion of project milestones and accountability reporting, as set out in a funding agreement.

Where any form of consent is required (eg. building consent), no funds will be released until evidence is received that the consent has been granted.

Goods and Services Tax

Grant payments are treated as income for the purposes of the GST Act 1985. GST will be added to the grant if the applicant is registered for GST.

ACCOUNTABILITY

Grant recipients are required to sign a funding agreement indicating their conformity to all grant conditions before any part of the grant is uplifted.

Funding agreement

After the Digital Strategy Steering group's decisions have been made and any further information required by the Department of Internal Affairs is received, a funding agreement for each of the successful projects will be drawn up.

Visit www.digitalstrategy.govt.nz to view the 2005/06 funding agreement.

A funding agreement is a legally enforceable agreement, setting out the terms and conditions governing funding as determined by the Department of Internal Affairs.

The funding agreement, amongst other things, requires the grant recipient to:

- spend the grant within the timeframe specified in the funding agreement unless written approval for an extension is obtained from the Department of Internal Affairs before that period ends;
- spend the grant only for the purpose for which it was approved unless written approval for a change of this purpose is obtained in advance from the Department of Internal Affairs;
- return to the Department of Internal Affairs, any portion of the grant not spent on the approved purpose;
- distribute any assets purchased with the grant to other non-profit community organisations in New Zealand if the organisation winds-up or disposes of the assets;
- acknowledge the Fund's support in all publicity material, annual reports and similar documents;
- make available for inspection by the Department of Internal Affairs or its designated agents, files or records that may relate to the expenditure of the grant;
- inform the Department of Internal Affairs of any changes in the organisation such as: a change of postal address; physical or email address; telephone or facsimile number; office holders; change in financial situation; an intention to wind-up or cease operations or any other significant event, should this occur before the application has been considered or the grant has been fully used and accounted for;
- lay a complaint with the Police and notify the Department of Internal Affairs immediately if

any of the grant monies are stolen, misappropriated or misapplied;

- complete accountability reports (as outlined below); and
- participate in any evaluation activities of the Department of Internal Affairs related to the Fund.

Accountability Reporting

Grant recipients are required to complete reports outlining the benefits to the community of grant expenditure and how the grant has enabled them to contribute to the outcomes for which the Fund is intended. The frequency of this reporting will be outlined in the funding agreement.

All reports should be completed in a timeframe agreed by the applicant and the Department of

Internal Affairs and include an Income and Expenditure Statement for the appropriate period.

The grant income must be shown as a separate entry in the recipient's annual accounts.

In addition, for grants over \$10,000, upon completion of the project:

- the latest set of annual accounts is to be attached to the accountability report where this set of accounts covers the period in which the grant was spent;
- where the latest set of accounts does not cover the period of grant expenditure, an updated (unaudited) income and expenditure account must be provided; and
- an updated balance sheet is also required.