

Grant Administration Tips and Tricks

Administering your grant

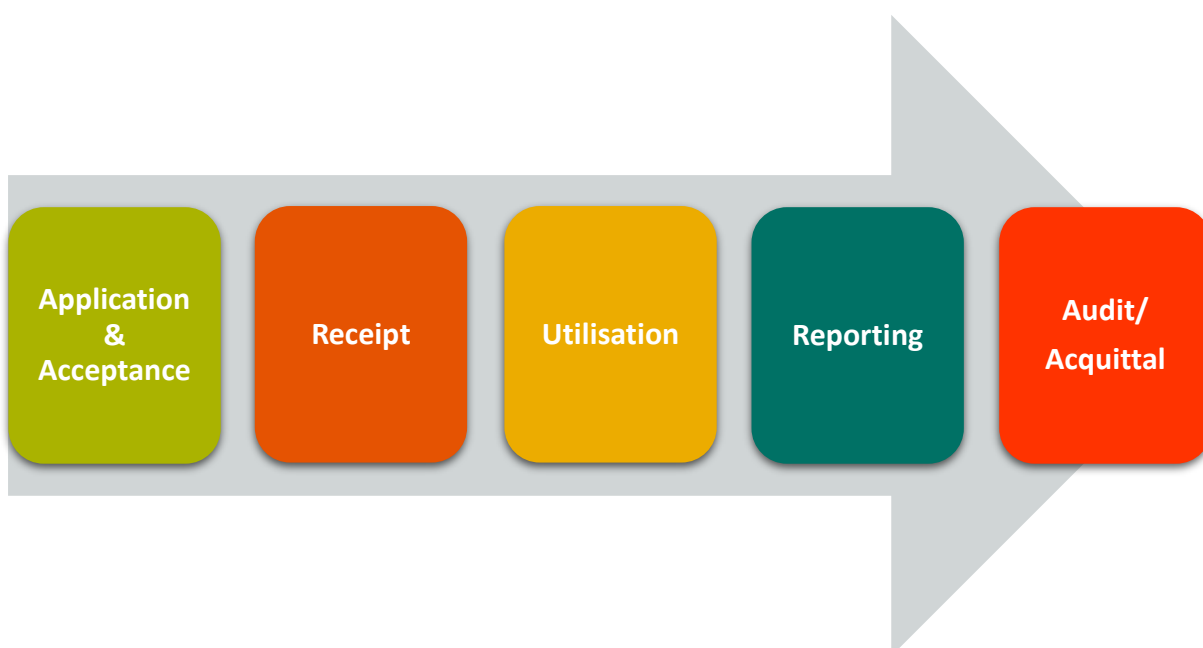
Congratulations, you were successful with your grant application. What now?

Regardless of the size of your grant or the complexity of the project the grant is supporting, your club will need to have a plan to administer and acquit your grant to the satisfaction of the funding body. Your grant guidelines should outline the steps you will need to take to ensure you meet all the requirements.

The funding agreement should detail the amount of money being granted, including any co-contributions from your club, other sources and/or Council that were identified in the grant application.

The requirements will depend on the type of grant offered. Types of grants include:

- **Restricted** – the grant money can only be used for specific programs or purposes; or
- **Unrestricted** – the grant money can be used for any purpose; and
- **Refundable** – if the club does not comply with the terms of the grant, then all monies are to be returned by the club; or
- **Non-refundable** – the club is not liable for returning any funds.



If your grant is for a capital/infrastructure project (an asset) you will need to collaborate with Council on the project planning. Collaborating with Council will ensure the project meets Council's procurement and contractor guidelines and protect the asset while considering the other users of the site.

The list below is a general guide to the steps involved in administering a grant.

- The club executive formally accepts the grant by signing the funding agreement/deed.
- Nominate a project manager.
- Inform your treasurer who will be responsible for the financial reporting of the grant.
- Inform all stakeholders – Council, other clubs who share your facility/ground, benefactors.
- Notify Council if the grant is for capital works/infrastructure.
- Develop a project plan, identifying milestones and roles and responsibilities of your project team.
- Read and refer to the acquittal guidelines in your funding agreement.
- Contact your contractors – the people who supplied you with quotes, they may need to update their pricing.
- If the grant was made in conjunction with Council and we are contributing funds, you will need to follow Council's procurement policy. The recreation team can help you with this step.
- Acquit your grant in the timeframe required. Having a good grant management record will help you with future grant applications.