

The Victorian Nurses and Midwives Trust Grant Terms and Conditions

Application:

1. Applications for grants must be made to Nurses Board of Victoria Legacy Ltd ('the Trustee') on the standard application form. Applicants must meet the specified eligibility criteria for each grant applied for.

Notification of Grants

2. All Applicants will be given written notice of the outcome of their application. Decisions are final and no correspondence will be entered into. Notice to successful Applicants will include the conditions (if any) to which the approval is subject.
3. All grants are subject to the condition that the Trustee may post details of successful applicants and the purpose of the grant on the Trust's website.
4. Payment of the grant is subject to the written acceptance of the grant and grant conditions by the Applicant, and by a responsible officer of the relevant institution (if applicable), and compliance with those conditions
5. A research grant may be subject to additional special conditions relating to approval, payment and supervision of the project.

Use of Grants

6. No portion of a grant shall be applied for normal overhead expenses unless specifically included as a separate item in the application and agreed to by the Trustee.
7. Expenditure of a grant shall be in accordance with the approved budget unless prior written approval is obtained from the Trustee.
8. No grant may be assigned without the Trustee's prior written approval and the Trustee shall have complete discretion as to whether to approve the proposed assignment.

Accounting for Grants and Project Reports

9. For grants greater than \$10,000, the Grant Recipient shall provide a statement of expenditure and progress project report to the Trustee every six months or as otherwise specified in the letter of offer and a final report on completion of the project. The statement of expenditure shall certify that monies received under the grant have been expended in accordance with the terms of the grant, and that salaries paid under the grant accord with the general organisational rates.
10. For grants less than \$10,000, the Grant Recipient shall provide a report at the completion of the project, or within 12 months from receipt of the grant, whichever is the sooner. If a grant is approved for a period greater than 12 months a report shall be provided 12 months from receipt of the grant and at the completion of the project.

11. Unless the grant is being paid to an educational institution or a health service, a Grant Recipient must provide receipts or other documentation satisfactory to the Trustee for individual items of expense over \$500.
12. If the Grant Recipient ceases participation in the project for which the grant has been made, no further payments will be made, and any funds previously paid to the Grant Recipient but not expended or committed must be returned to the Trustee unless the grant is assigned in accordance with condition 7
13. Grant monies not expended at the completion of a project shall be returned to the Trustee.

Project Reports

14. All reports must contain such information as the Trustee may reasonably require. Should the Trustee consider a report unsatisfactory, the Trustee may require further information to be included and may withhold further payments until such information is received.
15. Where a grant is made for research, an electronic copy of the final report, which conforms to normal academic or organisational reporting standards, shall be submitted to the Trustee. Electronic reports are to be sent to info@nbvll.com.au
16. the Trustee shall be entitled to upload a copy of a report to the Trust's website but is under no obligation to do so.

Copyright and Publication

17. When at any time during or after completion of an approved project the Grant Recipient:
 - (a) publishes a book, article, newsletter or other literary, research, academic or artistic work; or
 - (b) appears on a television or radio program; or
 - (c) presents a paper at a conference or seminar; or
 - (d) publishes material on the Internet or any other form of electronic communication, which relates to the approved project,
 - (e) the Grant Recipient shall:
 - (i) acknowledge in the publication, program or paper, the support of The Victorian Nurses and Midwives Trust.
 - (ii) Include a statement to the effect that the views expressed do not represent those of The Victorian Nurses and Midwives Trust.
 - (iii) advise the publisher and conference or seminar organiser that The Victorian Nurses and Midwives Trust provided funds for the project and is entitled to upload a copy of the publication or material on its website; and
 - (iv) provide a copy of the book, article, newsletter or other literary, research, academic or artistic work, paper or material to the Trustee.

The Trustee shall be entitled to upload a copy of the book, article, newsletter or other literary, research, academic or artistic work, paper or material to the Trust's website but is under no obligation to do so.

If the Grant Recipient fails to comply with this condition 16 the Grant Recipient shall repay to the Trust on demand an amount equal to the grant.

Termination of Grant

17. At its absolute discretion, the Trustee may terminate a grant, if in the opinion of the Trustee:

- (a) satisfactory progress is not being made, or reporting on the project is unsatisfactory;
- (b) the Grant Recipient, or any other person whose personal participation in the project is a condition of approval of the grant, ceases to be engaged on the project or is absent from the project for more than one month without prior written approval;
- (c) the project ceases to pursue the approved objectives;
- (d) the Grant Recipient contravenes any of these conditions.

18. Upon termination of the project, moneys already paid to the organisation or individual and not duly expended or committed shall be returned to the Trust.

Goods and Services Tax

19. The Trustee requires the Grant Recipient to provide written certification of compliance with the Commonwealth's Goods and Service Tax. Prior to any payment the following shall be provided to the Trustee:

- (a) If the Grant Recipient does not have an ABN, a completed Statement by Supplier (Australian Tax Office) form.
- (b) If the Grant Recipient is an ABN holder and not registered for GST purposes a Tax Invoice for the grant amount without GST.
- (c) If the Grant Recipient is an ABN holder and registered for GST purposes these details together with a Tax Invoice for the grant amount plus GST to the Trustee.
- (d) If the Grant Recipient completed the grant application in partnership with an administering institution a Tax Invoice for the grant amount plus GST from the administering institution.

Income Tax

20. It is the responsibility of the Grant Recipient to ensure compliance with the Australian Tax Office (ATO) requirements in relation to grants received which may be treated as taxable income.

Payment of Grants

21. Unless otherwise specified in the offer, for grants greater than \$10,000, three payments will be made:

- (a) The first payment, consisting of 40% of the awarded amount, will be processed upon receipt of required acceptance documentation and tax invoice or completed payment form.
- (b) The second payment, consisting of 40% of the awarded amount, will be processed upon receipt of a six month progress report and statement of expenditure.
- (c) The final payment of 20% of the awarded amount will be processed upon receipt of the final report and statement of expenditure.

22. Unless otherwise specified in the offer, for grants less than \$10,000, two payments will be made:

- (a) The first payment, consisting of 80% of the awarded amount, will be processed upon receipt of acceptance documentation and tax invoice or completed payment form.
- (b) The final payment of 20% of the awarded amount will be processed upon receipt of the final report and statement of expenditure.