

GRANT CONDITIONS

COMMUNITY ROAD SAFETY GRANTS FUNDING AGREEMENT

RoadWise administers the Community Grants for Road Safety (Fund) under the direction of the Local Government and Community Road Safety Committee (LG&CRSC) on behalf of the Road Safety Council.

The recipient of the grant by signing this document agrees to the following conditions:

- 1.0 All the information provided in the application is true and correct, and permission is given for a representative from the WA Local Government Association (WALGA) RoadWise Program to contact any relevant person or organisation in the processing of this application.
- 2.0 The grant will be disbursed upon the submission of tax invoices by the grantee and subject to there being, at the time of receipt of the said invoices, monies in the Fund.
- 3.0 Must submit signed declaration and acceptance of grant conditions and a tax invoice for payment of the grant within three (3) months of notification of success.
- 4.0 Indemnify and keep indemnified the Road Safety Council and Western Australian Local Government Association (WALGA) and their respective employees and officers from and against all actions, suits, claims, demands, proceedings, losses, costs, expenses and liability which they may suffer, incur or sustain, howsoever arising, in connection with the project or works that are the subject of the grant.
- 5.0 Not use, apply or extend any portion of the grant other than in and towards the cost of the Project unless otherwise agreed in writing by the LG&CRSC.
- 6.0 Repay any unspent Grant monies one year from the date of signing the grant conditions unless approval to vary the project is obtained in writing from the LG&CRSC.
- 7.0 Apply any monies generated from the use of the grant to the project.
- 8.0 Inform the LG&CRSC in writing of any circumstances which may result in the project not being completed as described in the application.
- 9.0 Make application in writing and obtain the prior written approval from the LG&CRSC for:
 - 9.1 any change in the objectives or work program of the project to those set out in the application
 - 9.2 an extension of time to complete the project.
- 10.0 Submit to the LG&CRSC an evaluation report, not more than three (3) months after the completion of the project and workforce development grant (Form B). For sponsorship grants and workforce development grant (Form A), submit to the LG&CRSC an evaluation report, not more than one (1) month after the completion of the event.

- 11.0 Submit to the LG&CRSC an acquittal report, including a statement of income and expenditure signed by an authorised officer of the grantee, not more than three (3) months after the completion of the project and workforce development grant (Form B) or fifteen (15) months after the date of when the grant is approved. For sponsorship grants and workforce development grant (Form A), submit to the LG&CRSC an acquittal report, not more than one (1) month after the completion of the event. If no acquittal is received, grantee will be required to return funds unless written approval is sought and given by LG&CRSC.
- 12.0 Submit to the LG&CRS a progress report every six (6) months, for projects longer than twelve (12) months.
- 13.0 Maintain separate financial records for the project in accordance with accepted accounting standards, including but not limited to:
- 13.1 details of the amount and source of all financial contributions to the project other than the grant, including those made by the grantee;
 - 13.2 separate invoices and receipts for the project; and
 - 13.3 details of all expenditure related to the project.
- 14.0 In addition to any other reports required hereunder and upon a request in writing from the LG&CRSC, prepare and submit to the LG&CRSC reports on any aspect of the project specified by the LG&CRSC, including but not limited to progress of the project, budget or finances.
- 15.0 Undertake the project in accordance with the *National Statement on Ethical Conduct in Research Involving Humans* as published by, and available from, the National Health and Medical Research Council.
- 16.0 At the request of the LG&CRSC, allow access to financial records, receipts and all other material relating to, or produced in the course of, the project.
- 17.0 Acknowledge the support of the Road Safety Council and WALGA in all communications relating to the Project by including:
- 17.1 a statement that the Road Safety Council and WALGA has arranged funding for the project; and/or
 - 17.2 the Road Safety Council and WALGA logos. Logos to be supplied by WALGA RoadWise Program.
- 18.0 No relationship of employment, agency, partnership or joint venture shall exist or be deemed to be created between the members of the Local Government and Community Road Safety Committee, the Road Safety Council, WALGA, the State of Western Australia, and the grantee with respect to the project.
- 19.0 In the event of a breach of any of these conditions by the grantee, the LG&CRSC may give written notice to the grantee requiring the grantee, within fourteen (14) days of receipt of the notice, to:
- 19.1 suspend or terminate the project;
 - 19.2 take all reasonable steps to protect the project and to minimise any loss resulting from the suspension or termination of the project; and/or
 - 19.3 rectify the breach in the manner specified in the notice.

- 20.0 If the grantee fails to comply with a notice given under clause 6:
- 21.1 no further payments of the grant will be made to the grantee;
 - 21.2 the grantee will repay any monies remaining unspent or spent otherwise than in accordance with these conditions to the Fund;
 - 21.3 the grantee will be ineligible for any further grants from the Fund
- 21.0 In the event of there being any inconsistency between the contents of the application and any condition set out herein, the condition shall prevail to the extent of the inconsistency.
- 22.0 The application, evaluation and any additional documentation relating to the Project remains the property of the LG & CRSC and will be made available to other groups wishing to conduct similar projects.
- 23.0 The following additional conditions as determined by the LG & CRSC:
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