



Our reference: Insert InfoStore/CRM Reference
Contact: Insert your Name
Telephone: 4732 7777

8 August 2024

Title First Name Surname
Address Line 1
Address Line 2
Address Line 3
SUBURB STATE POSTCODE

Sent by email: [Email address of recipient]

Dear [Title Surname]

Letter of offer

[Insert grant name], Application number [Insert number]

I am pleased to advise that [Insert applicant name] has been successful in its application for the [Insert grant name] for the 2024/2025 financial year.

To accept this grant of [Insert amount] please complete, sign and return the acceptance slip on the following page.

Council standard payment terms are 30 days from funding approval subject to all paperwork being filled out correctly and EFTSURE performing a mandatory check with their company prior to them being registered with Council as a supplier. Remittance advice will be e-mailed to the e-mail address provided when the payment has been made.

If you have any questions about this matter, please contact [team name] on 4732 7777 or [team email].

Yours sincerely

Marcella Kelshaw
City Activation, Community and Place Manager

Penrith City Council
PO Box 60, Penrith
NSW 2751 Australia
T 4732 7777
F 4732 7958
penrith.city

Attachments:

1. Acceptance slip - [Insert grant name]
2. Expectations of Successful Applicants



Acceptance slip

[Local Events Grant], Application number [Insert number]

Funding amount: [Insert amount]

Instructions: To accept this [Insert grant name] Grant please complete this acceptance slip and return it to [Insert email] within 14 days of the date of this letter.

By completing this acceptance slip, the recipient acknowledges that:

- the funding will only be used for the purpose as described in the recipient's application unless otherwise agreed by Council in writing.
- all funds must be expended within 12 months of signing this acceptance slip.
- acquittals must be submitted within 4 weeks of the completion of the activity or event.
- information contained in the recipient's application for the funding is and remains correct and up to date.
- any outstanding insurance, licences and/or approvals must be obtained before delivering the activity or event.
- the recipient will comply with the Expectations of Successful Applicants (as attached), the [Insert name of Grant] Grant Guidelines and the Community Funding Program Policy.
- if any of the above conditions are not complied with, Council may in its absolute discretion require the recipient to immediately repay the funding (or portion of funding that is not spent on the funded purpose).
- Council's contribution is limited to the amount stated in this funding agreement. All other costs associated with the activity or event are to be paid by the recipient.

Name of successful recipient _____

ABN of successful recipient or auspice (if applicable) _____

Name of signatory _____

Position of signatory _____

Signature _____

Date _____

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Expectations of Successful Applicants

Changes to your Activity or Event

Council appreciates that sometimes there is variance from the proposed activity or event. Considerable changes to scope and budget must be negotiated with Council and confirmed in writing, prior to implementation. All changes must be reflected in your Acquittal Form. Failure to notify Council before repurposing funds may impact processing your acquittal and future funding applications with Council.

Recognising Council's Contribution

Funding recipients cannot use Council's logo in promotional material unless they have prior approval in writing from Penrith City Council. Recognising Council's contribution is recommended but not required.

Acquittals and Future Funding Applications

An acquittal form will be made available through the SmartyGrants portal. All funds must be expended within 12 months of signature of this funding agreement. Acquittals must be submitted within 4 weeks of the completion of the activity or event.

Overdue progress or acquittal reports as well as outstanding debts with Penrith City Council will impede future applications for funding.

An acquittal form template for your grant can be found on Council's website so you can see what is expected.