



# 2024 Mid West Ports Community Grants Program

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## TERMS & CONDITIONS

1. The annual Mid West Ports Authority Community Grant Program opens for applications on 05 February 2024 and closes by COB on 29 March 2024.
2. Applicants will receive emailed notification of outcomes by 15 April 2024.
3. Successful applicants will be required to sign and return a Grant Agreement prior to disbursement of funds.
4. All organisations who are considered for a Mid West Ports grant must prove they have the appropriate insurances applicable for the event, program or initiative the grant money is requested for. This includes, but is not limited to: Public Liability Insurances, Workers Cover and Motor Vehicle.
5. Provision of certificates of currency will be required and Mid West Ports may request to be notified as a joint insured or interested party.
6. Mid West Ports may consider more applications than can be funded and as a result, the final decision will be made by the Executive team, with the Chief Executive Officer having the final decision.
7. Mid West Ports will take into consideration factors such as, but not limited to, eligibility of the organisation, benefit to the community, sustainability and criteria met.
8. The decision of the Executive is final and is not subject to any appeal process.
9. Unsuccessful applicants are encouraged to reapply in future rounds.
10. The grant must be used for the purpose stated in the application.
11. Any part of the grant monies that are not used must be repaid to Mid West Ports, unless written approval is obtained from Mid West Ports.
12. Organisations funded are required to complete the project within twelve (12) months of receipt of funding.
13. No grant will be considered retrospectively.
14. On completion of the project, organisations must provide an acquittal including expenditure statement. Failure to return the accountability documents is recorded and may jeopardise future funding opportunities.
15. As a condition of receiving a Mid West Ports grant, the applicant must acknowledge Mid West Ports in any and all promotional material relating to the project, event or initiative.
16. The recipient will be provided with the MWPA logo and associated guidelines to use in relation to this acknowledgment.



17. All advertising, signage, media releases and other promotional material that contain the Mid West Ports logo or a reference to Mid West Ports must be submitted to and approved by Mid West Ports prior to its production and release. Mid West Ports also reserves the right to make amendments prior to any release.
18. Mid West Ports may request the use of photos, videos and quotes from the recipient for marketing purposes including advertising, publications and on our website. All materials will become copyright of Mid West Ports.
19. Mid West Ports may request the recipient to take part in media activities.
20. The recipient must not cause harm to the image or reputation of Mid West Ports.
21. If the recipient ceases carrying out the activities for which the grant was made or if Mid West Ports terminates the agreement on account of the recipient's breach of the Grant Agreement then the balance of the grant monies must be repaid to Mid West Ports.
22. If a recipient organisation commits a breach of any of these terms and conditions, MWPA can terminate the arrangement at any time and without giving MWPA prior notice.
23. Organisations must allow the Auditor General for the State of Western Australia, or an authorised representative, to have access to and examine the organisation's records and information concerning the grant.
24. The Mid West Ports Community Grant Program can be terminated at any time without notice. If a recipient organisation is provided with grant monies this does not entitle them to receive further grant monies.
25. Mid West Ports will not be held responsible for the success of the approved purpose for which the grant is applied for or for any losses or additional costs incurred that are associated with the approved purpose.
26. Organisations must comply with all local, State and Commonwealth laws applicable to the approved purpose. Project amounts are up to a maximum of \$10,000 per grant.
27. The total grant payment provided by Mid West Ports includes an amount to cover any liability for GST, if applicable.
28. If the supply of anything under the Grant Agreement is a taxable supply under the GST Act, the Grant Funds shall be inclusive of GST.