



**Strathfieldsaye
& Districts**
Community Enterprise

Acceptance guidelines

Please find below details on how to:

1. Accept your Strathfieldsaye & District Community Enterprise grant
2. Fulfil conditions and receive payment
3. Acknowledge SDCE's funding support
4. Acquit your grant

1. **Agreeing to receive your community grant**

- a. Read the Agreement, paying particular attention to any Special Conditions.
- b. Once you have read and understood the Agreement – and are authorised to accept it on behalf of your organisation – please sign and date the agreement and return it to SDCE via post or email.
- c. We recommend you make a copy of the signed agreement for your organisation's files.
- d. If there are any Special Conditions, you will need to also agree to those before you are able to accept.

2. **Fulfilling conditions and receiving payment**

- a. To receive payment you are required to submit a valid invoice with your banking details.
- b. Check the Special Conditions section of your Agreement as there might be additional conditions particular to your application that have to be met before payment can be released.
- c. Email your invoice, and any other required documents to SDCE. Please note processing the payment takes a minimum of 30 days once all requirements have been fulfilled.

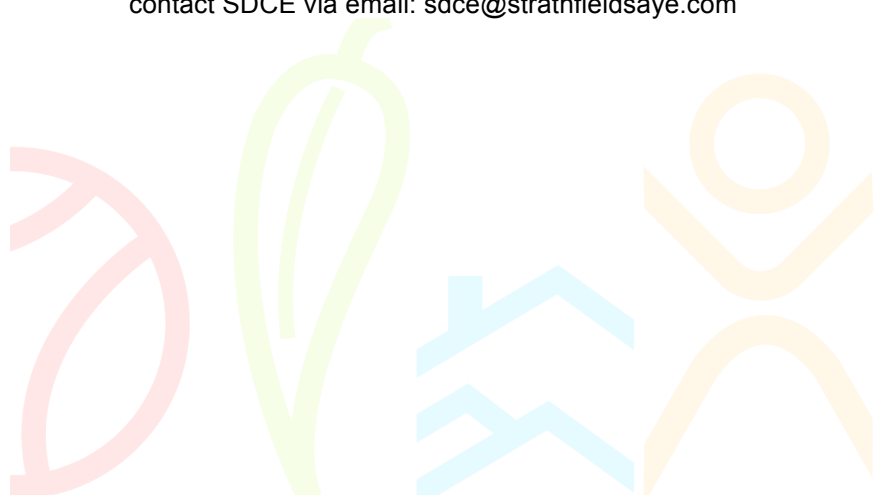
3. **Acknowledgement of funding**

- a. As a condition of your grant you are required to acknowledge SDCE's funding support. Logos have been included in your grant recipient pack.
- b. We also ask that SDCE be invited to present at one of your organisation's regular meetings, events and/or annual general meeting.
- c. A representative from SDCE's partners, Bendigo Bank and/or Bendigo Telco, will also make contact with you shortly after receiving your grant.

4. **Acquitting your grant**

- a. At the completion of your project, or after 12 months if your project is ongoing, you are required to acquit your grant. An Acquittal form has been included in your grant recipient pack.

If you have any questions about the acceptance of your funding or at any time during your project, please contact SDCE via email: sdce@strathfieldsaye.com



**Strathfieldsaye & Districts
Community Enterprise**

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