

Your responsibilities

Once your Grant Agreement is executed (signed by both you and the TSRA), you are responsible for delivering the grant activity.

If anything happens that affects you or your grant activity, contact the TSRA as soon as possible. We may be able to support you to deliver your grant activity.

Delivering your grant activity

You must deliver the grant activity described in the Grant Agreement. If your activity is delayed, or something happens that means you cannot deliver the activity contact the TSRA as soon as possible.

Spending your grant

You must only spend grant funds on the costs identified in your Grant Agreement. If you spend grant funding on something that is not identified in your Grant Agreement, the TSRA may require that money be returned. If you are unsure, contact the TSRA to discuss *before* spending money.

You must only spend grant funds between the activity start date and the activity end date identified in your grant agreement. If you spend money outside these dates, the TSRA may require that the money be returned.

You must keep evidence of all your spending. The most reliable evidence of spending is receipts. Larger organisations managing complex grants may also use reports from their internal accounting software.

If you do not keep evidence of spending, the TSRA may require that money be returned.

Reporting

You must report to the TSRA about your grant activity and spending. The **number** and **type** of reports, and **when** they are due will be identified in your Grant Agreement.

If you do not provide the reports required by your Grant Agreement you may be identified as having a grant 'in breach'. This may affect your future grant applications with the TSRA. In extreme cases, if breaches are not fixed, the TSRA may cancel your grant and require that money be returned.

Acquittal

At the end of your grant the TSRA will assess your grant for acquittal. 'Acquittal' means that TSRA agrees you have met your responsibilities to deliver the activity (performance acquittal) and spent money only on the costs identified in your Grant Agreement (expenditure acquittal).

Performance acquittal

Performance acquittal is how the TSRA checks that you have delivered your activity. The TSRA will use the reports or other evidence you have provided to make sure that the activity was delivered.

Expenditure acquittal

Expenditure acquittal is how the TSRA checks that you have spent the grant funds properly in accordance with your Grant Agreement. The TSRA will use the reports or other evidence you have provided (such as receipts or financial statements) to make sure that grant funds were spent properly.

If the TSRA finds that some money is not spent, or spent on costs not identified in your Grant Agreement, the TSRA may require that the money be returned.

Need more information?

[E]: grants@tsra.gov.au

[P]: 07 4069 0700

www.tsra.gov.au/opportunities/grant-funding