

## Fact Sheet 4 - Managing a TSRA grant

### Receiving a grant offer or decline

Congratulations! You have applied for a grant from the TSRA.

If **successful**, TSRA will send you an offer letter. This letter outlines what the TSRA is offering you. Read this letter carefully as the grant offered may be different from your application.

If **not successful**, TSRA will send you a letter advising that your application has been declined.

Both letters have details of a TSRA officer you can contact if you have questions.

### Your Grant Agreement

Before TSRA can give you grant funding, you must sign a Grant Agreement. A Grant Agreement is a contract between you and the TSRA that identifies:

- **What** activity you will undertake and **when** you will do it,
- The **amount of grant funding** you will get, and **how** you will get it,
- Your **reporting requirements**, and
- Any **other conditions** of funding.

Read your Grant Agreement carefully. By signing the Grant Agreement and returning it to the TSRA, you are agreeing to all the terms and conditions of the grant. Once the TSRA Delegate has co-signed it, the Grant Agreement becomes an enforceable contract. This is called an 'executed' Grant Agreement.

Contact the TSRA if you have any questions about the conditions of your Grant Agreement.

### Payment of your grant

Your grant may be paid in different ways depending on the type of activity you are doing. How your grant will be paid is identified in the Grant Agreement.

#### Putting money in your bank account.

TSRA may put the grant funding into your bank account. Sometimes you will need to do something before the money is transferred. For example, you may need to give a report to TSRA. This is called a 'Payment Milestone'. TSRA may put all the money in your bank account at once or make several payments.

Your Grant Agreement will tell you **what** you need to do, **when** you need to do it, and **how much** money TSRA will give you for each Payment Milestone.

#### Buying things for you.

TSRA may buy things for you. For example, TSRA may book and pay for travel, if your activity includes travel costs. Your Grant Agreement will tell you what things the TSRA will buy for you. If TSRA buys things for you, those purchases will be counted against your grant expenditure.

#### Reimbursing your costs

TSRA may reimburse you for costs *after* you have spent money. Your Grant Agreement will tell you what things the TSRA will reimburse you for.

### Standard Terms and Conditions

All grants from the TSRA are subject to the *Standard Terms and Conditions*. The *Standard Terms and Conditions* are attached to the end of your Grant Agreement.

### Need more information?

[E]: [grants@tsra.gov.au](mailto:grants@tsra.gov.au)

[P]: 07 4069 0700

[www.tsra.gov.au/opportunities/grant-funding](http://www.tsra.gov.au/opportunities/grant-funding)