



**NORTHERN TERRITORY
CLAY TARGET ASSOCIATION INC**

GRANT FUNDING POLICY

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BACKGROUND

- Government grant funds are an integral part of NTCTA’s financial planning and its availability allows the purchase of equipment or facilities upgrades which may not normally be available to the club.
- The NTCTA is responsible for the sound financial management of Government Grants.
- The NTCTA will continue to diligently apply for, conscientiously spend and meticulously acquit grant funds through the efforts of a Grants Officer as a member of and representing the NTCTA Executive.

POLICY STATEMENT

- The President will be the Grants Officer, unless circumstances arise in which it is deemed appropriate that an Executive Council Member be appointed instead. In these circumstances, the Executive Council Member may be appointed in place of the President at the first Executive Council meeting following the Annual General Meeting (AGM).

The Grants Officer shall be responsible for:

- Liaising with Government bodies to determine what grant monies are available.
- Preparation of supporting documentation (quotes, letters of support etc) enabling timely grant applications.
- Update the Executive Council as to grant approvals
- Ensure any conditions detailed in the agreement are complied with
- Oversee the spending of the grant monies while assisting the Treasurer with the accurate record keeping of such spending
- Liaise with grant providers as to the progress of any projects and notify them of any anticipated or actual variations.
- Ensure that the grant money is expended in accordance with the agreement and follow up our acquittal to confirm that all expectations have been met so as to leave the way open for further applications.
- Ensure that any property purchased with grant funds is entered onto the NTCTA assets register.