

## JOB SKILLS GRANTS PROGRAM TERMS AND CONDITIONS

### 1. Eligibility:

- Applicant must be a resident of Campaspe Shire.
- Age must be between 16 and 25 years at the time of application.
- Applicant must not be seeking funding for university-level courses.
- Only courses such as barista training, RSA, white card, first aid, food handler certification, food safety supervisor, and lifeguard training are eligible under this grant.

### 2. Application Process:

- Applications must be submitted online through the Campaspe Shire Council's designated application portal.
- Applications are open until December 1<sup>st</sup> of the current year or until funding is fully expended.
- Applicants must complete all required fields and save their progress frequently.
- A confirmation email will be sent upon successful submission of the application.

### 3. Use of Funds:

- Grant funds, up to a maximum of \$250 (AUD), are to be used exclusively for costs directly related to the approved courses. This may include course fees, tuition, transportation, and other relevant expenses.
- Any deviation from the approved use of funds must be communicated to and approved by the Council's Youth Community Development Officer before the expenditure.

### 4. Proof of Expenditure:

- Recipients are required to submit photographic evidence or copies of documents that confirm their enrolment and completion of the course.
- Documentation must be submitted to the Council's Youth Community Development Officer within 30 days of course completion.

### 5. Return of Funds:

- Any unspent or misallocated funds must be returned to the Campaspe Shire Council by 1 December 2024 or within 3 weeks of request to return.
- Failure to return unspent or improperly used funds may result in the recipient being ineligible for future funding from Council.

### 6. Amendment and Termination:

- The terms and conditions of this grant can only be amended by Campaspe Shire Council at any time.
- The grant agreement may be terminated by either party upon written notice. In the case of termination, the recipient may be required to return the funds already disbursed.

### 7. Dispute Resolution:

- In case of a dispute related to the grant, the parties shall first seek resolution through direct negotiation or mediation.
- If resolution is not achieved through these means, further legal action may be taken.

### 8. Confidentiality:

- Information exchanged between the recipient and Council during the application and grant management process must be kept confidential, except where disclosure is required by law.

### 9. Contact Information:

- For additional information or questions regarding the application process or grant conditions, applicants should contact:

Kane Stewart  
Youth Community Development Officer, Campaspe Shire Council  
Phone: 1300 666 535  
Email: k.stewart@campaspe.vic.gov.au