Department of Planning, Housing and Infrastructure

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NSW GOVERNMENT

Companion Animal Welfare and Rehoming Grant Guidelines

Round 1

September 2025

Acknowledgement of Country

The Department of Planning, Housing and Infrastructure acknowledges that it stands on Aboriginal land. We acknowledge the Traditional Custodians of the land, and we show our respect for Elders past, present and emerging through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.

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Companion Animal Welfare and Rehoming Grant Guidelines

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1 Overview of the grant program

1.1 Summary of key information for applicants

Grant Summary	
Grant name	Companion Animal Welfare and Rehoming Grant
Purpose	Copy from Grant Management Plan
Intended grant audience (recipient)	Designated NSW Rehoming organisations, NSW-based, ACNC-registered animal welfare charities
Entity funding the grant	NSW Government
Entity administering the grant	Office of Local Government
Decision-maker	Minister for Local Government
Type of grant	Open, competitive
Total funding available, excluding GST	$1.5 million per round
Amount each applicant can apply for, Number of grants that can be applied for	$10,000 to $100,000 One application per organisation, per grant round
Round 1 Application opening date and time	03/09/2025 – 9:00am
Round 1 Application closing date and time	01/10/2025 – 5:00pm
Round 1 Notification of outcome date	27/10/2025
*Round 2 - Applications open	July 2026
*Round 3 – Applications open	July 2027
*Round 4 – Applications open	July 2028
Grant delivery timeframe (for successful applications)	01/01/2026 – 31/12/2029
Acquittal date (for successful applications)	Once grant fully expended

1.2 Grant purpose

The 2025 Companion Animal Welfare and Rehoming Grant (Grant) has been established to support designated companion animal rehoming organisations and registered non-government organisations. The Grant seeks to support community, grassroot organisations to cover the costs associated with caring for and rehoming companion animals and improve companion animal welfare across the State.

The Grant aims to build on the successes of the 2023 Companion Animal Welfare and Rehoming Grant by enabling grassroot organisations across NSW to continue the important and valued animal welfare and rehoming work in local NSW communities.

The Grant was announced as part of the NSW State Government's 2025-2026 Budget and seeks to complement the NSW Government's election commitment to reform companion animals legislation and improve animal welfare. The total funding value committed is $6 million, and will be administered by the Office of Local Government (OLG).

It is an open, competitive grant and will run for 4 years from FY 25/26 – FY 28/29 with $1.5 million to be distributed each year as per budget requirements.

1.3 Promotion of NSW Government policy principles

This grant program promotes the following NSW Government policy principles regarding companion animal welfare and rehoming activities:

- Recognition that companion animals play a significant role in the lives of the people of NSW.
- Capacity and capability building for companion animal rehoming of eligible organisations, particularly small community-based organisations to provide continuity of services
- Promotion of positive animal welfare outcomes through improving rehoming rates of companion animals, balanced with the need to ensure community safety.
- Expand the capacity of approved non-government organisations to undertake rehoming activities, thereby reducing the capacity burden on council pounds.
- Support ways to prevent companion animals entering the rehoming system in the first instance, e.g. through short-term housing during times of crisis to prevent animals being surrendered, relief facilities and services during an emergency, or ensuring rehomed animals are desexed.
- Improve the "rehomability" of companion animals through appropriate veterinary care, behavioural intervention and training.
- Improved responsible pet ownership, including education for prospective new owners on choosing an appropriate pet and what's involved in welcoming a pet cat or dog into their home.
- Address capacity issues currently being experienced by the NSW rehoming sector.

The activities eligible for funding under this grant program aim to further the above policy principles. As part of the assessment process, consideration will be made in how an application contributes to these policy principles. Eligible activities are outlined in subsection 2.2.3.

1.4 Objectives and outcomes

As part of your application, you will be asked how your proposed project or activities help achieve one or more of the below outcomes.

#	OBJECTIVE	OUTCOME
1	**Achieve value for money**	Efficient and effective grants design and delivery
		Funded organisation is capable of delivering activities on time and within budget
		Funds are used for intended purposes
		Funded activities align with NSW Government policy principles

2	Improve animal welfare outcomes in NSW	Reduce euthanasia rates across NSW
		Reduce number of animals requiring rehoming in NSW
		Increase rates of companion animal desexing
		Increase rates of successful animal rehoming in NSW
		Increase registrations of companion animals on NSW Pet Registry
		Improved outcomes for companion animals impacted by an emergency or crisis
		Improved chances of animal rehoming through behavioural training and intervention
3	Sustainable delivery of companion animal rehoming services	Development of innovative approaches to rehoming and animal welfare services across NSW
		Enhanced approaches to service delivery by recipient organisations
		Reduce capacity burden on council pounds
4	Support eligible organisations to build capability and capacity for companion animal rehoming in NSW.	Expand capacity of approved non-government organisations to undertake animal welfare and rehoming activities.
		Educational activities leading to increased awareness of responsible pet ownership obligations

1.5 Financial value

A total of $6 million over 4 years has been committed for this Program with $1.5 million to be distributed each of the 4 years as per budget cap.

The financial commitment will run from October 2025 to October 2028.

All grants are GST exclusive.

The amount available for each recipient is a minimum of $10,000 and a maximum of $100,000.

This grant will be awarded across 4 rounds, with $1.5 million funding to be provided in each round over a four-year period to successful applicants. The funding distribution and frequency by round will be determined by OLG and outlined in individual funding agreements with successful recipients.

2 Eligibility

2.1 Your responsibilities when applying for a grant

This document sets out the:

- Purpose, outcomes and objectives of the grant
- Application and assessment process
- Governance arrangements
- Operation of the grant

You must read and understand these Guidelines before applying for the grant.

The Grant Guidelines may be updated by OLG at any time. If this occurs, the revised Guidelines or any addenda will be published on OLG's website. Should there be an update to the Guidelines and your application is already submitted, you will be notified and provided with an opportunity to modify your application.

2.2 Eligibility criteria

Your application cannot be considered if it does not satisfy all the eligibility criteria.

2.2.1 Eligibility

To be eligible you must:

- Have an Australian Business Number (ABN) or Australian Company Number (ACN) for an entity that is registered and based in NSW
- Have a bank account with an Australian financial institution
- Be seeking a minimum funding amount of $10,000
- Operate animal welfare or rehoming services within the State of NSW.
- Currently hold $10 million in public liability insurance cover and provide a copy of the certificate of currency for this with your application, or be willing to attain cover prior to entering into a funding agreement
- Have acquitted any funding previously received under the 2023 Competitive Companion Animal Welfare and Rehoming Grant program, or have an approved extension in place.

You must be one of the following non-government organisations:

- A designated rehoming organisation under section 88B of the *Companion Animals Act 1998*
- A rehoming organisation or approved animal welfare organisation as defined under section 5 of the *Companion Animals Act 1998* (except for a council or any other operator of a council pound) and which is actively involved in companion animal rehoming activities.

- A registered charity predominantly involved in companion animal welfare or rehoming activities, including work that assists in preventing companion animals entering the rehoming system or providing support in an emergency or crisis.
- A registered charity or not-for-profit that provides low-cost veterinary services, including free or low-cost desexing.
- A registered charity or not-for-profit that promotes responsible pet ownership education and awareness-raising.
- A registered charity or not-for-profit involved in building and maintaining community foster care networks.

For the avoidance of doubt, a registered charity or not-for-profit refers to specifically to an organisation registered with the Australian Charities and Not-for-Profits Commission (ACNC).

2.2.2 Ineligibility

You are not eligible to apply if you are:

- insolvent
- an individual
- a sole trader
- partnership
- an animal welfare charity not currently registered with the Australian Charities and Not-for-profit Commission (ACNC)
- a rehoming organisation not currently approved as a designated organisation by OLG as at 20 September 2025
- a Commonwealth, state, territory or local government agency or body excluding government corporate entities.

Additionally, any organisation is ineligible to apply if they have any members, staff or carers who:

- have ever been charged, convicted or been subject to a penalty notice in respect of, an offence against the:
  - Animal Research Act 1985
  - Companion Animals Act 1998
  - Companion Animals Regulation 2018
  - Exhibited Animals Protection Act 1986
  - Prevention of Cruelty to Animals Act 1979

- have ever operated a premises where animals have been kept or controlled and been subject to a Council order relating to the care and control of animals.

- have been declared bankrupt within the past ten years or been subject to any other insolvency administration or fraud convictions.

2.2.3 Eligible grant activities

For a grant activity to be eligible it must be for one of the following activities:

- Improve the rates of reuniting companion animals to their owners and rehoming of companion animals.
- Training, services, systems or equipment that improve the efficiency and effectiveness of companion animal rehoming.
- Provision of animal relief services during an emergency or crisis
- Veterinary treatment, including desexing, microchipping, vaccinations and any other medical treatments
- The provision of services to deliver training or rehabilitation for a dog or cat to enable future rehoming opportunities
- Education programs on responsible ownership of animals, including consideration of ethics, sentience and duty of care.
- Upgrade or extension of current facilities to improve the welfare of companion animals.

Grant applications must be for a minimum of $10,000 in eligible expenditure. Applications seeking funding for less than this amount will not be considered.

Grant activities must commence no earlier than 1 January, 2026.

2.2.4 Eligible costs

Funding may only be incurred on eligible or agreed activities. All eligible costs will be paid exclusive of GST.

If your application is successful, we may ask you to verify the project cost and request evidence of costs such as supplier contracts, quotes, invoices and receipts. We may request financial reports and credit checks from independent third-party service providers.

To be eligible, costs must:

- be a direct cost related to the eligible grant activities or project/service delivery requirements
- be incurred within the project period
- reflect competitive market rates
- be a true and accurate reflection of costs required to deliver the activity.

Eligible costs include, but are not limited to:

- capital costs
- labour expenditure for temporary employment for the project
- the cost of any agreed project activities you contract to another organisation such as:
  - hire of temporary equipment
  - fit out costs
  - costs associated with marketing and communication of events and activation activities

2.2.5 Ineligible costs

The grant cannot be used for the following activities:

- the purchase of land or property

- rental fees or leases
- costs incurred in the preparation of a grant application or related documentation
- overseas travel
- the covering of retrospective costs
- salaries or wages
- Depreciation expenses
- projects or activities outside of NSW
- projects requiring ongoing funding from the NSW Government
- projects that are ongoing or constitute the normal course of business, such as utilities fees
- routine maintenance costs
- activities that will not be delivered prior to the end of the grant funding period
- legal fees
- cash prizes or commercial gifts

2.2.6 Eligibility across rounds

One application per organisation, per round will be considered. Applications which receive funding in one round will be required to have acquitted that round's funding, or have an approved extension in place before funding is released for future rounds. That is, organisations will be permitted to apply for future funding rounds but will need to have acquitted the previous round, or have an approved extension in place before more funding is provided.

Acquittal of funding must be undertaken as per the process outlined in Section 7.1.2 of these guidelines.

2.3 Value for money

2.3.1 Achieving value for money

Achieving value for money is important to ensure the benefits of grants are maximised for the people of NSW. Ways in which grantees may contribute to delivering value for money include:

- considering the most efficient and innovative means of carrying out grant activities
- considering how government objectives and their identified needs can be mutually achieved
- adopting an effective approach to identifying and managing risks
- collaborating with officials in monitoring and evaluation processes

2.3.2 Reasonable costs

You must demonstrate value for money by ensuring project costs are reasonable and reflective of market rates. We may use industry cost benchmarks to assess whether costs are reasonable.

For funded works, OLG will make the final decision on whether the claimed cost is eligible or reasonable and will only fund the reasonable amount.

3 Criteria

The assessment criteria is designed to allow for an objective assessment of factors and enable assessment of the relative extent to which you meet the criteria.

3.1 Assessment criteria

The following criteria will be considered:

- Consistency of the proposal with the policy principles, objectives and outcomes of the grant program
- How value for money will be achieved
- Capability, experience and skills of the applicant organisation in the rehoming and animal welfare space
- Feasibility and deliverability of the project, including demonstrating capacity and expertise to deliver the project within budget and timeframes

3.2 Weighting

The weighting for each assessment criteria is outlined in subsection 3.3. Applications will be scored against each of the criteria as part of the assessment process.

3.3 Criteria, evidence and weighting

	Criteria	Specific information and evidence required	Weighting
1.	The application shows consistency with the policy principles, objectives and outcomes of the grant program	• Clear alignment with one or more principle, outcome or objective is communicated in the application. • Clear, reasonable measures are in place to monitor project/activity progress	30
2	Application demonstrates value for money in the use of public funds to support companion animal care and rehoming services	• Compliance with relevant legislation regarding annual financial reporting to relevant bodies • Reasonable costings of project/activities are outlined through a detailed budget • Availability of rehoming and animal welfare services in the local government area/region activities are to be undertaken • Evidence provided that the project or activities will improve animal welfare and rehoming outcomes in NSW • Support for the proposed activities/project within the local community and/or from relevant stakeholders	30
3	Application outlines the capability, experience and skills of the applicant organisation in the rehoming and animal welfare space	• Evidence of current animal welfare and/or rehoming activities provided • Record of previous funding received for animal welfare and/or rehoming activities and the organisations experience implementing this • Evidence of the organisations experience in undertaking the proposed project/activities	20
4	The project is feasible, realistic and deliverable by the organisation within the proposed timeframe and budget.	• Project timeline is realistic and within the grant program's scope. • Detailed milestones and financial considerations have been provided. • Eligible expenditure is clearly budgeted, and costings are realistic	20

3.4 Prioritisation

Grants will be assessed against the eligibility and assessment criteria. Applications that are deemed eligible will progress to the assessment stage where they will be assessed against the assessment criteria and given a score by the Assessment Panel. Funding will be provided to organisations with the

highest score against the assessment criteria, which most clearly address the grant program objectives until the funding amount is fully expended. Applications must meet a minimum assessment score to receive funding.

OLG reserves the right to offer partial funding to successful applications where OLG, through the Assessment Panel deems this appropriate.

4 Application process

4.1 How to apply

Before applying, you must read and understand these Grant Guidelines. The Grant Guidelines, any alterations and addenda[1] will be published on Companion Animal Welfare Grants – Office of Local Government NSW

To apply, you must:

- Complete and submit the application form via the SmartyGrants portal
- Provide all information requested
- Address all the eligibility criteria
- Address all the relevant assessment criteria
- Include all necessary attachments
- Submit your application in accordance with the timelines outlined in Section 1.1

You are responsible for ensuring your application is complete and accurate. Giving false or misleading information is a serious offence under the *Crimes Act 1900 No 40*. We will we investigate any false or misleading information become aware of and may exclude your application from further consideration.

Successfully submitted applications will generate an automated email to the primary email address provided from the Smartygrants portal when your application is received. You should note your submission number, keep a copy of your application, and any supporting documents. Contact the person listed at the end of the Guidelines if this doesn't happen.

You have the option to create a SmartyFile profile for your organisation. SmartyFile allows organisations to collaborate with team members, pre-fill information into forms and manage, view, search and sort submissions across multiple funders in one spot. To learn more, go to About Smarty File.

Each funding round, one application per applicant will be assessed. If more than one application is submitted, only the latest application will be considered.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application.

If you find an error in your application after submitting it, you should contact us immediately at grants@olg.nsw.gov.au. We do not have to accept any additional information or requests from you to correct your application after the closing time. You cannot change your application after the closing date and time.

4.1.1 Applying for funding each round

Each funding round of this program will be treated as a separate grant, with their own application and assessment round. Receipt of funding in the first round will not exclude an applicant from applying for funding in future rounds. Conversely, if an eligible organisation does not receive funding in the first round, they are encouraged to apply in the next round.

[1] Alterations and addenda include but are not limited to: corrections to currently published documents, changes to closing times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents.

An organisation that has received funding must have acquitted their current round funding prior to submitting another application for a future round.

4.1.2 Lobbying

Applicants must not lobby the NSW Government on an issue related or seen to be related to the Program that may or may be perceived to give an unfair advantage to the applicant. Applicants are required to comply with all applicable laws including the *NSW Lobbyists Code of Conduct*.

In the unlikely scenario that there are changes the Grant Guidelines or the application process, OLG will notify you via email and provide you with information about whether and how to amend your application accordingly.

4.2 Support available to applicants

These Guidelines are an accessible document, designed to be easily readable by all users.

The following information to assist with your application can be found at OLG's Companion Animal Grant page

- FAQ
- Fact sheet – Submitting a Smartygrants Application

Applicants can also obtain support in preparing their applications by contacting OLG (see section 8).

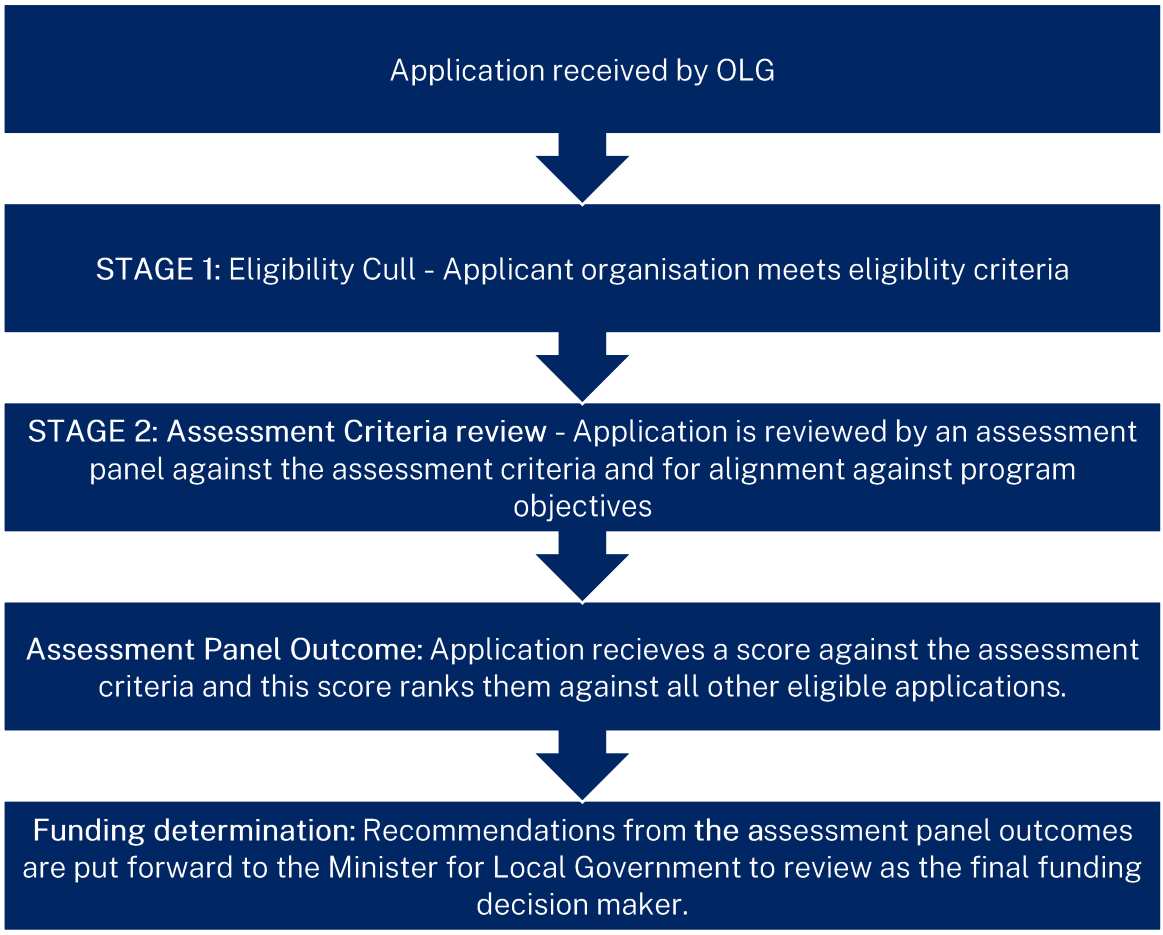
OLG commits to responding to enquiries in a timely manner.

In circumstances where information is sought that may be valuable to others, OLG will provide this information in the format or FAQ or fact sheet on its website.

5 Assessment process

5.1 Assessment of grant applications

This grant program is open AND competitive. This means that applications that satisfy stated eligibility, adequately satisfy assessment criteria as determined by an Assessment Panel, and are ranked as the most competitive applicant(s) will be recommended for funding. All applications will be assessed through the staged process below.



5.2 Stage one application

All submitted applications are initially reviewed against the eligibility criteria only. Applicants that do not meet eligibility criteria will not proceed to Stage Two.

Applicants that meet the eligibility criteria will proceed to Stage Two.

Stage One assessments will be conducted by the OLG Programs team.

5.3 Stage Two application

All applicants that proceed to Stage Two will be assessed against the assessment criteria.

Stage Two assessments will be conducted by an assessment panel comprising qualified and experienced representatives.

Applications will be assessed individually by each Assessment panel members and given an initial score. Application scores will then be reviewed by the Assessment panel together to determine a final score. The final score will be used to determine the applications ranking compared to other applications received.

5.4 Assessment panel

Appointments to the Panel, including staff appointments, are to be confirmed with an independent probity advisor. The number on the Panel is determined by the size and risks of the grant. Advice on the appropriateness and inclusiveness of the Panel members nominated may be referred by the independent probity officer to OLG Deputy Secretary.

The assessment panel will comprise of an independent Chair, and key representatives with expertise in the funding objectives.

The Assessment Panel will assess eligible applications against the criteria and pre-established weightings and make its recommendations to the Decision Maker.

All assessment panel meetings will be observed by an independent probity advisor and minutes of the meeting will be documented.

5.5 Due diligence and other checks

At any time during the assessment process, due diligence or other checks on an application may be carried out.

This may include, but is not limited to:

- Information provided by applicants in respect to the eligibility criteria and merit criteria including:
- Entity type
- ABN/ACN registration
- ACNC registration status
- Authorities, licences or status
- Financial (ASIC search to confirm the financial status or financial viability of the applicant)
- Criminal
- Background

5.6 Decision making

5.6.1 Decision maker

The Minister for Local Government is the final decision maker (including the approval of funding).

They must ensure compliance with the Grants Administration Guide and these Guidelines (as approved by the Minister for Local Government and any variations by the Minister), in determining allocations.

5.6.2 Recommendation and decision making

The decision maker makes the final decision to determine successful grant recipients. Where applicable, advice from a probity advisor may be considered in making the final decision.

The decision includes:

- approval of applications for funding
- amount of funding awarded
- terms and conditions of funding.

5.7 Notification of application outcome

We will advise you of the outcome of your application in writing via email.

Unsuccessful applicants will be notified by 17 November 2025

Successful applicants will be notified by 17 November 2025

Public announcement of successful applicants will be made via the NSW Grant Finder no later than 45 days from determination of outcomes.

If you are successful, we will advise you of any specific conditions attached to the grant. This could include a request to keep the grant confidential for a specified period due to an announcement being made by the NSW Government in relation to the grant.

5.8 Feedback on applications

Unsuccessful applicants can request feedback on their application. Requests for feedback should be made in writing to OLG via grants@olg.nsw.gov.au.

5.9 Publication of grants information

The Grants Administration Guide (Guide) requires that certain information is published in relation to grants awarded no later than 45 calendar days after the grant agreement takes effect (see section 6.5 of the Guide and Appendix A to the Guide). This information is also open access information under the *Government Information (Public Access) Act 2009* (GIPA Act), which must be made publicly available unless there is an overriding public interest against disclosure of the information.

In accordance with these requirements, relevant information about the grants awarded will be made available on the NSW Government Grants and Funding Finder as soon as possible after the grant funding is approved or declined.

All records in relation to this decision will be managed in accordance with the requirements of the *State Records Act 1998*.

6 Successful grant applications

6.1 Grant agreement

Successful grant applicants must enter into a funding deed with the NSW Government. Key terms and conditions of the funding deed include:

- Regular project progress reports and other reporting requirements
- Milestones or targets to be met
- Payment schedule
- Variations process
- Acknowledgement of the financial support by the NSW Government.
- Not make any financial commitments until funding deeds are executed
- Clarity as to termination rights
- Monitoring and acquittal requirements
- Repayment of unspent funds
- Being responsible for any project cost overruns
- Participating in a program evaluation or audit to determine the extent to which projects have contributed to the program objectives.

6.1.1 Variations to Grant agreement

We do not encourage amendments to the grant agreement template. However, where you cannot accept the terms and conditions in the template, you must notify OLG in writing of your proposed amendments to the template and qualify the reasons for your proposed amendments. We may or may not accept these proposed amendments at Our discretion.

Where you do not propose any amendments, you will be deemed to have accepted the terms of the grant agreement template.

Successful applicants are required to sign and return their grant agreement within 14 days of receipt. The grant agreement can only be signed by authorised officers or delegates of your organisation.

All applicants must provide the contact details (email address, phone number, name, and position) of the relevant authorised signatories, or their delegates, in the application form.

It is the applicant's responsibility to ensure that their staff have the capacity and availability to understand, complete and sign documents, to carefully read the terms and conditions of their grant agreement, and for it to be signed by the correct authorised signatories. Important terms and conditions associated with the funding are attached to the grant agreement.

6.2 Execution required prior to making commitments

The NSW Government makes no funding or other commitment to the successful applicant until all parties have signed a grant agreement. You must not make financial commitments reliant on this grant until the grant agreement is signed and executed by all parties.

6.3 Grant payment

Under the grant program, successful applicants will receive 90% of their funding up-front. The remaining 10% will be paid to the organisation on submission of a Final Report at the end of the funded project or activities.

An invoice template is provided with the grant agreement. The grant will be paid to the nominated bank account only after the grant agreement has been executed by the relevant parties. Payment/payments will be made:

- Upon the receipt of correctly completed invoices
- Within the specified timeframe set out in the grant agreement
- All payments are GST exclusive.

6.4 Variations to an executed grant agreement

Any variations to the executed funding agreement, including project scope or activities, location or timeframes outlined in the application form and Grant Guidelines must be submitted for review by OLG prior to being actioned. Failure to do so may result in the withdrawal of the grant offer.

6.4.1 Roles and Responsibilities

The Minister for Local Government has the authority to delegate to the Deputy Secretary, Office of Local Government decision-making power for variation requests received.

OLG, through the Deputy Secretary, Office of Local Government, is responsible for approving or rejecting any variation request from a grantee where the grant agreement has already been executed.

The OLG Programs team is responsible for managing the variation process and all administrative functions associated with this.

The OLG Programs team is responsible for the assessment of all variations received.

The OLG Programs team is responsible for putting forward recommendations to the Deputy Secretary, Office of Local Government regarding the outcome of a variation request.

Grant recipients are responsible for providing accurate, detailed variation requests to enable timely assessments and determinations of these.

6.4.2 Assessment Process:

Grant recipients seeking a variation must complete a *Variation Request* form through Smartygrants. A link to the form will be made available on OLG's Companion Animal Grant webpage.

Once the variation request form has been submitted, OLG, through the Programs team, will review the request and make a recommendation to the decision maker on whether to approve or decline the request.

If approved, a letter will be issued to the grant recipient seeking a variation to the funding agreement. The grant recipient needs to sign and return the letter agreeing to the variation to the funding agreement. The grant recipient can then proceed with their varied funded activities.

If declined, OLG will advise of alternatives or next steps.

If you are unsure if your enquiry qualifies as a variation, contact grants@olg.nsw.gov.au

6.5 Unspent funds

Organisations must only use the funds provided for the project, and any interest earned on the funds, for the purpose/s approved in the submitted application and in the grant agreement. Organisations must not carry over funds provided for the approved project, to other programs, events, or organisational operating budgets.

Completed and unspent

Any unspent funds must be returned in accordance with the terms and conditions of the grant agreement. There is no appeal process.

Not completed within timeframe with funds unspent

If a grant recipient's project is not completed within the timeframe, there are unspent funds remaining from the grant allocation and OLG has not received a variation request for a change to the project timeframe, scope or funding allocation, OLG will require the grant recipient to return these unspent funds and the interest made on these, unless there have been exceptional and unforeseen circumstances, outside the control of the grant recipient. For example, a natural disaster that prevented completion. The decision to require a return of unspent funds is at the discretion of the Decision-Maker. There is no appeal process.

7 Reporting, monitoring and acquittal

7.1 Reporting

Reporting will be via SmartyGrants and will involve administrative reporting throughout the funding term. Reporting is not intended to be onerous but does need to ensure delivery to substantiate ongoing payments. Any changes to the funded circumstances must be reported to the department immediately.

You must submit reports as set out in the grant agreement. The scope of works and milestones submitted as part of your application will form the basis of project reporting requirements.

7.1.1 End of quarter

You will need to provide the following at the end of each funding period quarter:

- progress against agreed project milestones and outcomes
- expenditure of the grant

7.1.2 Final Report and Acquittal

Grant recipients must acquit all funding received via SmartyGrants. Acquittal occurs at completion of your funded activities, or at the end of the funding period, whichever is first. The acquittal process involves submitting a final report and a statutory declaration confirming completion of the project and expenditure by an authorised officer of the organisation.

The OLG Programs team, led by the Senior Programs Officer – Grants, will advise grant recipients when they must acquit their funding by, and direct applicants to the relevant Smartygrants form to complete. This information will also be detailed in the funding agreement between each recipient and OLG.

The OLG Programs team will undertake a review of the submitted final report and supporting documentation and liaise with the individual organisation regarding the acceptance of this.

Final Report – information required

The Final Report requires the following information

- details of your final progress achieved against the agreed project activities / identify if and how outcomes have been achieved
- breakdown of the total eligible expenditure incurred against the project/activities
- agreed evidence of eligible expenditure as specified in the funding agreement, which may include submission of invoices, transaction lists or audited financial statements covering the course of the grant.
- Submission of a Statutory Declaration by an authorised officer confirming to the best of their knowledge that the final report is true and accurate
- Submission of the final report documentation within 30 business days of completion in the format provided in the funding agreement

As noted in Section 6.3 of these Grant Guidelines, OLG will process payment of the remaining 10% of funding owed to the applicant on receipt and acceptance of the Final Report.
OLG will confirm acceptance of submitted final reporting in writing with a grant recipient and then request invoice for the remaining 10% of funding.

7.1.3 Auditing

OLG will undertake periodic auditing of the Program and the use of funds to ensure appropriate probity principles have been met.

8 Acknowledgement

All recipients of NSW Government funding should acknowledge this financial support in accordance with the Funding Acknowledgement Guidelines for Recipients of NSW Government Rebates available at nsw.gov.au/branding/sponsorship-and-funding-acknowledgment-guidelines.

You must seek our written consent prior to any significant public announcement, marketing, press announcements, or official launch in relation to the grant.

The NSW Government logo should be used on all materials related to the funded activities or project Whenever the logo is used, the publication must also acknowledge the NSW Government.

9 Information and support

Information about the grant opportunity, including any FAQs and factsheets can be found on the OLG website - Companion Animal Welfare Grants – Office of Local Government NSW

For support with your application you can contact the Grants Team at OLG by phone or email:
Phone: 02 4428 4193
Email: grants@olg.nsw.gov.au