Congratulations on being allocated a CCF Grant. When your organisation applied for the grant your organisation agreed to the terms and conditions of the grant.

It is therefore timely to remind you:-

1. You must spend the grant within 12 months of the grant approval unless written approval for an extension is obtained before the 12 month period ends. The grant must only be spent on the purpose(s) requested and approved, you must be able to demonstrate this in your accountability report;
2. You must acknowledge receipt of the CCF grant as a separate entry in your accounts or in a note to your accounts, in your organisations annual report & forward a receipt to our office; and
3. The accountability for this grant must be received when the grant has been fully spent or 12 months after the grant has been approved, whichever is soonest.
4. You may apply for a grant in the 2017 round however if you are successful this grant will not be paid out until any outstanding accountabilities have been received.

With regard to your accountability and audit of funds we enclose an audit summary report for your organisation to complete during the year this will assist in your accountability report and have answered some common questions below:

**If the grant is for wages** please provide Inland Revenue employer schedules for every month the funding is required as well as bank statements providing payment of wages.

**If the grant is for Operational expenses**, all monthly expenses such as telephone, power and rent must be proven by monthly invoice and bank statements,