



Baw Baw Shire Council Community Grants Goods and Services Tax (GST)

Community Grants funding

Community Projects provides the opportunity for not-for profit community groups and organisations to apply for funding up to \$5,000 to support the delivery of community events, projects, programs, environmental initiatives, and the purchase of equipment.

Minor Capital Work provides the opportunity for not-for profit community groups and organisations to apply for funding up to \$10,000 for the delivery of minor capital work projects. The Applicant is required to contribute a cash contribution of 25% of the total grant amount and the total project value must be less than \$50,000.

Goods and Services Tax (GST)

- All Community Grant funding is GST exclusive.
- Applicants must indicate whether they are registered for GST and provide their Australian Business Number (ABN) as part of the application process.
- Council will assess eligible project costs based on the applicant's GST registration status.

Organisations Registered for GST

- Organisations that are registered for GST must exclude GST from project costs and funding requests, as they are able to claim GST credits through the Australian Taxation Office.
- All invoices submitted for payment of the grant must be GST exclusive and must not include any GST charges.
- Council funding will be based on the GST exclusive cost of the project.

Organisations Not Registered for GST

- Organisations that are not registered for GST may include GST in project costs and funding requests, as they are unable to claim GST credits.
- Council funding will be based on the GST inclusive cost of the project.

How do I know if my organisation is registered for GST?

If you are unsure whether your organisation is registered for GST, you can:

- Check with your Treasurer, Finance Officer or Accountant.
- Search your organisation's ABN on the Australian Business Register (ABR) website to confirm its GST registration status – <https://www.abr.gov.au/>
- Review recent Business Activity Statements (BAS) lodged with the Australian Taxation Office (ATO).
- Check whether GST is included on invoices issued by your group or organisation.

If your organisation is registered for GST, project costs and funding requests (including the quotation invoice) must be submitted excluding GST.

If your organisation is not registered for GST, project costs and funding requests (including the quotation invoice) may include GST.

If you are uncertain about your GST obligations, Council recommends seeking independent advice from the ATO or a qualified tax professional.

Applicant Responsibilities

- Providing accurate information regarding their GST registration status.
- Preparing project budgets and providing invoices in accordance with their GST obligations.
- Advising Council if their GST registration status changes during the grant period.
- Seeking independent taxation advice if they are unsure of their GST obligations.

Payment of Grants

- **The grant amount conditionally awarded, will not include GST.**
- Grant payments will be processed in accordance with the funding agreement and financial procedures. **Applicants are responsible for ensuring that all submitted invoices comply with this requirement.**
- Invoices containing GST will not be accepted and you will be required to resubmit excluding GST amount.
- **Any GST implications will be managed in accordance with applicable taxation requirements and the conditions of the funding agreement.**

Note: Having an ABN or being an incorporated association does not automatically mean your organisation is registered for GST. GST registration is a separate registration with the Australian Taxation Office.

