

Application SCIXA000960

Report summary

Report

End of project report

Due date

30/5/2026

Status

Reviewed

Submitted date

15/10/2025

Submitted by

s 47F(1)

Report accepted date

16/10/2025

Project outcomes

Did you complete all project activities in line with your grant agreement?

Yes

Select which outcome your project primarily achieved.

Improve local community participation

Project benefits

On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?

600

Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes?

No

Project expenditure

Reporting period

1/5/2025 - 30/4/2026

| Head of expenditure | Financial year | Agreed project budget | Expenditure approved prior to this reporting period | Expenditure claimed in this reporting period | Expenditure claimed to date | Estimated total project expenditure |
|---|----------------|-----------------------|---|--|-----------------------------|-------------------------------------|
| Assets and equipment | | \$1,500 | \$0 | \$0 | \$0 | \$0 |
| 2024/25 | | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2025/26 | | \$1,500 | \$0 | \$0 | \$0 | \$0 |
| ICT Systems | | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2024/25 | | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2025/26 | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Materials | | \$1,000 | \$0 | \$2,070 | \$2,070 | \$2,070 |
| 2024/25 | | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2025/26 | | \$1,000 | \$0 | \$2,070 | \$2,070 | \$2,070 |
| Other | | \$3,000 | \$0 | \$0 | \$0 | \$0 |
| 2024/25 | | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2025/26 | | \$3,000 | \$0 | \$0 | \$0 | \$0 |
| Planning, environmental or other regulatory approvals | | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2024/25 | | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2025/26 | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Suppliers, consultants and contracted labour | | \$2,500 | \$0 | \$2,930 | \$2,930 | \$2,930 |
| 2024/25 | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total | | \$8,000 | \$0 | \$5,000 | \$5,000 | \$5,000 |

| Head of expenditure | Financial year | Agreed project budget | Expenditure approved prior to this reporting period | Expenditure claimed in this reporting period | Expenditure claimed to date | Estimated total project expenditure |
|----------------------|----------------|-----------------------|---|--|-----------------------------|-------------------------------------|
| | 2025/26 | \$2,500 | \$0 | \$2,930 | \$2,930 | \$2,930 |
| Websites or software | | \$0 | \$0 | \$0 | \$0 | \$0 |
| | 2024/25 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | 2025/26 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total | | \$8,000 | \$0 | \$5,000 | \$5,000 | \$5,000 |

Have you spent the entire grant amount to undertake your approved project?

Yes

If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project?

Not applicable

Released under the FOI Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Attachments

Agreed evidence

Portal End of Project Report

Up to three photographs to evidence your completed project activities as specified in your grant agreement

Comments

Photos of the equipment such as the cubby houses, caterpillar , ladder with climbing stones and the sand pit stand are attached

IMG_20250930_150037.jpg

IMG_20250930_150047.jpg

IMG_20251013_115435.jpg

Additional documents

Supporting documents

If you need to provide additional documents such as copies of published reports etc related to the project, you should attach them here.

Declaration

I am authorised by the grantee to submit this report and declare that:

- the information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth)
- the grant was spent in accordance with the grant agreement
- I am aware of the grantee's obligations under their grant agreement, including survival clauses
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

By checking this box, I agree to all of the above declarations and confirm all of the above statements to be true.

Yes

Application SCIXA000641

Report summary

Report

End of project report

Due date

30/5/2026

Status

Reviewed

Submitted date

24/2/2026

Submitted by

s 47F(1)

Report accepted date

27/2/2026

Project outcomes

Did you complete all project activities in line with your grant agreement?

Yes

Select which outcome your project primarily achieved.

Improve local community participation

Project benefits

On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?

300

Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes?

No

Project expenditure

Reporting period

1/5/2025 - 30/4/2026

| Head of expenditure | Financial year | Agreed project budget | Expenditure approved prior to this reporting period | Expenditure claimed in this reporting period | Expenditure claimed to date | Estimated total project expenditure |
|---|----------------|-----------------------|---|--|-----------------------------|-------------------------------------|
| Assets and equipment | | \$3,160 | \$0 | \$6,000 | \$6,000 | \$9,169 |
| 2024/25 | | \$3,160 | \$0 | \$6,000 | \$6,000 | \$9,169 |
| 2025/26 | | \$0 | \$0 | \$0 | \$0 | \$0 |
| ICT Systems | | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2024/25 | | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2025/26 | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Materials | | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2024/25 | | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2025/26 | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Other | | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2024/25 | | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2025/26 | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Planning, environmental or other regulatory approvals | | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2024/25 | | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2025/26 | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Suppliers, consultants and contracted labour | | \$2,840 | \$0 | \$0 | \$0 | \$0 |
| 2024/25 | | \$2,840 | \$0 | \$0 | \$0 | \$0 |
| Total | | \$6,000 | \$0 | \$6,000 | \$6,000 | \$9,169 |

| Head of expenditure | Financial year | Agreed project budget | Expenditure approved prior to this reporting period | Expenditure claimed in this reporting period | Expenditure claimed to date | Estimated total project expenditure |
|----------------------|----------------|-----------------------|---|--|-----------------------------|-------------------------------------|
| | 2025/26 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Websites or software | | \$0 | \$0 | \$0 | \$0 | \$0 |
| | 2024/25 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | 2025/26 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total | | \$6,000 | \$0 | \$6,000 | \$6,000 | \$9,169 |

Have you spent the entire grant amount to undertake your approved project?

Yes

If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project?

Not applicable

Released under the FOI Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Attachments

Agreed evidence

Portal End of Project Report

Up to three photographs to evidence your completed project activities as specified in your grant agreement.

Comments

These photos show some of our spaces that the new chairs, made possible through this grant, have been assigned to. This has increased our capacity to provide services to over 50 people per day with appropriate seating. Community members have highlighted that they feel the facility is cleaner, safer and more accessible with these chairs.

Chairs 2.JPG

Chairs 1.jpg

Chairs 3.jpg

Additional documents

Supporting documents

If you need to provide additional documents such as copies of published reports etc related to the project, you should attach them here.

Declaration

I am authorised by the grantee to submit this report and declare that:

- the information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth)
- the grant was spent in accordance with the grant agreement
- I am aware of the grantee's obligations under their grant agreement, including survival clauses
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

By checking this box, I agree to all of the above declarations and confirm all of the above statements to be true.

Yes

Application SCIXA000056

Report summary

Report

End of project report

Due date

30/5/2026

Status

Reviewed

Submitted date

7/10/2025

Submitted by

s 47F(1)

Report accepted date

17/10/2025

Project outcomes

Did you complete all project activities in line with your grant agreement?

Yes

Select which outcome your project primarily achieved.

Encourage and support participation in local projects

Project benefits

On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?

25

Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes?

Yes

Provide details.

This grant has enabled us to make an essential upgrade of all the computers necessary for the effective functioning of our services into the community including emergency relief and referral, no interest loans, emergency housing, educational programs, psychological and counselling services. The quality, productivity and reach of these and other services to the most disadvantaged in our community have been significantly enhanced by the new technology we have been able to purchase with this grant.

Project expenditure

Reporting period

1/5/2025 - 30/4/2026

| Head of expenditure | Financial year | Agreed project budget | Expenditure approved prior to this reporting period | Expenditure claimed in this reporting period | Expenditure claimed to date | Estimated total project expenditure |
|---|----------------|-----------------------|---|--|-----------------------------|-------------------------------------|
| Assets and equipment | | \$0 | \$0 | \$15,000 | \$15,000 | \$20,000 |
| 2024/25 | | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2025/26 | | \$0 | \$0 | \$15,000 | \$15,000 | \$20,000 |
| ICT Systems | | \$14,440 | \$0 | \$0 | \$0 | \$0 |
| 2024/25 | | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2025/26 | | \$14,440 | \$0 | \$0 | \$0 | \$0 |
| Materials | | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2024/25 | | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2025/26 | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Other | | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2024/25 | | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2025/26 | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Planning, environmental or other regulatory approvals | | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2024/25 | | \$0 | \$0 | \$0 | \$0 | \$0 |
| 2025/26 | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Suppliers, consultants and contracted labour | | \$2,540 | \$0 | \$0 | \$0 | \$0 |
| 2024/25 | | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total | | \$20,000 | \$0 | \$15,000 | \$15,000 | \$20,000 |

| Head of expenditure | Financial year | Agreed project budget | Expenditure approved prior to this reporting period | Expenditure claimed in this reporting period | Expenditure claimed to date | Estimated total project expenditure |
|----------------------|----------------|-----------------------|---|--|-----------------------------|-------------------------------------|
| | 2025/26 | \$2,540 | \$0 | \$0 | \$0 | \$0 |
| Websites or software | | \$3,020 | \$0 | \$0 | \$0 | \$0 |
| | 2024/25 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | 2025/26 | \$3,020 | \$0 | \$0 | \$0 | \$0 |
| Total | | \$20,000 | \$0 | \$15,000 | \$15,000 | \$20,000 |

Have you spent the entire grant amount to undertake your approved project?

Yes

If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project?

Not applicable

Released under the FOI Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Attachments

Agreed evidence

Portal End of Project Report

Up to three photographs to evidence your completed project activities as specified in your grant agreement.

Comments

I have included a photograph of one of the six computers and also the receipts for purchase of these and the related firewall, cabling and other upgrades that have made such a difference to the efficiency of our operations

computers.pdf

IMG_7413.jpg

Additional documents

Supporting documents

If you need to provide additional documents such as copies of published reports etc related to the project, you should attach them here.

Declaration

I am authorised by the grantee to submit this report and declare that:

- the information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth)
- the grant was spent in accordance with the grant agreement
- I am aware of the grantee's obligations under their grant agreement, including survival clauses
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

By checking this box, I agree to all of the above declarations and confirm all of the above statements to be true.

Yes



Australian Government
Department of Industry, Science and Resources

Your reference no: SCVIIIABC000019

s 47F(1)

Charity Development Coordinator
 RAPID RELIEF TEAM (RRT) LTD
 PO Box 144
 Ermington NSW 1700

10 Binara Street
 CANBERRA ACT 2601
 GPO Box 2013
 CANBERRA ACT 2601
 p: 13 28 46.
 e: SCP8@industry.gov.au
 w: business.gov.au
 abn: 74 599 608 295

Dear s 47F(1)

Letter of Agreement

The RAPID RELIEF TEAM (RRT) LTD application was successful and I am writing to offer you a Stronger Communities Programme Round 8 grant.

The Agreement

This letter is an offer to enter into a binding grant agreement (Agreement) between RAPID RELIEF TEAM (RRT) LTD ABN 61166059392 (Grantee/you) and the Commonwealth of Australia as represented by the Department of Industry, Science and Resources on behalf of the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (Commonwealth/we).

The Agreement includes:

- this letter
- the grant schedule (attachment A)
- the letter of agreement terms and conditions (attachment B)
- your application
- the grant opportunity guidelines applicable on the date you submitted your application.

We may use information contained in this Agreement for public reporting purposes, including the grantee name and grant amount.

What you must do

| | | | | | |
|----------|--|----------|---|----------|--|
| 1 | <p>Accept the Grant Agreement</p> <p>An authorised representative must accept the agreement in the portal. (within 30 days)</p> | 2 | <p>Complete your project</p> <p>in line with this agreement.</p> | 3 | <p>Submit your End of Project Report</p> <p>via the grant portal.</p> |
|----------|--|----------|---|----------|--|

To accept this offer, a representative authorised to enter into an agreement on behalf of your organisation must accept the grant Agreement on the portal. Accepting the Agreement on the portal is equivalent to signing a grant agreement. We may withdraw the offer if you do not accept the Agreement by 29 July 2023 which is 30 days from the date we notified you that you were successful.

If you are not authorised to enter into a grant agreement on behalf of your organisation, you will need to identify a representative who is.

The Agreement takes effect from the date we acknowledge receipt of your acceptance of this Agreement.

You must undertake the project in line with this Agreement. You must only spend the grant on eligible activities to undertake the project as outlined in the grant opportunity guidelines.

If you spend any amount of the grant on activities not identified in the project or if you have a grant amount unspent at the project end date, you will need to repay those amounts to the Commonwealth.

You must submit the reports set out in the reporting table of the grant schedule (attachment A) by the due dates. You may be required to provide evidence of the grant expenditure. You can find a sample of the report requirements at attachment C.

We may, at our absolute discretion, unilaterally extend the project end date, the final report due date and the agreement end date, by notice where we consider it appropriate to enable you to complete your project. The extension will take effect from your receipt of the notice. For the avoidance of doubt such notification will act to vary the agreement despite clause 15.2 of the grant terms and conditions.

You must ensure that anyone who has direct, unsupervised contact with children as part of your project under this Agreement has undertaken and passed a working with children check, if required under relevant state or territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

You must provide us with a statement of compliance with working with children legislation if requested.

If you make a public statement, publish any material or erect any signage in relation to your project you must acknowledge the funding you received from this grant. You must use any form of acknowledgment the Commonwealth reasonably specifies. You must notify us about events relating to the project and provide an opportunity for the Minister or their representative to attend.

Project sponsors

If you are entering into this Agreement as a project sponsor of another organisation (Sponsee) (pursuant to paragraph 4.1.1 of the grant opportunity guidelines), you acknowledge and agree that you will be legally responsible for ensuring all requirements under the Agreement are met – this includes, but is not limited to:

- reporting on the project in accordance with the terms of the Agreement;
- provision of statements of compliance with working with children legislation in accordance with the Agreement; and
- repayment of any Grant amounts, if required by clause 6 of the letter of agreement terms and conditions (attachment B).

You acknowledge Grant amounts can be paid into an account held in the name of a representative of the Sponsee. In such cases where the sponsee bank account is provided for grant payments, you give authority for this representative to receive Grant amounts on your behalf.

What we will do

After you have accepted the Agreement on the portal, we will acknowledge receipt of your acceptance. The Agreement will take effect from that date. We will notify you when this happens and a copy of the executed Agreement will be available on the portal.

We will pay the grant into your nominated bank within 28 days of the execution of the grant agreement.

Any questions?

If you have any questions please contact 13 28 46 or email SCP8contracts@industry.gov.au.

Yours sincerely

Stronger Communities Programme

Attachment A

Grant schedule

| | |
|---|--|
| Program | Stronger Communities Programme Round 8 |
| Grantee | RAPID RELIEF TEAM (RRT) LTD |
| Grantee ABN | ABN 61166059392 |
| Project title | Purchase of Mobile Cooking Equipment |
| Project Number | SCVIIIABC000019 |
| Project description (Grant Activity) | The project will purchase mobile food preparation equipment. This will ensure adequate and timely support when responding to emergencies in the community. |
| Project start date | 1 July 2023 |
| Grantee's anticipated completion date | 31 October 2023 |
| Total eligible expenditure | \$5,303 |
| Grant percentage | Up to 94.29 per cent |
| Total/maximum grant | \$5,000 (plus GST where applicable) |
| Capped amount in financial year 2023/24 | \$5,000 (plus GST where applicable) |
| End of Project Report Due Date | 30 November 2023 |
| Project End Date | 31 October 2023 |
| Agreement end date | 08 April 2024 |

Signatures

I agree to the terms and conditions outlined in this grant.

| | |
|-----------------------------------|--|
| Full legal name of the Grantee | RAPID RELIEF TEAM (RRT) LTD ABN 61166059392 |
| Name of Authorised Representative | |
| Date | |

| | |
|---|----------------|
| Name of Commonwealth Authorised Representative | s 22(1)(a)(ii) |
| Grant agreement effective date | 4/07/2023 |

Attachment B - Letter of Agreement Terms and Conditions

1. Undertaking the Grant Activity

The Grantee agrees to use the Grant and undertake the Grant Activity in accordance with this Agreement.

1.2 The Grantee must meet the eligibility requirements relating to the [National Redress Scheme](#)¹ set out under the relevant grant opportunity guidelines at all times during the term of this Agreement.

2. Acknowledgements

The Grantee agrees to acknowledge the Commonwealth's support in any material published in connection with this Agreement and agrees to use any form of acknowledgment the Commonwealth reasonably specifies.

3. Notices

The Grantee agrees to promptly notify the Commonwealth of anything reasonably likely to affect the performance of the Grant Activity, including any actual, perceived or potential conflict of interest which could affect the Grantee's performance of this Agreement and to take action to resolve the conflict.

4. Payment of the Grant

4.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with this Agreement.

4.2 The parties agree that the amount of the Grant is inclusive of any GST payable and the Grantee agrees to pay all taxes, duties and government charges in connection with the performance of this Agreement. The Grantee must on request provide the Commonwealth with a tax invoice before the Commonwealth is obliged to pay any amount under this Agreement.

4.3 Where applicable, the parties acknowledge and agree that they are each registered for GST purposes, have each quoted their Australian Business Number to the other and must notify the other of any changes in their GST status. The Grantee agrees that the Commonwealth will issue the Grantee with a recipient created tax invoice, and the Grantee will not issue any tax invoices, for any taxable supply the Grantee makes under this Agreement.

5. Spending the Grant

The Grantee agrees to spend the Grant for the sole purpose of undertaking the Grant Activity, and to provide a statement, in the form required by the Commonwealth and signed by the Grantee, verifying that the Grant Activity has been undertaken and the Grant was spent in accordance with this Agreement.

6. Repayment

If any of the Grant amount has been spent other than in accordance with this Agreement or on expiration or termination of this Agreement is additional to the requirements of the Grant Activity, the Grantee agrees to repay that amount to the Commonwealth, unless the Commonwealth agrees in writing otherwise.

7. Record keeping

The Grantee agrees to maintain records of the performance of the Grant Activity and the expenditure of the Grant for two years after completing the Grant Activity and to make them available to the Commonwealth on request.

8. Privacy

When dealing with Personal Information (as defined in the *Privacy Act 1988*) in carrying out the Grant Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of the *Privacy Act 1988*.

9. Grant Activity material

The Grantee gives (or procures for) the Commonwealth a non-exclusive, irrevocable, royalty-free licence to use, reproduce, communicate, publish and adapt all material that is provided to the Commonwealth under this Agreement. This includes a right to sub-license that material.

10. Confidentiality

A party agrees not to disclose the other's confidential information without its prior written consent unless required or authorised by law or Parliament.

11. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when requested.

12. Licences and approvals

The Grantee must ensure that all persons engaged to work on the Grant Activity obtain and maintain all relevant licences, registrations or other approvals required by applicable laws or as directed by the Commonwealth, including but not limited to police checks, Working With Children checks and Working with Vulnerable People checks. The Grantee must ensure that any subcontract entered into by the Grantee for the purposes of this Agreement imposes these same obligations on the subcontractor and requires the subcontractor to include these obligations in any secondary subcontracts.

13. Dispute resolution

13.1 The parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

13.2 The parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

13.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

14. Termination for default

The Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee:

- a. has breached this Agreement; or
- b. has provided false or misleading statements in their application for the Grant; or

¹ The National Redress Scheme can be found at <https://www.nationalredress.gov.au>

- c. has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

The Commonwealth will not be required to make any further payments of the Grant after the termination of the Agreement.

15. General provisions

15.1 A party is not by virtue of this Agreement an employee, agent or partner of the other party.

15.2 This Agreement may only be varied by the parties' signed written agreement.

15.3 Clauses 5 (Spending of the Grant), 6 (Repayment), 7 (Record keeping), and 9 (Grant Activity material) survive the expiry or termination of this Agreement.

15.4 This agreement is governed by the law of the Australian Capital Territory.

Attachment C**Appendix 1****Stronger Communities Programme Round 8 -
end of project report requirements**

You will need to provide the following information in your end of project report. The Commonwealth reserves the right to amend or adjust the requirements.

You must complete and submit your report on the [portal](#). You can enter the required information in stages and submit when it is complete.

a. Please confirm:

- All project activities have been completed in line with your grant agreement
- You spent the entire grant amount to undertake the approved project
- You spent your total matching funds financial contribution (including cash and in-kind contributions) to undertake the approved project.

If your project is not complete contact us about your project on SCP8contracts@industry.gov.au.

Project outcomes

a. Did you complete all project activities in line with your grant agreement? *Yes or No*

If no, explain why

b. Did your project (*select below*)

- Encourage and support participation in local projects
- Improve local community participation
- Contribute to vibrant and viable communities

If no, explain why

Project benefits

a. On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?

b. Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes? *Yes or No*

If yes, provide details.

Total eligible project expenditure

a. Have you spent the entire grant amount to undertake your approved project? *Yes or No*

If No, provide more detail

- b. If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project? Yes, No or Not Applicable

Attachments

Please attach up to three photographs to evidence your completed project activities as specified in your grant agreement.

Certification

You must ensure an authorised person completes the report and can declare the following:

- The information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).
- The grant was spent in accordance with the grant agreement.
- I am aware of the grantee's obligations under their grant agreement, including survival clauses.
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.



Australian Government
Department of Industry, Science and Resources

Your reference no: SCVIIIABC000017

s 47F(1)

Secretary General

shamama association of Australia Inc.

Level 1, 5/73 Walker Street

Dandenong VIC 3175

10 Binara Street

CANBERRA ACT 2601

GPO Box 2013

CANBERRA ACT 2601

p: 13 28 46.

e: SCP8@industry.gov.au

w: business.gov.au

abn: 74 599 608 295

Dears s 47F(1)

Letter of Agreement

Your application is successful

As outlined in your Stronger Communities Programme application and the grant opportunity guidelines, on receipt of this letter you are a party to a grant agreement (Agreement). You must contact us immediately if your circumstances have changed and you are no longer able to carry out your project.

The Agreement

This letter is an offer to enter into a binding grant agreement (Agreement) between shamama association of Australia Inc. ABN 61819068503 (Grantee/you) and the Commonwealth of Australia as represented by the Department of Industry, Science and Resources on behalf of the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (Commonwealth/we).

The Agreement includes:

- this letter
- the grant schedule (attachment A)
- the letter of agreement terms and conditions (attachment B)
- your application
- the grant opportunity guidelines applicable on the date you submitted your application.

We may use information contained in this Agreement for public reporting purposes, including the grantee name and grant amount.

What you must do

| | | | |
|----------|---|----------|--|
| 1 | Complete your project in line with this Agreement. | 2 | Submit your End of Project report via the grant portal. |
|----------|---|----------|--|

You must undertake the project in line with this Agreement. You must only spend the grant on eligible activities to undertake the project as outlined in the grant opportunity guidelines.

If you spend any amount of the grant on activities not identified in the project, or if you have a grant amount unspent at the project end date, you will need to repay those amounts to the Commonwealth.

You must provide an end of project report in line with the grant schedule at attachment A. A sample report template is at attachment A. You can find a sample of the report requirements at attachment C. You must complete and submit your report on the grant [portal](#).

We may, at our absolute discretion, unilaterally extend the project end date, the final report due date and the agreement end date, by notice where we consider it appropriate to enable you to complete your project. The extension will take effect from your receipt of the notice. For the avoidance of doubt such notification will act to vary the agreement despite clause 15.2 of the grant terms and conditions.

You must ensure that anyone who has direct, unsupervised contact with children as part of your project under this Agreement has undertaken and passed a working with children check, if required under relevant state or territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

You must provide us with a statement of compliance with working with children legislation if requested.

If you make a public statement, publish any material or erect any signage in relation to your project you must acknowledge the funding you received from this grant. You must use any form of acknowledgement the Commonwealth reasonably specifies. You must notify us about events relating to the project and provide an opportunity for the Minister or their representative to attend.

Project sponsors

If you are entering into this Agreement as a project sponsor of another organisation (Sponsee) (pursuant to paragraph 4.1.1 of the grant opportunity guidelines), you acknowledge and agree that you will be legally responsible for ensuring all requirements under the Agreement are met – this includes, but is not limited to:

- reporting on the project in accordance with the terms of the Agreement;
- provision of statements of compliance with working with children legislation in accordance with the Agreement; and
- repayment of any Grant amounts, if required by clause 6 of the letter of agreement terms and conditions (attachment B).

You acknowledge Grant amounts can be paid into an account held in the name of a representative of the Sponsee. In such cases where the sponsee bank account is provided for grant payments, you give authority for this representative to receive Grant amounts on your behalf.

What we will do

We will pay the grant into your nominated bank within 28 days of the grant execution date.

Any questions?

If you have any questions please contact 13 28 46 or email SCP8contracts@industry.gov.au.

Yours sincerely

Stronger Communities Programme

4 July 2023

Attachment A - Grant schedule

| | |
|---|--|
| Program | Stronger Communities Programme Round 8 |
| Grantee | shamama association of Australia Inc. |
| Grantee ABN | ABN 61819068503 |
| Project title | Purchase of Equipment |
| Project ID | SCVIIIABC000017 |
| Project description (Grant Activity) | As set out in the Project Details and Funding Section of your application. |
| Project start date | 1 June 2023 |
| Grantee's anticipated completion | 31 December 2023 |
| Total eligible expenditure | \$15,227 |
| Grant percentage | Up to 78.81 per cent |
| Total/maximum grant | \$12,000 (plus GST where applicable) |
| Capped amount in financial year 2022/23 | \$0 (plus GST where applicable) |
| Capped amount in financial year 2023/24 | \$12,000 (plus GST where applicable) |
| End of Project Report due date | 30 January 2024 |
| Project End Date | 31 December 2023 |
| Agreement end date | 08 June 2024 |

Attachment B - Letter of Agreement Terms and Conditions

1. Undertaking the Grant Activity

The Grantee agrees to use the Grant and undertake the Grant Activity in accordance with this Agreement.

1.2 The Grantee must meet the eligibility requirements relating to the [National Redress Scheme](#)¹ set out under the relevant grant opportunity guidelines at all times during the term of this Agreement.

2. Acknowledgements

The Grantee agrees to acknowledge the Commonwealth's support in any material published in connection with this Agreement and agrees to use any form of acknowledgment the Commonwealth reasonably specifies.

3. Notices

The Grantee agrees to promptly notify the Commonwealth of anything reasonably likely to affect the performance of the Grant Activity, including any actual, perceived or potential conflict of interest which could affect the Grantee's performance of this Agreement and to take action to resolve the conflict.

4. Payment of the Grant

4.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with this Agreement.

4.2 The parties agree that the amount of the Grant is inclusive of any GST payable and the Grantee agrees to pay all taxes, duties and government charges in connection with the performance of this Agreement. The Grantee must on request provide the Commonwealth with a tax invoice before the Commonwealth is obliged to pay any amount under this Agreement.

4.3 Where applicable, the parties acknowledge and agree that they are each registered for GST purposes, have each quoted their Australian Business Number to the other and must notify the other of any changes in their GST status. The Grantee agrees that the Commonwealth will issue the Grantee with a recipient created tax invoice, and the Grantee will not issue any tax invoices, for any taxable supply the Grantee makes under this Agreement.

5. Spending the Grant

The Grantee agrees to spend the Grant for the sole purpose of undertaking the Grant Activity, and to provide a statement, in the form required by the Commonwealth and signed by the Grantee, verifying that the Grant Activity has been undertaken and the Grant was spent in accordance with this Agreement.

6. Repayment

If any of the Grant amount has been spent other than in accordance with this Agreement or on expiration or termination of this Agreement is additional to the requirements of the Grant Activity, the Grantee agrees to repay that amount to the Commonwealth, unless the Commonwealth agrees in writing otherwise.

7. Record keeping

The Grantee agrees to maintain records of the performance of the Grant Activity and the expenditure of the Grant for two

years after completing the Grant Activity and to make them available to the Commonwealth on request.

8. Privacy

When dealing with Personal Information (as defined in the *Privacy Act 1988*) in carrying out the Grant Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of the *Privacy Act 1988*.

9. Grant Activity material

The Grantee gives (or procures for) the Commonwealth a non-exclusive, irrevocable, royalty-free licence to use, reproduce, communicate, publish and adapt all material that is provided to the Commonwealth under this Agreement. This includes a right to sub-license that material.

10. Confidentiality

A party agrees not to disclose the other's confidential information without its prior written consent unless required or authorised by law or Parliament.

11. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when requested.

12. Licences and approvals

The Grantee must ensure that all persons engaged to work on the Grant Activity obtain and maintain all relevant licences, registrations or other approvals required by applicable laws or as directed by the Commonwealth, including but not limited to police checks, Working With Children checks and Working with Vulnerable People checks. The Grantee must ensure that any subcontract entered into by the Grantee for the purposes of this Agreement imposes these same obligations on the subcontractor and requires the subcontractor to include these obligations in any secondary subcontracts.

13. Dispute resolution

13.1 The parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

13.2 The parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

13.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

14. Termination for default

The Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee:

- (a) has breached this Agreement; or
- (b) has provided false or misleading statements in their application for the Grant; or
- (c) has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

The Commonwealth will not be required to make any further payments of the Grant after the termination of the Agreement.

¹ The National Redress Scheme can be found at <https://www.nationalredress.gov.au>

15. General provisions

15.1 A party is not by virtue of this Agreement an employee, agent or partner of the other party.

15.2 This Agreement may only be varied by the parties' signed written agreement.

15.3 Clauses 5 (Spending of the Grant), 6 (Repayment), 7 (Record keeping), and 9 (Grant Activity material) survive the expiry or termination of this Agreement.

15.4 This agreement is governed by the law of the Australian Capital Territory.

Attachment C – Reporting requirements

Appendix 1

Stronger Communities Programme Round 8 - end of project report requirements

You will need to provide the following information in your end of project report. The Commonwealth reserves the right to amend or adjust the requirements.

You must complete and submit your report on the [portal](#). You can enter the required information in stages and submit when it is complete.

- a. Please confirm:
- All project activities have been completed in line with your grant agreement
 - You spent the entire grant amount to undertake the approved project
 - You spent your total matching funds financial contribution (including cash and in-kind contributions) to undertake the approved project.

If your project is not complete contact us about your project on SCP8contracts@industry.gov.au.

Project outcomes

- a. Did you complete all project activities in line with your grant agreement? *Yes or No.*
If no, explain why.
- b. Did your project (*select below*)
- Encourage and support participation in local projects
 - Improve local community participation
 - Contribute to vibrant and viable communities

If no, explain why.

Project benefits

- a. On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?
- b. Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes? *Yes or No.*
If yes, provide details.

Total eligible project expenditure

- a. Have you spent the entire grant amount to undertake your approved project? *Yes or No*
If No, provide more detail
- b. If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project? *Yes, No or Not Applicable.*

Attachments

Please attach up to three photographs to evidence your completed project activities as specified in your grant agreement.

Certification

You must ensure an authorised person completes the report and can declare the following:

- The information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).
- The grant was spent in accordance with the grant agreement.
- I am aware of the grantee's obligations under their grant agreement, including survival clauses.
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.



Australian Government
Department of Industry, Science and Resources

Your reference no: SCVIIIABC000016

s 47F(1)

Finance and Grants Officer
 WE CARE COMMUNITY SERVICES INC
 P O Box 1036
 Waverley Gardens VIC 3170

10 Binara Street
 CANBERRA ACT 2601
 GPO Box 2013
 CANBERRA ACT 2601
 p: 13 28 46.
 e: SCP8@industry.gov.au
 w: business.gov.au
 abn: 74 599 608 295

Dear s 47F(1)

Letter of Agreement

The WE CARE COMMUNITY SERVICES INC application was successful and I am writing to offer you a Stronger Communities Programme Round 8 grant.

The Agreement

This letter is an offer to enter into a binding grant agreement (Agreement) between WE CARE COMMUNITY SERVICES INC ABN 55046401818 (Grantee/you) and the Commonwealth of Australia as represented by the Department of Industry, Science and Resources on behalf of the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (Commonwealth/we).

The Agreement includes:

- this letter
- the grant schedule (attachment A)
- the letter of agreement terms and conditions (attachment B)
- your application
- the grant opportunity guidelines applicable on the date you submitted your application.

We may use information contained in this Agreement for public reporting purposes, including the grantee name and grant amount.

What you must do

| | | | | | |
|----------|--|----------|--|----------|---|
| 1 | Accept the Grant Agreement An authorised representative must accept the agreement in the portal. (within 30 days) | 2 | Complete your project in line with this agreement. | 3 | Submit your End of Project Report via the grant portal. |
|----------|--|----------|--|----------|---|

To accept this offer, a representative authorised to enter into an agreement on behalf of your organisation must accept the grant Agreement on the portal. Accepting the Agreement on the portal is equivalent to signing a grant agreement. We may withdraw the offer if you do not accept the Agreement by 29 July 2023 which is 30 days from the date we notified you that you were successful.

If you are not authorised to enter into a grant agreement on behalf of your organisation, you will need to identify a representative who is.

The Agreement takes effect from the date we acknowledge receipt of your acceptance of this Agreement.

You must undertake the project in line with this Agreement. You must only spend the grant on eligible activities to undertake the project as outlined in the grant opportunity guidelines.

If you spend any amount of the grant on activities not identified in the project or if you have a grant amount unspent at the project end date, you will need to repay those amounts to the Commonwealth.

You must submit the reports set out in the reporting table of the grant schedule (attachment A) by the due dates. You may be required to provide evidence of the grant expenditure. You can find a sample of the report requirements at attachment C.

We may, at our absolute discretion, unilaterally extend the project end date, the final report due date and the agreement end date, by notice where we consider it appropriate to enable you to complete your project. The extension will take effect from your receipt of the notice. For the avoidance of doubt such notification will act to vary the agreement despite clause 15.2 of the grant terms and conditions.

You must ensure that anyone who has direct, unsupervised contact with children as part of your project under this Agreement has undertaken and passed a working with children check, if required under relevant state or territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

You must provide us with a statement of compliance with working with children legislation if requested.

If you make a public statement, publish any material or erect any signage in relation to your project you must acknowledge the funding you received from this grant. You must use any form of acknowledgment the Commonwealth reasonably specifies. You must notify us about events relating to the project and provide an opportunity for the Minister or their representative to attend.

Project sponsors

If you are entering into this Agreement as a project sponsor of another organisation (Sponsee) (pursuant to paragraph 4.1.1 of the grant opportunity guidelines), you acknowledge and agree that you will be legally responsible for ensuring all requirements under the Agreement are met – this includes, but is not limited to:

- reporting on the project in accordance with the terms of the Agreement;
- provision of statements of compliance with working with children legislation in accordance with the Agreement; and
- repayment of any Grant amounts, if required by clause 6 of the letter of agreement terms and conditions (attachment B).

You acknowledge Grant amounts can be paid into an account held in the name of a representative of the Sponsee. In such cases where the sponsee bank account is provided for grant payments, you give authority for this representative to receive Grant amounts on your behalf.

What we will do

After you have accepted the Agreement on the portal, we will acknowledge receipt of your acceptance. The Agreement will take effect from that date. We will notify you when this happens and a copy of the executed Agreement will be available on the portal.

We will pay the grant into your nominated bank within 28 days of the execution of the grant agreement.

Any questions?

If you have any questions please contact 13 28 46 or email SCP8contracts@industry.gov.au.

Yours sincerely

Stronger Communities Programme

Attachment A

Grant schedule

| | |
|---|--|
| Program | Stronger Communities Programme Round 8 |
| Grantee | WE CARE COMMUNITY SERVICES INC |
| Grantee ABN | ABN 55046401818 |
| Project title | Upgrade of Storage |
| Project Number | SCVIIIABC000016 |
| Project description (Grant Activity) | The project will purchase a lift and storage items. This will streamline stock management and enable more members of the community to be assisted. |
| Project start date | 1 July 2023 |
| Grantee's anticipated completion date | 30 September 2023 |
| Total eligible expenditure | \$20,000 |
| Grant percentage | Up to 35.00 per cent |
| Total/maximum grant | \$7,000 (plus GST where applicable) |
| Capped amount in financial year 2023/24 | \$7,000 (plus GST where applicable) |
| End of Project Report Due Date | 30 October 2023 |
| Project End Date | 30 September 2023 |
| Agreement end date | 08 March 2024 |

Signatures

I agree to the terms and conditions outlined in this grant.

| | |
|-----------------------------------|---|
| Full legal name of the Grantee | WE CARE COMMUNITY SERVICES INC ABN 55046401818 |
| Name of Authorised Representative | |
| Date | |

| | |
|---|----------------|
| Name of Commonwealth Authorised Representative | s 22(1)(a)(ii) |
| Grant agreement effective date | 4/07/2023 |

Attachment B - Letter of Agreement Terms and Conditions

1. Undertaking the Grant Activity

The Grantee agrees to use the Grant and undertake the Grant Activity in accordance with this Agreement.

1.2 The Grantee must meet the eligibility requirements relating to the [National Redress Scheme](#)¹ set out under the relevant grant opportunity guidelines at all times during the term of this Agreement.

2. Acknowledgements

The Grantee agrees to acknowledge the Commonwealth's support in any material published in connection with this Agreement and agrees to use any form of acknowledgment the Commonwealth reasonably specifies.

3. Notices

The Grantee agrees to promptly notify the Commonwealth of anything reasonably likely to affect the performance of the Grant Activity, including any actual, perceived or potential conflict of interest which could affect the Grantee's performance of this Agreement and to take action to resolve the conflict.

4. Payment of the Grant

4.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with this Agreement.

4.2 The parties agree that the amount of the Grant is inclusive of any GST payable and the Grantee agrees to pay all taxes, duties and government charges in connection with the performance of this Agreement. The Grantee must on request provide the Commonwealth with a tax invoice before the Commonwealth is obliged to pay any amount under this Agreement.

4.3 Where applicable, the parties acknowledge and agree that they are each registered for GST purposes, have each quoted their Australian Business Number to the other and must notify the other of any changes in their GST status. The Grantee agrees that the Commonwealth will issue the Grantee with a recipient created tax invoice, and the Grantee will not issue any tax invoices, for any taxable supply the Grantee makes under this Agreement.

5. Spending the Grant

The Grantee agrees to spend the Grant for the sole purpose of undertaking the Grant Activity, and to provide a statement, in the form required by the Commonwealth and signed by the Grantee, verifying that the Grant Activity has been undertaken and the Grant was spent in accordance with this Agreement.

6. Repayment

If any of the Grant amount has been spent other than in accordance with this Agreement or on expiration or termination of this Agreement is additional to the requirements of the Grant Activity, the Grantee agrees to repay that amount to the Commonwealth, unless the Commonwealth agrees in writing otherwise.

7. Record keeping

The Grantee agrees to maintain records of the performance of the Grant Activity and the expenditure of the Grant for two years after completing the Grant Activity and to make them available to the Commonwealth on request.

8. Privacy

When dealing with Personal Information (as defined in the *Privacy Act 1988*) in carrying out the Grant Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of the *Privacy Act 1988*.

9. Grant Activity material

The Grantee gives (or procures for) the Commonwealth a non-exclusive, irrevocable, royalty-free licence to use, reproduce, communicate, publish and adapt all material that is provided to the Commonwealth under this Agreement. This includes a right to sub-license that material.

10. Confidentiality

A party agrees not to disclose the other's confidential information without its prior written consent unless required or authorised by law or Parliament.

11. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when requested.

12. Licences and approvals

The Grantee must ensure that all persons engaged to work on the Grant Activity obtain and maintain all relevant licences, registrations or other approvals required by applicable laws or as directed by the Commonwealth, including but not limited to police checks, Working With Children checks and Working with Vulnerable People checks. The Grantee must ensure that any subcontract entered into by the Grantee for the purposes of this Agreement imposes these same obligations on the subcontractor and requires the subcontractor to include these obligations in any secondary subcontracts.

13. Dispute resolution

13.1 The parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

13.2 The parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

13.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

14. Termination for default

The Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee:

- a. has breached this Agreement; or
- b. has provided false or misleading statements in their application for the Grant; or

¹ The National Redress Scheme can be found at <https://www.nationalredress.gov.au>

- c. has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

The Commonwealth will not be required to make any further payments of the Grant after the termination of the Agreement.

15. General provisions

15.1 A party is not by virtue of this Agreement an employee, agent or partner of the other party.

15.2 This Agreement may only be varied by the parties' signed written agreement.

15.3 Clauses 5 (Spending of the Grant), 6 (Repayment), 7 (Record keeping), and 9 (Grant Activity material) survive the expiry or termination of this Agreement.

15.4 This agreement is governed by the law of the Australian Capital Territory.

Attachment C

Appendix 1

Stronger Communities Programme Round 8 - end of project report requirements

You will need to provide the following information in your end of project report. The Commonwealth reserves the right to amend or adjust the requirements.

You must complete and submit your report on the [portal](#). You can enter the required information in stages and submit when it is complete.

a. Please confirm:

- All project activities have been completed in line with your grant agreement
- You spent the entire grant amount to undertake the approved project
- You spent your total matching funds financial contribution (including cash and in-kind contributions) to undertake the approved project.

If your project is not complete contact us about your project on SCP8contracts@industry.gov.au.

Project outcomes

a. Did you complete all project activities in line with your grant agreement? *Yes or No*

If no, explain why

b. Did your project (*select below*)

- Encourage and support participation in local projects
- Improve local community participation
- Contribute to vibrant and viable communities

If no, explain why

Project benefits

a. On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?

b. Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes? *Yes or No*

If yes, provide details.

Total eligible project expenditure

a. Have you spent the entire grant amount to undertake your approved project? *Yes or No*

If No, provide more detail

- b. If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project? Yes, No or Not Applicable

Attachments

Please attach up to three photographs to evidence your completed project activities as specified in your grant agreement.

Certification

You must ensure an authorised person completes the report and can declare the following:

- The information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).
- The grant was spent in accordance with the grant agreement.
- I am aware of the grantee's obligations under their grant agreement, including survival clauses.
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.



Australian Government
Department of Industry, Science and Resources

Your reference no: SCVIIIABC000014

s 47F(1)

Treasurer

AGIA TRIAS SOCIETY INC.

8 Hilton St

DANDENONG VIC 3175

10 Binara Street
 CANBERRA ACT 2601
 GPO Box 2013
 CANBERRA ACT 2601
 p: 13 28 46.
 e: SCP8@industry.gov.au
 w: business.gov.au
 abn: 74 599 608 295

Dear s 47F(1)

Letter of Agreement

Your application is successful

As outlined in your Stronger Communities Programme application and the grant opportunity guidelines, on receipt of this letter you are a party to a grant agreement (Agreement). You must contact us immediately if your circumstances have changed and you are no longer able to carry out your project.

The Agreement

This letter is an offer to enter into a binding grant agreement (Agreement) between AGIA TRIAS SOCIETY INC. ABN 38435035578 (Grantee/you) and the Commonwealth of Australia as represented by the Department of Industry, Science and Resources on behalf of the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (Commonwealth/we).

The Agreement includes:

- this letter
- the grant schedule (attachment A)
- the letter of agreement terms and conditions (attachment B)
- your application
- the grant opportunity guidelines applicable on the date you submitted your application.

We may use information contained in this Agreement for public reporting purposes, including the grantee name and grant amount.

What you must do

| | | | |
|----------|---|----------|--|
| 1 | Complete your project in line with this Agreement. | 2 | Submit your End of Project report via the grant portal. |
|----------|---|----------|--|

You must undertake the project in line with this Agreement. You must only spend the grant on eligible activities to undertake the project as outlined in the grant opportunity guidelines.

If you spend any amount of the grant on activities not identified in the project, or if you have a grant amount unspent at the project end date, you will need to repay those amounts to the Commonwealth.

You must provide an end of project report in line with the grant schedule at attachment A. A sample report template is at attachment A. You can find a sample of the report requirements at attachment C. You must complete and submit your report on the grant [portal](#).

We may, at our absolute discretion, unilaterally extend the project end date, the final report due date and the agreement end date, by notice where we consider it appropriate to enable you to complete your project. The extension will take effect from your receipt of the notice. For the avoidance of doubt such notification will act to vary the agreement despite clause 15.2 of the grant terms and conditions.

You must ensure that anyone who has direct, unsupervised contact with children as part of your project under this Agreement has undertaken and passed a working with children check, if required under relevant state or territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

You must provide us with a statement of compliance with working with children legislation if requested.

If you make a public statement, publish any material or erect any signage in relation to your project you must acknowledge the funding you received from this grant. You must use any form of acknowledgement the Commonwealth reasonably specifies. You must notify us about events relating to the project and provide an opportunity for the Minister or their representative to attend.

Project sponsors

If you are entering into this Agreement as a project sponsor of another organisation (Sponsee) (pursuant to paragraph 4.1.1 of the grant opportunity guidelines), you acknowledge and agree that you will be legally responsible for ensuring all requirements under the Agreement are met – this includes, but is not limited to:

- reporting on the project in accordance with the terms of the Agreement;
- provision of statements of compliance with working with children legislation in accordance with the Agreement; and
- repayment of any Grant amounts, if required by clause 6 of the letter of agreement terms and conditions (attachment B).

You acknowledge Grant amounts can be paid into an account held in the name of a representative of the Sponsee. In such cases where the sponsee bank account is provided for grant payments, you give authority for this representative to receive Grant amounts on your behalf.

What we will do

We will pay the grant into your nominated bank within 28 days of the grant execution date.

Any questions?

If you have any questions please contact 13 28 46 or email SCP8contracts@industry.gov.au.

Yours sincerely

Stronger Communities Programme

27 June 2023

Attachment A - Grant schedule

| | |
|---|--|
| Program | Stronger Communities Programme Round 8 |
| Grantee | AGIA TRIAS SOCIETY INC. |
| Grantee ABN | ABN 38435035578 |
| Project title | Upgrade of Facilities |
| Project ID | SCVIIIABC000014 |
| Project description (Grant Activity) | As set out in the Project Details and Funding Section of your application. |
| Project start date | 1 June 2023 |
| Grantee's anticipated completion | 1 September 2023 |
| Total eligible expenditure | \$10,000 |
| Grant percentage | Up to 60.00 per cent |
| Total/maximum grant | \$6,000 (plus GST where applicable) |
| Capped amount in financial year 2022/23 | \$0 (plus GST where applicable) |
| Capped amount in financial year 2023/24 | \$6,000 (plus GST where applicable) |
| End of Project Report due date | 01 October 2023 |
| Project End Date | 1 September 2023 |
| Agreement end date | 08 February 2024 |

Attachment B - Letter of Agreement Terms and Conditions

1. Undertaking the Grant Activity

The Grantee agrees to use the Grant and undertake the Grant Activity in accordance with this Agreement.

1.2 The Grantee must meet the eligibility requirements relating to the [National Redress Scheme](#)¹ set out under the relevant grant opportunity guidelines at all times during the term of this Agreement.

2. Acknowledgements

The Grantee agrees to acknowledge the Commonwealth's support in any material published in connection with this Agreement and agrees to use any form of acknowledgment the Commonwealth reasonably specifies.

3. Notices

The Grantee agrees to promptly notify the Commonwealth of anything reasonably likely to affect the performance of the Grant Activity, including any actual, perceived or potential conflict of interest which could affect the Grantee's performance of this Agreement and to take action to resolve the conflict.

4. Payment of the Grant

4.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with this Agreement.

4.2 The parties agree that the amount of the Grant is inclusive of any GST payable and the Grantee agrees to pay all taxes, duties and government charges in connection with the performance of this Agreement. The Grantee must on request provide the Commonwealth with a tax invoice before the Commonwealth is obliged to pay any amount under this Agreement.

4.3 Where applicable, the parties acknowledge and agree that they are each registered for GST purposes, have each quoted their Australian Business Number to the other and must notify the other of any changes in their GST status. The Grantee agrees that the Commonwealth will issue the Grantee with a recipient created tax invoice, and the Grantee will not issue any tax invoices, for any taxable supply the Grantee makes under this Agreement.

5. Spending the Grant

The Grantee agrees to spend the Grant for the sole purpose of undertaking the Grant Activity, and to provide a statement, in the form required by the Commonwealth and signed by the Grantee, verifying that the Grant Activity has been undertaken and the Grant was spent in accordance with this Agreement.

6. Repayment

If any of the Grant amount has been spent other than in accordance with this Agreement or on expiration or termination of this Agreement is additional to the requirements of the Grant Activity, the Grantee agrees to repay that amount to the Commonwealth, unless the Commonwealth agrees in writing otherwise.

7. Record keeping

The Grantee agrees to maintain records of the performance of the Grant Activity and the expenditure of the Grant for two

years after completing the Grant Activity and to make them available to the Commonwealth on request.

8. Privacy

When dealing with Personal Information (as defined in the *Privacy Act 1988*) in carrying out the Grant Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of the *Privacy Act 1988*.

9. Grant Activity material

The Grantee gives (or procures for) the Commonwealth a non-exclusive, irrevocable, royalty-free licence to use, reproduce, communicate, publish and adapt all material that is provided to the Commonwealth under this Agreement. This includes a right to sub-license that material.

10. Confidentiality

A party agrees not to disclose the other's confidential information without its prior written consent unless required or authorised by law or Parliament.

11. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when requested.

12. Licences and approvals

The Grantee must ensure that all persons engaged to work on the Grant Activity obtain and maintain all relevant licences, registrations or other approvals required by applicable laws or as directed by the Commonwealth, including but not limited to police checks, Working With Children checks and Working with Vulnerable People checks. The Grantee must ensure that any subcontract entered into by the Grantee for the purposes of this Agreement imposes these same obligations on the subcontractor and requires the subcontractor to include these obligations in any secondary subcontracts.

13. Dispute resolution

13.1 The parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

13.2 The parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

13.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

14. Termination for default

The Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee:

- (a) has breached this Agreement; or
- (b) has provided false or misleading statements in their application for the Grant; or
- (c) has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

The Commonwealth will not be required to make any further payments of the Grant after the termination of the Agreement.

¹ The National Redress Scheme can be found at <https://www.nationalredress.gov.au>

15. General provisions

15.1 A party is not by virtue of this Agreement an employee, agent or partner of the other party.

15.2 This Agreement may only be varied by the parties' signed written agreement.

15.3 Clauses 5 (Spending of the Grant), 6 (Repayment), 7 (Record keeping), and 9 (Grant Activity material) survive the expiry or termination of this Agreement.

15.4 This agreement is governed by the law of the Australian Capital Territory.

Attachment C – Reporting requirements

Appendix 1

Stronger Communities Programme Round 8 - end of project report requirements

You will need to provide the following information in your end of project report. The Commonwealth reserves the right to amend or adjust the requirements.

You must complete and submit your report on the [portal](#). You can enter the required information in stages and submit when it is complete.

- a. Please confirm:
- All project activities have been completed in line with your grant agreement
 - You spent the entire grant amount to undertake the approved project
 - You spent your total matching funds financial contribution (including cash and in-kind contributions) to undertake the approved project.

If your project is not complete contact us about your project on SCP8contracts@industry.gov.au.

Project outcomes

- a. Did you complete all project activities in line with your grant agreement? *Yes or No.*
If no, explain why.
- b. Did your project (*select below*)
- Encourage and support participation in local projects
 - Improve local community participation
 - Contribute to vibrant and viable communities

If no, explain why.

Project benefits

- a. On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?
- b. Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes? *Yes or No.*
If yes, provide details.

Total eligible project expenditure

- a. Have you spent the entire grant amount to undertake your approved project? *Yes or No*
If No, provide more detail
- b. If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project? *Yes, No or Not Applicable.*

Attachments

Please attach up to three photographs to evidence your completed project activities as specified in your grant agreement.

Certification

You must ensure an authorised person completes the report and can declare the following:

- The information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).
- The grant was spent in accordance with the grant agreement.
- I am aware of the grantee's obligations under their grant agreement, including survival clauses.
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.



Australian Government
Department of Industry, Science and Resources

Your reference no: SCVIIIABC000015

s 47F(1)

Minister

THE UNITING CHURCH IN AUSTRALIA
 PROPERTY TRUST (VICTORIA)

32 Scott St

DANDENONG VIC 3175

10 Binara Street
 CANBERRA ACT 2601
 GPO Box 2013
 CANBERRA ACT 2601
 p: 13 28 46.
 e: SCP8@industry.gov.au
 w: business.gov.au
 abn: 74 599 608 295

Dear s 47F(1)

Letter of Agreement

The THE UNITING CHURCH IN AUSTRALIA PROPERTY TRUST (VICTORIA) application was successful and I am writing to offer you a Stronger Communities Programme Round 8 grant.

The Agreement

This letter is an offer to enter into a binding grant agreement (Agreement) between THE UNITING CHURCH IN AUSTRALIA PROPERTY TRUST (VICTORIA) ABN 39703442583 (Grantee/you) and the Commonwealth of Australia as represented by the Department of Industry, Science and Resources on behalf of the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (Commonwealth/we).

The Agreement includes:

- this letter
- the grant schedule (attachment A)
- the letter of agreement terms and conditions (attachment B)
- your application
- the grant opportunity guidelines applicable on the date you submitted your application.

We may use information contained in this Agreement for public reporting purposes, including the grantee name and grant amount.

What you must do

| | | | | | |
|----------|--|----------|--|----------|---|
| 1 | Accept the Grant Agreement An authorised representative must accept the agreement in the portal. (within 30 days) | 2 | Complete your project in line with this agreement. | 3 | Submit your End of Project Report via the grant portal. |
|----------|--|----------|--|----------|---|

To accept this offer, a representative authorised to enter into an agreement on behalf of your organisation must accept the grant Agreement on the portal. Accepting the Agreement on the portal is equivalent to signing a grant agreement. We may withdraw the offer if you do not accept the Agreement by 2 August 2023 which is 30 days from the date we notified you that you were successful.

If you are not authorised to enter into a grant agreement on behalf of your organisation, you will need to identify a representative who is.

The Agreement takes effect from the date we acknowledge receipt of your acceptance of this Agreement.

You must undertake the project in line with this Agreement. You must only spend the grant on eligible activities to undertake the project as outlined in the grant opportunity guidelines.

If you spend any amount of the grant on activities not identified in the project or if you have a grant amount unspent at the project end date, you will need to repay those amounts to the Commonwealth.

You must submit the reports set out in the reporting table of the grant schedule (attachment A) by the due dates. You may be required to provide evidence of the grant expenditure. You can find a sample of the report requirements at attachment C.

We may, at our absolute discretion, unilaterally extend the project end date, the final report due date and the agreement end date, by notice where we consider it appropriate to enable you to complete your project. The extension will take effect from your receipt of the notice. For the avoidance of doubt such notification will act to vary the agreement despite clause 15.2 of the grant terms and conditions.

You must ensure that anyone who has direct, unsupervised contact with children as part of your project under this Agreement has undertaken and passed a working with children check, if required under relevant state or territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

You must provide us with a statement of compliance with working with children legislation if requested.

If you make a public statement, publish any material or erect any signage in relation to your project you must acknowledge the funding you received from this grant. You must use any form of acknowledgment the Commonwealth reasonably specifies. You must notify us about events relating to the project and provide an opportunity for the Minister or their representative to attend.

Project sponsors

If you are entering into this Agreement as a project sponsor of another organisation (Sponsee) (pursuant to paragraph 4.1.1 of the grant opportunity guidelines), you acknowledge and agree that you will be legally responsible for ensuring all requirements under the Agreement are met – this includes, but is not limited to:

- reporting on the project in accordance with the terms of the Agreement;
- provision of statements of compliance with working with children legislation in accordance with the Agreement; and
- repayment of any Grant amounts, if required by clause 6 of the letter of agreement terms and conditions (attachment B).

You acknowledge Grant amounts can be paid into an account held in the name of a representative of the Sponsee. In such cases where the sponsee bank account is provided for grant payments, you give authority for this representative to receive Grant amounts on your behalf.

What we will do

After you have accepted the Agreement on the portal, we will acknowledge receipt of your acceptance. The Agreement will take effect from that date. We will notify you when this happens and a copy of the executed Agreement will be available on the portal.

We will pay the grant into your nominated bank within 28 days of the execution of the grant agreement.

Any questions?

If you have any questions please contact 13 28 46 or email SCP8contracts@industry.gov.au.

Yours sincerely

Stronger Communities Programme

Attachment A

Grant schedule

| | |
|---|---|
| Program | Stronger Communities Programme Round 8 |
| Grantee | THE UNITING CHURCH IN AUSTRALIA PROPERTY TRUST (VICTORIA) |
| Grantee ABN | ABN 39703442583 |
| Project title | Installation of Audio Visual Equipment |
| Project Number | SCVIIIABC000015 |
| Project description (Grant Activity) | The project will install audio-visual and teleconferencing equipment. This will improve communications at seminars, conferences and community events. |
| Project start date | 4 June 2023 |
| Grantee's anticipated completion date | 30 September 2023 |
| Total eligible expenditure | \$3,500 |
| Grant percentage | Up to 71.43 per cent |
| Total/maximum grant | \$2,500 (plus GST where applicable) |
| Capped amount in financial year 2022/23 | \$0 (plus GST where applicable) |
| Capped amount in financial year 2023/24 | \$2,500 (plus GST where applicable) |
| End of Project Report Due Date | 30 October 2023 |
| Project End Date | 30 September 2023 |
| Agreement end date | 08 March 2024 |

Signatures

I agree to the terms and conditions outlined in this grant.

| | |
|-----------------------------------|--|
| Full legal name of the Grantee | THE UNITING CHURCH IN AUSTRALIA PROPERTY TRUST (VICTORIA) ABN 39703442583 |
| Name of Authorised Representative | |

| | |
|------|--|
| Date | |
|------|--|

| | |
|---|----------------|
| Name of Commonwealth Authorised Representative | s 22(1)(a)(ii) |
| Grant agreement effective date | 4/07/2023 |

Attachment B - Letter of Agreement Terms and Conditions

1. Undertaking the Grant Activity

The Grantee agrees to use the Grant and undertake the Grant Activity in accordance with this Agreement.

1.2 The Grantee must meet the eligibility requirements relating to the [National Redress Scheme](#)¹ set out under the relevant grant opportunity guidelines at all times during the term of this Agreement.

2. Acknowledgements

The Grantee agrees to acknowledge the Commonwealth's support in any material published in connection with this Agreement and agrees to use any form of acknowledgment the Commonwealth reasonably specifies.

3. Notices

The Grantee agrees to promptly notify the Commonwealth of anything reasonably likely to affect the performance of the Grant Activity, including any actual, perceived or potential conflict of interest which could affect the Grantee's performance of this Agreement and to take action to resolve the conflict.

4. Payment of the Grant

4.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with this Agreement.

4.2 The parties agree that the amount of the Grant is inclusive of any GST payable and the Grantee agrees to pay all taxes, duties and government charges in connection with the performance of this Agreement. The Grantee must on request provide the Commonwealth with a tax invoice before the Commonwealth is obliged to pay any amount under this Agreement.

4.3 Where applicable, the parties acknowledge and agree that they are each registered for GST purposes, have each quoted their Australian Business Number to the other and must notify the other of any changes in their GST status. The Grantee agrees that the Commonwealth will issue the Grantee with a recipient created tax invoice, and the Grantee will not issue any tax invoices, for any taxable supply the Grantee makes under this Agreement.

5. Spending the Grant

The Grantee agrees to spend the Grant for the sole purpose of undertaking the Grant Activity, and to provide a statement, in the form required by the Commonwealth and signed by the Grantee, verifying that the Grant Activity has been undertaken and the Grant was spent in accordance with this Agreement.

6. Repayment

If any of the Grant amount has been spent other than in accordance with this Agreement or on expiration or termination of this Agreement is additional to the requirements of the Grant Activity, the Grantee agrees to repay that amount to the Commonwealth, unless the Commonwealth agrees in writing otherwise.

7. Record keeping

The Grantee agrees to maintain records of the performance of the Grant Activity and the expenditure of the Grant for two years after completing the Grant Activity and to make them available to the Commonwealth on request.

8. Privacy

When dealing with Personal Information (as defined in the *Privacy Act 1988*) in carrying out the Grant Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of the *Privacy Act 1988*.

9. Grant Activity material

The Grantee gives (or procures for) the Commonwealth a non-exclusive, irrevocable, royalty-free licence to use, reproduce, communicate, publish and adapt all material that is provided to the Commonwealth under this Agreement. This includes a right to sub-license that material.

10. Confidentiality

A party agrees not to disclose the other's confidential information without its prior written consent unless required or authorised by law or Parliament.

11. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when requested.

12. Licences and approvals

The Grantee must ensure that all persons engaged to work on the Grant Activity obtain and maintain all relevant licences, registrations or other approvals required by applicable laws or as directed by the Commonwealth, including but not limited to police checks, Working With Children checks and Working with Vulnerable People checks. The Grantee must ensure that any subcontract entered into by the Grantee for the purposes of this Agreement imposes these same obligations on the subcontractor and requires the subcontractor to include these obligations in any secondary subcontracts.

13. Dispute resolution

13.1 The parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

13.2 The parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

13.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

14. Termination for default

The Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee:

- a. has breached this Agreement; or
- b. has provided false or misleading statements in their application for the Grant; or

¹ The National Redress Scheme can be found at <https://www.nationalredress.gov.au>

- c. has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

The Commonwealth will not be required to make any further payments of the Grant after the termination of the Agreement.

15. General provisions

15.1 A party is not by virtue of this Agreement an employee, agent or partner of the other party.

15.2 This Agreement may only be varied by the parties' signed written agreement.

15.3 Clauses 5 (Spending of the Grant), 6 (Repayment), 7 (Record keeping), and 9 (Grant Activity material) survive the expiry or termination of this Agreement.

15.4 This agreement is governed by the law of the Australian Capital Territory.

Attachment C**Appendix 1****Stronger Communities Programme Round 8 -
end of project report requirements**

You will need to provide the following information in your end of project report. The Commonwealth reserves the right to amend or adjust the requirements.

You must complete and submit your report on the [portal](#). You can enter the required information in stages and submit when it is complete.

a. Please confirm:

- All project activities have been completed in line with your grant agreement
- You spent the entire grant amount to undertake the approved project
- You spent your total matching funds financial contribution (including cash and in-kind contributions) to undertake the approved project.

If your project is not complete contact us about your project on SCP8contracts@industry.gov.au.

Project outcomes

a. Did you complete all project activities in line with your grant agreement? *Yes or No*

If no, explain why

b. Did your project (*select below*)

- Encourage and support participation in local projects
- Improve local community participation
- Contribute to vibrant and viable communities

If no, explain why

Project benefits

a. On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?

b. Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes? *Yes or No*

If yes, provide details.

Total eligible project expenditure

a. Have you spent the entire grant amount to undertake your approved project? *Yes or No*

If No, provide more detail

- b. If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project? Yes, No or Not Applicable

Attachments

Please attach up to three photographs to evidence your completed project activities as specified in your grant agreement.

Certification

You must ensure an authorised person completes the report and can declare the following:

- The information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).
- The grant was spent in accordance with the grant agreement.
- I am aware of the grantee's obligations under their grant agreement, including survival clauses.
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.



Australian Government
Department of Industry, Science and Resources

Your reference no: SCVIIIABC000012

s 47F(1)

Secretary

BERWICK SPRINGS JUNIOR FOOTBALL
 CLUB INCORPORATED

PO Box 4319

Narre Warren South VIC 3805

10 Binara Street
 CANBERRA ACT 2601
 GPO Box 2013
 CANBERRA ACT 2601
 p: 13 28 46.
 e: SCP8@industry.gov.au
 w: business.gov.au
 abn: 74 599 608 295

Dear s 47F(1)

Letter of Agreement

Your application is successful

As outlined in your Stronger Communities Programme application and the grant opportunity guidelines, on receipt of this letter you are a party to a grant agreement (Agreement). You must contact us immediately if your circumstances have changed and you are no longer able to carry out your project.

The Agreement

This letter is an offer to enter into a binding grant agreement (Agreement) between BERWICK SPRINGS JUNIOR FOOTBALL CLUB INCORPORATED ABN 55804998220 (Grantee/you) and the Commonwealth of Australia as represented by the Department of Industry, Science and Resources on behalf of the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (Commonwealth/we).

The Agreement includes:

- this letter
- the grant schedule (attachment A)
- the letter of agreement terms and conditions (attachment B)
- your application
- the grant opportunity guidelines applicable on the date you submitted your application.

We may use information contained in this Agreement for public reporting purposes, including the grantee name and grant amount.

What you must do

| | | | |
|----------|---|----------|--|
| 1 | Complete your project in line with this Agreement. | 2 | Submit your End of Project report via the grant portal. |
|----------|---|----------|--|

You must undertake the project in line with this Agreement. You must only spend the grant on eligible activities to undertake the project as outlined in the grant opportunity guidelines.

If you spend any amount of the grant on activities not identified in the project, or if you have a grant amount unspent at the project end date, you will need to repay those amounts to the Commonwealth.

You must provide an end of project report in line with the grant schedule at attachment A. A sample report template is at attachment A. You can find a sample of the report requirements at attachment C. You must complete and submit your report on the grant [portal](#).

We may, at our absolute discretion, unilaterally extend the project end date, the final report due date and the agreement end date, by notice where we consider it appropriate to enable you to complete your project. The extension will take effect from your receipt of the notice. For the avoidance of doubt such notification will act to vary the agreement despite clause 15.2 of the grant terms and conditions.

You must ensure that anyone who has direct, unsupervised contact with children as part of your project under this Agreement has undertaken and passed a working with children check, if required under relevant state or territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

You must provide us with a statement of compliance with working with children legislation if requested.

If you make a public statement, publish any material or erect any signage in relation to your project you must acknowledge the funding you received from this grant. You must use any form of acknowledgement the Commonwealth reasonably specifies. You must notify us about events relating to the project and provide an opportunity for the Minister or their representative to attend.

Project sponsors

If you are entering into this Agreement as a project sponsor of another organisation (Sponsee) (pursuant to paragraph 4.1.1 of the grant opportunity guidelines), you acknowledge and agree that you will be legally responsible for ensuring all requirements under the Agreement are met – this includes, but is not limited to:

- reporting on the project in accordance with the terms of the Agreement;
- provision of statements of compliance with working with children legislation in accordance with the Agreement; and
- repayment of any Grant amounts, if required by clause 6 of the letter of agreement terms and conditions (attachment B).

You acknowledge Grant amounts can be paid into an account held in the name of a representative of the Sponsee. In such cases where the sponsee bank account is provided for grant payments, you give authority for this representative to receive Grant amounts on your behalf.

What we will do

We will pay the grant into your nominated bank within 28 days of the grant execution date.

Any questions?

If you have any questions please contact 13 28 46 or email SCP8contracts@industry.gov.au.

Yours sincerely

Stronger Communities Programme

27 June 2023

Attachment A - Grant schedule

| | |
|---|--|
| Program | Stronger Communities Programme Round 8 |
| Grantee | BERWICK SPRINGS JUNIOR FOOTBALL CLUB INCORPORATED |
| Grantee ABN | ABN 55804998220 |
| Project title | Purchase of Sporting Equipment |
| Project ID | SCVIIIABC000012 |
| Project description (Grant Activity) | As set out in the Project Details and Funding Section of your application. |
| Project start date | 1 May 2023 |
| Grantee's anticipated completion | 1 August 2023 |
| Total eligible expenditure | \$38,000 |
| Grant percentage | Up to 26.32 per cent |
| Total/maximum grant | \$10,000 (plus GST where applicable) |
| Capped amount in financial year 2022/23 | \$0 (plus GST where applicable) |
| Capped amount in financial year 2023/24 | \$10,000 (plus GST where applicable) |
| End of Project Report due date | 31 August 2023 |
| Project End Date | 1 August 2023 |
| Agreement end date | 08 January 2024 |

Attachment B - Letter of Agreement Terms and Conditions

1. Undertaking the Grant Activity

The Grantee agrees to use the Grant and undertake the Grant Activity in accordance with this Agreement.

1.2 The Grantee must meet the eligibility requirements relating to the [National Redress Scheme](#)¹ set out under the relevant grant opportunity guidelines at all times during the term of this Agreement.

2. Acknowledgements

The Grantee agrees to acknowledge the Commonwealth's support in any material published in connection with this Agreement and agrees to use any form of acknowledgment the Commonwealth reasonably specifies.

3. Notices

The Grantee agrees to promptly notify the Commonwealth of anything reasonably likely to affect the performance of the Grant Activity, including any actual, perceived or potential conflict of interest which could affect the Grantee's performance of this Agreement and to take action to resolve the conflict.

4. Payment of the Grant

4.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with this Agreement.

4.2 The parties agree that the amount of the Grant is inclusive of any GST payable and the Grantee agrees to pay all taxes, duties and government charges in connection with the performance of this Agreement. The Grantee must on request provide the Commonwealth with a tax invoice before the Commonwealth is obliged to pay any amount under this Agreement.

4.3 Where applicable, the parties acknowledge and agree that they are each registered for GST purposes, have each quoted their Australian Business Number to the other and must notify the other of any changes in their GST status. The Grantee agrees that the Commonwealth will issue the Grantee with a recipient created tax invoice, and the Grantee will not issue any tax invoices, for any taxable supply the Grantee makes under this Agreement.

5. Spending the Grant

The Grantee agrees to spend the Grant for the sole purpose of undertaking the Grant Activity, and to provide a statement, in the form required by the Commonwealth and signed by the Grantee, verifying that the Grant Activity has been undertaken and the Grant was spent in accordance with this Agreement.

6. Repayment

If any of the Grant amount has been spent other than in accordance with this Agreement or on expiration or termination of this Agreement is additional to the requirements of the Grant Activity, the Grantee agrees to repay that amount to the Commonwealth, unless the Commonwealth agrees in writing otherwise.

7. Record keeping

The Grantee agrees to maintain records of the performance of the Grant Activity and the expenditure of the Grant for two

years after completing the Grant Activity and to make them available to the Commonwealth on request.

8. Privacy

When dealing with Personal Information (as defined in the *Privacy Act 1988*) in carrying out the Grant Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of the *Privacy Act 1988*.

9. Grant Activity material

The Grantee gives (or procures for) the Commonwealth a non-exclusive, irrevocable, royalty-free licence to use, reproduce, communicate, publish and adapt all material that is provided to the Commonwealth under this Agreement. This includes a right to sub-license that material.

10. Confidentiality

A party agrees not to disclose the other's confidential information without its prior written consent unless required or authorised by law or Parliament.

11. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when requested.

12. Licences and approvals

The Grantee must ensure that all persons engaged to work on the Grant Activity obtain and maintain all relevant licences, registrations or other approvals required by applicable laws or as directed by the Commonwealth, including but not limited to police checks, Working With Children checks and Working with Vulnerable People checks. The Grantee must ensure that any subcontract entered into by the Grantee for the purposes of this Agreement imposes these same obligations on the subcontractor and requires the subcontractor to include these obligations in any secondary subcontracts.

13. Dispute resolution

13.1 The parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

13.2 The parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

13.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

14. Termination for default

The Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee:

- (a) has breached this Agreement; or
- (b) has provided false or misleading statements in their application for the Grant; or
- (c) has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

The Commonwealth will not be required to make any further payments of the Grant after the termination of the Agreement.

¹ The National Redress Scheme can be found at <https://www.nationalredress.gov.au>

15. General provisions

15.1 A party is not by virtue of this Agreement an employee, agent or partner of the other party.

15.2 This Agreement may only be varied by the parties' signed written agreement.

15.3 Clauses 5 (Spending of the Grant), 6 (Repayment), 7 (Record keeping), and 9 (Grant Activity material) survive the expiry or termination of this Agreement.

15.4 This agreement is governed by the law of the Australian Capital Territory.

Attachment C – Reporting requirements

Appendix 1

Stronger Communities Programme Round 8 - end of project report requirements

You will need to provide the following information in your end of project report. The Commonwealth reserves the right to amend or adjust the requirements.

You must complete and submit your report on the [portal](#). You can enter the required information in stages and submit when it is complete.

- a. Please confirm:
- All project activities have been completed in line with your grant agreement
 - You spent the entire grant amount to undertake the approved project
 - You spent your total matching funds financial contribution (including cash and in-kind contributions) to undertake the approved project.

If your project is not complete contact us about your project on SCP8contracts@industry.gov.au.

Project outcomes

- a. Did you complete all project activities in line with your grant agreement? *Yes or No.*
If no, explain why.
- b. Did your project (*select below*)
- Encourage and support participation in local projects
 - Improve local community participation
 - Contribute to vibrant and viable communities

If no, explain why.

Project benefits

- a. On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?
- b. Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes? *Yes or No.*
If yes, provide details.

Total eligible project expenditure

- a. Have you spent the entire grant amount to undertake your approved project? *Yes or No*
If No, provide more detail
- b. If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project? *Yes, No or Not Applicable.*

Attachments

Please attach up to three photographs to evidence your completed project activities as specified in your grant agreement.

Certification

You must ensure an authorised person completes the report and can declare the following:

- The information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).
- The grant was spent in accordance with the grant agreement.
- I am aware of the grantee's obligations under their grant agreement, including survival clauses.
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.



Australian Government
Department of Industry, Science and Resources

Your reference no: SCVIIIABC000011

s 47F(1)

CEO

CORNERSTONE CONTACT CENTRE INC.

PO Box 358

Dandenong VIC 3175

10 Binara Street
 CANBERRA ACT 2601
 GPO Box 2013
 CANBERRA ACT 2601
 p: 13 28 46.
 e: SCP8@industry.gov.au
 w: business.gov.au
 abn: 74 599 608 295

Dear s 47F(1)

Letter of Agreement

The CORNERSTONE CONTACT CENTRE INC. application was successful and I am writing to offer you a Stronger Communities Programme Round 8 grant.

The Agreement

This letter is an offer to enter into a binding grant agreement (Agreement) between CORNERSTONE CONTACT CENTRE INC. ABN 75812792400 (Grantee/you) and the Commonwealth of Australia as represented by the Department of Industry, Science and Resources on behalf of the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (Commonwealth/we).

The Agreement includes:

- this letter
- the grant schedule (attachment A)
- the letter of agreement terms and conditions (attachment B)
- your application
- the grant opportunity guidelines applicable on the date you submitted your application.

We may use information contained in this Agreement for public reporting purposes, including the grantee name and grant amount.

What you must do

| | | | | | |
|----------|--|----------|--|----------|---|
| 1 | Accept the Grant Agreement An authorised representative must accept the agreement in the portal. (within 30 days) | 2 | Complete your project in line with this agreement. | 3 | Submit your End of Project Report via the grant portal. |
|----------|--|----------|--|----------|---|

To accept this offer, a representative authorised to enter into an agreement on behalf of your organisation must accept the grant Agreement on the portal. Accepting the Agreement on the portal is equivalent to signing a grant agreement. We may withdraw the offer if you do not accept the Agreement by 22 July 2023 which is 30 days from the date we notified you that you were successful.

If you are not authorised to enter into a grant agreement on behalf of your organisation, you will need to identify a representative who is.

The Agreement takes effect from the date we acknowledge receipt of your acceptance of this Agreement.

You must undertake the project in line with this Agreement. You must only spend the grant on eligible activities to undertake the project as outlined in the grant opportunity guidelines.

If you spend any amount of the grant on activities not identified in the project or if you have a grant amount unspent at the project end date, you will need to repay those amounts to the Commonwealth.

You must submit the reports set out in the reporting table of the grant schedule (attachment A) by the due dates. You may be required to provide evidence of the grant expenditure. You can find a sample of the report requirements at attachment C.

We may, at our absolute discretion, unilaterally extend the project end date, the final report due date and the agreement end date, by notice where we consider it appropriate to enable you to complete your project. The extension will take effect from your receipt of the notice. For the avoidance of doubt such notification will act to vary the agreement despite clause 15.2 of the grant terms and conditions.

You must ensure that anyone who has direct, unsupervised contact with children as part of your project under this Agreement has undertaken and passed a working with children check, if required under relevant state or territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

You must provide us with a statement of compliance with working with children legislation if requested.

If you make a public statement, publish any material or erect any signage in relation to your project you must acknowledge the funding you received from this grant. You must use any form of acknowledgment the Commonwealth reasonably specifies. You must notify us about events relating to the project and provide an opportunity for the Minister or their representative to attend.

Project sponsors

If you are entering into this Agreement as a project sponsor of another organisation (Sponsee) (pursuant to paragraph 4.1.1 of the grant opportunity guidelines), you acknowledge and agree that you will be legally responsible for ensuring all requirements under the Agreement are met – this includes, but is not limited to:

- reporting on the project in accordance with the terms of the Agreement;
- provision of statements of compliance with working with children legislation in accordance with the Agreement; and
- repayment of any Grant amounts, if required by clause 6 of the letter of agreement terms and conditions (attachment B).

You acknowledge Grant amounts can be paid into an account held in the name of a representative of the Sponsee. In such cases where the sponsee bank account is provided for grant payments, you give authority for this representative to receive Grant amounts on your behalf.

What we will do

After you have accepted the Agreement on the portal, we will acknowledge receipt of your acceptance. The Agreement will take effect from that date. We will notify you when this happens and a copy of the executed Agreement will be available on the portal.

We will pay the grant into your nominated bank within 28 days of the execution of the grant agreement.

Any questions?

If you have any questions please contact 13 28 46 or email SCP8contracts@industry.gov.au.

Yours sincerely

Stronger Communities Programme

Attachment A

Grant schedule

| | |
|---|--|
| Program | Stronger Communities Programme Round 8 |
| Grantee | CORNERSTONE CONTACT CENTRE INC. |
| Grantee ABN | ABN 75812792400 |
| Project title | Purchase of Website and Defibrillator |
| Project Number | SCVIIIABC000011 |
| Project description (Grant Activity) | The project will purchase a website and defibrillator. This will provide access to information and services and improve emergency response outcomes for the community. |
| Project start date | 3 July 2023 |
| Grantee's anticipated completion date | 31 October 2023 |
| Total eligible expenditure | \$8,200 |
| Grant percentage | Up to 85.37 per cent |
| Total/maximum grant | \$7,000 (plus GST where applicable) |
| Capped amount in financial year 2023/24 | \$7,000 (plus GST where applicable) |
| End of Project Report Due Date | 30 November 2023 |
| Project End Date | 31 October 2023 |
| Agreement end date | 08 April 2024 |

Signatures

I agree to the terms and conditions outlined in this grant.

| | |
|-----------------------------------|--|
| Full legal name of the Grantee | CORNERSTONE CONTACT CENTRE INC. ABN 75812792400 |
| Name of Authorised Representative | |
| Date | |

| | |
|---|----------------|
| Name of Commonwealth Authorised Representative | s 22(1)(a)(ii) |
| Grant agreement effective date | 27/06/2023 |

Attachment B - Letter of Agreement Terms and Conditions

1. Undertaking the Grant Activity

The Grantee agrees to use the Grant and undertake the Grant Activity in accordance with this Agreement.

1.2 The Grantee must meet the eligibility requirements relating to the [National Redress Scheme](#)¹ set out under the relevant grant opportunity guidelines at all times during the term of this Agreement.

2. Acknowledgements

The Grantee agrees to acknowledge the Commonwealth's support in any material published in connection with this Agreement and agrees to use any form of acknowledgment the Commonwealth reasonably specifies.

3. Notices

The Grantee agrees to promptly notify the Commonwealth of anything reasonably likely to affect the performance of the Grant Activity, including any actual, perceived or potential conflict of interest which could affect the Grantee's performance of this Agreement and to take action to resolve the conflict.

4. Payment of the Grant

4.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with this Agreement.

4.2 The parties agree that the amount of the Grant is inclusive of any GST payable and the Grantee agrees to pay all taxes, duties and government charges in connection with the performance of this Agreement. The Grantee must on request provide the Commonwealth with a tax invoice before the Commonwealth is obliged to pay any amount under this Agreement.

4.3 Where applicable, the parties acknowledge and agree that they are each registered for GST purposes, have each quoted their Australian Business Number to the other and must notify the other of any changes in their GST status. The Grantee agrees that the Commonwealth will issue the Grantee with a recipient created tax invoice, and the Grantee will not issue any tax invoices, for any taxable supply the Grantee makes under this Agreement.

5. Spending the Grant

The Grantee agrees to spend the Grant for the sole purpose of undertaking the Grant Activity, and to provide a statement, in the form required by the Commonwealth and signed by the Grantee, verifying that the Grant Activity has been undertaken and the Grant was spent in accordance with this Agreement.

6. Repayment

If any of the Grant amount has been spent other than in accordance with this Agreement or on expiration or termination of this Agreement is additional to the requirements of the Grant Activity, the Grantee agrees to repay that amount to the Commonwealth, unless the Commonwealth agrees in writing otherwise.

7. Record keeping

The Grantee agrees to maintain records of the performance of the Grant Activity and the expenditure of the Grant for two years after completing the Grant Activity and to make them available to the Commonwealth on request.

8. Privacy

When dealing with Personal Information (as defined in the *Privacy Act 1988*) in carrying out the Grant Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of the *Privacy Act 1988*.

9. Grant Activity material

The Grantee gives (or procures for) the Commonwealth a non-exclusive, irrevocable, royalty-free licence to use, reproduce, communicate, publish and adapt all material that is provided to the Commonwealth under this Agreement. This includes a right to sub-license that material.

10. Confidentiality

A party agrees not to disclose the other's confidential information without its prior written consent unless required or authorised by law or Parliament.

11. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when requested.

12. Licences and approvals

The Grantee must ensure that all persons engaged to work on the Grant Activity obtain and maintain all relevant licences, registrations or other approvals required by applicable laws or as directed by the Commonwealth, including but not limited to police checks, Working With Children checks and Working with Vulnerable People checks. The Grantee must ensure that any subcontract entered into by the Grantee for the purposes of this Agreement imposes these same obligations on the subcontractor and requires the subcontractor to include these obligations in any secondary subcontracts.

13. Dispute resolution

13.1 The parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

13.2 The parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

13.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

14. Termination for default

The Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee:

- a. has breached this Agreement; or
- b. has provided false or misleading statements in their application for the Grant; or

¹ The National Redress Scheme can be found at <https://www.nationalredress.gov.au>

- c. has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

The Commonwealth will not be required to make any further payments of the Grant after the termination of the Agreement.

15. General provisions

15.1 A party is not by virtue of this Agreement an employee, agent or partner of the other party.

15.2 This Agreement may only be varied by the parties' signed written agreement.

15.3 Clauses 5 (Spending of the Grant), 6 (Repayment), 7 (Record keeping), and 9 (Grant Activity material) survive the expiry or termination of this Agreement.

15.4 This agreement is governed by the law of the Australian Capital Territory.

Attachment C

Appendix 1

Stronger Communities Programme Round 8 - end of project report requirements

You will need to provide the following information in your end of project report. The Commonwealth reserves the right to amend or adjust the requirements.

You must complete and submit your report on the [portal](#). You can enter the required information in stages and submit when it is complete.

a. Please confirm:

- All project activities have been completed in line with your grant agreement
- You spent the entire grant amount to undertake the approved project
- You spent your total matching funds financial contribution (including cash and in-kind contributions) to undertake the approved project.

If your project is not complete contact us about your project on SCP8contracts@industry.gov.au.

Project outcomes

a. Did you complete all project activities in line with your grant agreement? *Yes or No*

If no, explain why

b. Did your project (*select below*)

- Encourage and support participation in local projects
- Improve local community participation
- Contribute to vibrant and viable communities

If no, explain why

Project benefits

a. On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?

b. Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes? *Yes or No*

If yes, provide details.

Total eligible project expenditure

a. Have you spent the entire grant amount to undertake your approved project? *Yes or No*

If No, provide more detail

- b. If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project? Yes, No or Not Applicable

Attachments

Please attach up to three photographs to evidence your completed project activities as specified in your grant agreement.

Certification

You must ensure an authorised person completes the report and can declare the following:

- The information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).
- The grant was spent in accordance with the grant agreement.
- I am aware of the grantee's obligations under their grant agreement, including survival clauses.
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.



Australian Government
Department of Industry, Science and Resources

Your reference no: SCVIIIABC000010

s 47F(1)

Secretary-Treasurer
 NARRE WARREN NORTH HALL AND
 RECREATION COMMITTEE OF
 MANAGEMENT INCORPORATED
 PO Box 106
 Narre Warren North VIC 3804

10 Binara Street
 CANBERRA ACT 2601
 GPO Box 2013
 CANBERRA ACT 2601
 p: 13 28 46.
 e: SCP8@industry.gov.au
 w: business.gov.au
 abn: 74 599 608 295

Dear s 47F(1)

Letter of Agreement

Your application is successful

As outlined in your Stronger Communities Programme application and the grant opportunity guidelines, on receipt of this letter you are a party to a grant agreement (Agreement). You must contact us immediately if your circumstances have changed and you are no longer able to carry out your project.

The Agreement

This letter is an offer to enter into a binding grant agreement (Agreement) between NARRE WARREN NORTH HALL AND RECREATION COMMITTEE OF MANAGEMENT INCORPORATED ABN 98520428294 (Grantee/you) and the Commonwealth of Australia as represented by the Department of Industry, Science and Resources on behalf of the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (Commonwealth/we).

The Agreement includes:

- this letter
- the grant schedule (attachment A)
- the letter of agreement terms and conditions (attachment B)
- your application
- the grant opportunity guidelines applicable on the date you submitted your application.

We may use information contained in this Agreement for public reporting purposes, including the grantee name and grant amount.

What you must do

| | | | |
|----------|---|----------|--|
| 1 | Complete your project in line with this Agreement. | 2 | Submit your End of Project report via the grant portal. |
|----------|---|----------|--|

You must undertake the project in line with this Agreement. You must only spend the grant on eligible activities to undertake the project as outlined in the grant opportunity guidelines.

If you spend any amount of the grant on activities not identified in the project, or if you have a grant amount unspent at the project end date, you will need to repay those amounts to the Commonwealth.

You must provide an end of project report in line with the grant schedule at attachment A. A sample report template is at attachment A. You can find a sample of the report requirements at attachment C. You must complete and submit your report on the grant [portal](#).

We may, at our absolute discretion, unilaterally extend the project end date, the final report due date and the agreement end date, by notice where we consider it appropriate to enable you to complete your project. The extension will take effect from your receipt of the notice. For the avoidance of doubt such notification will act to vary the agreement despite clause 15.2 of the grant terms and conditions.

You must ensure that anyone who has direct, unsupervised contact with children as part of your project under this Agreement has undertaken and passed a working with children check, if required under relevant state or territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

You must provide us with a statement of compliance with working with children legislation if requested.

If you make a public statement, publish any material or erect any signage in relation to your project you must acknowledge the funding you received from this grant. You must use any form of acknowledgement the Commonwealth reasonably specifies. You must notify us about events relating to the project and provide an opportunity for the Minister or their representative to attend.

Project sponsors

If you are entering into this Agreement as a project sponsor of another organisation (Sponsee) (pursuant to paragraph 4.1.1 of the grant opportunity guidelines), you acknowledge and agree that you will be legally responsible for ensuring all requirements under the Agreement are met – this includes, but is not limited to:

- reporting on the project in accordance with the terms of the Agreement;
- provision of statements of compliance with working with children legislation in accordance with the Agreement; and
- repayment of any Grant amounts, if required by clause 6 of the letter of agreement terms and conditions (attachment B).

You acknowledge Grant amounts can be paid into an account held in the name of a representative of the Sponsee. In such cases where the sponsee bank account is provided for grant payments, you give authority for this representative to receive Grant amounts on your behalf.

What we will do

We will pay the grant into your nominated bank within 28 days of the grant execution date.

Any questions?

If you have any questions please contact 13 28 46 or email SCP8contracts@industry.gov.au.

Yours sincerely

Stronger Communities Programme

4 July 2023

Attachment A - Grant schedule

| | |
|---|---|
| Program | Stronger Communities Programme Round 8 |
| Grantee | NARRE WARREN NORTH HALL AND RECREATION COMMITTEE OF MANAGEMENT INCORPORATED |
| Grantee ABN | ABN 98520428294 |
| Project title | Replacement of Roof |
| Project ID | SCVIIIABC000010 |
| Project description (Grant Activity) | As set out in the Project Details and Funding Section of your application. |
| Project start date | 5 September 2023 |
| Grantee's anticipated completion | 18 September 2023 |
| Total eligible expenditure | \$36,792 |
| Grant percentage | Up to 29.90 per cent |
| Total/maximum grant | \$11,000 (plus GST where applicable) |
| Capped amount in financial year 2023/24 | \$11,000 (plus GST where applicable) |
| End of Project Report due date | 18 October 2023 |
| Project End Date | 18 September 2023 |
| Agreement end date | 25 February 2024 |

Attachment B - Letter of Agreement Terms and Conditions

1. Undertaking the Grant Activity

The Grantee agrees to use the Grant and undertake the Grant Activity in accordance with this Agreement.

1.2 The Grantee must meet the eligibility requirements relating to the [National Redress Scheme](#)¹ set out under the relevant grant opportunity guidelines at all times during the term of this Agreement.

2. Acknowledgements

The Grantee agrees to acknowledge the Commonwealth's support in any material published in connection with this Agreement and agrees to use any form of acknowledgment the Commonwealth reasonably specifies.

3. Notices

The Grantee agrees to promptly notify the Commonwealth of anything reasonably likely to affect the performance of the Grant Activity, including any actual, perceived or potential conflict of interest which could affect the Grantee's performance of this Agreement and to take action to resolve the conflict.

4. Payment of the Grant

4.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with this Agreement.

4.2 The parties agree that the amount of the Grant is inclusive of any GST payable and the Grantee agrees to pay all taxes, duties and government charges in connection with the performance of this Agreement. The Grantee must on request provide the Commonwealth with a tax invoice before the Commonwealth is obliged to pay any amount under this Agreement.

4.3 Where applicable, the parties acknowledge and agree that they are each registered for GST purposes, have each quoted their Australian Business Number to the other and must notify the other of any changes in their GST status. The Grantee agrees that the Commonwealth will issue the Grantee with a recipient created tax invoice, and the Grantee will not issue any tax invoices, for any taxable supply the Grantee makes under this Agreement.

5. Spending the Grant

The Grantee agrees to spend the Grant for the sole purpose of undertaking the Grant Activity, and to provide a statement, in the form required by the Commonwealth and signed by the Grantee, verifying that the Grant Activity has been undertaken and the Grant was spent in accordance with this Agreement.

6. Repayment

If any of the Grant amount has been spent other than in accordance with this Agreement or on expiration or termination of this Agreement is additional to the requirements of the Grant Activity, the Grantee agrees to repay that amount to the Commonwealth, unless the Commonwealth agrees in writing otherwise.

7. Record keeping

The Grantee agrees to maintain records of the performance of the Grant Activity and the expenditure of the Grant for two

years after completing the Grant Activity and to make them available to the Commonwealth on request.

8. Privacy

When dealing with Personal Information (as defined in the *Privacy Act 1988*) in carrying out the Grant Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of the *Privacy Act 1988*.

9. Grant Activity material

The Grantee gives (or procures for) the Commonwealth a non-exclusive, irrevocable, royalty-free licence to use, reproduce, communicate, publish and adapt all material that is provided to the Commonwealth under this Agreement. This includes a right to sub-license that material.

10. Confidentiality

A party agrees not to disclose the other's confidential information without its prior written consent unless required or authorised by law or Parliament.

11. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when requested.

12. Licences and approvals

The Grantee must ensure that all persons engaged to work on the Grant Activity obtain and maintain all relevant licences, registrations or other approvals required by applicable laws or as directed by the Commonwealth, including but not limited to police checks, Working With Children checks and Working with Vulnerable People checks. The Grantee must ensure that any subcontract entered into by the Grantee for the purposes of this Agreement imposes these same obligations on the subcontractor and requires the subcontractor to include these obligations in any secondary subcontracts.

13. Dispute resolution

13.1 The parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

13.2 The parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

13.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

14. Termination for default

The Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee:

- (a) has breached this Agreement; or
- (b) has provided false or misleading statements in their application for the Grant; or
- (c) has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

The Commonwealth will not be required to make any further payments of the Grant after the termination of the Agreement.

¹ The National Redress Scheme can be found at <https://www.nationalredress.gov.au>

15. General provisions

15.1 A party is not by virtue of this Agreement an employee, agent or partner of the other party.

15.2 This Agreement may only be varied by the parties' signed written agreement.

15.3 Clauses 5 (Spending of the Grant), 6 (Repayment), 7 (Record keeping), and 9 (Grant Activity material) survive the expiry or termination of this Agreement.

15.4 This agreement is governed by the law of the Australian Capital Territory.

Attachment C – Reporting requirements

Appendix 1

Stronger Communities Programme Round 8 - end of project report requirements

You will need to provide the following information in your end of project report. The Commonwealth reserves the right to amend or adjust the requirements.

You must complete and submit your report on the [portal](#). You can enter the required information in stages and submit when it is complete.

- a. Please confirm:
- All project activities have been completed in line with your grant agreement
 - You spent the entire grant amount to undertake the approved project
 - You spent your total matching funds financial contribution (including cash and in-kind contributions) to undertake the approved project.

If your project is not complete contact us about your project on SCP8contracts@industry.gov.au.

Project outcomes

- a. Did you complete all project activities in line with your grant agreement? *Yes or No.*
If no, explain why.
- b. Did your project (*select below*)
- Encourage and support participation in local projects
 - Improve local community participation
 - Contribute to vibrant and viable communities

If no, explain why.

Project benefits

- a. On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?
- b. Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes? *Yes or No.*
If yes, provide details.

Total eligible project expenditure

- a. Have you spent the entire grant amount to undertake your approved project? *Yes or No*
If No, provide more detail
- b. If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project? *Yes, No or Not Applicable.*

Attachments

Please attach up to three photographs to evidence your completed project activities as specified in your grant agreement.

Certification

You must ensure an authorised person completes the report and can declare the following:

- The information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).
- The grant was spent in accordance with the grant agreement.
- I am aware of the grantee's obligations under their grant agreement, including survival clauses.
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.



Australian Government
Department of Industry, Science and Resources

Your reference no: SCVIIIABC000009

s 47F(1)

Communications and Partnerships Manager
 WINDANA DRUG AND ALCOHOL
 RECOVERY LIMITED
 88 Alma Rd
 ST KILDA VIC 3182

10 Binara Street
 CANBERRA ACT 2601
 GPO Box 2013
 CANBERRA ACT 2601
 p: 13 28 46.
 e: SCP8@industry.gov.au
 w: business.gov.au
 abn: 74 599 608 295

Dear s 47F(1)

Letter of Agreement

Your application is successful

As outlined in your Stronger Communities Programme application and the grant opportunity guidelines, on receipt of this letter you are a party to a grant agreement (Agreement). You must contact us immediately if your circumstances have changed and you are no longer able to carry out your project.

The Agreement

This letter is an offer to enter into a binding grant agreement (Agreement) between WINDANA DRUG AND ALCOHOL RECOVERY LIMITED ABN 68398137238 (Grantee/you) and the Commonwealth of Australia as represented by the Department of Industry, Science and Resources on behalf of the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (Commonwealth/we).

The Agreement includes:

- this letter
- the grant schedule (attachment A)
- the letter of agreement terms and conditions (attachment B)
- your application
- the grant opportunity guidelines applicable on the date you submitted your application.

We may use information contained in this Agreement for public reporting purposes, including the grantee name and grant amount.

What you must do

| | | | |
|----------|---|----------|--|
| 1 | Complete your project in line with this Agreement. | 2 | Submit your End of Project report via the grant portal. |
|----------|---|----------|--|

You must undertake the project in line with this Agreement. You must only spend the grant on eligible activities to undertake the project as outlined in the grant opportunity guidelines.

If you spend any amount of the grant on activities not identified in the project, or if you have a grant amount unspent at the project end date, you will need to repay those amounts to the Commonwealth.

You must provide an end of project report in line with the grant schedule at attachment A. A sample report template is at attachment A. You can find a sample of the report requirements at attachment C. You must complete and submit your report on the grant [portal](#).

We may, at our absolute discretion, unilaterally extend the project end date, the final report due date and the agreement end date, by notice where we consider it appropriate to enable you to complete your project. The extension will take effect from your receipt of the notice. For the avoidance of doubt such notification will act to vary the agreement despite clause 15.2 of the grant terms and conditions.

You must ensure that anyone who has direct, unsupervised contact with children as part of your project under this Agreement has undertaken and passed a working with children check, if required under relevant state or territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

You must provide us with a statement of compliance with working with children legislation if requested.

If you make a public statement, publish any material or erect any signage in relation to your project you must acknowledge the funding you received from this grant. You must use any form of acknowledgement the Commonwealth reasonably specifies. You must notify us about events relating to the project and provide an opportunity for the Minister or their representative to attend.

Project sponsors

If you are entering into this Agreement as a project sponsor of another organisation (Sponsee) (pursuant to paragraph 4.1.1 of the grant opportunity guidelines), you acknowledge and agree that you will be legally responsible for ensuring all requirements under the Agreement are met – this includes, but is not limited to:

- reporting on the project in accordance with the terms of the Agreement;
- provision of statements of compliance with working with children legislation in accordance with the Agreement; and
- repayment of any Grant amounts, if required by clause 6 of the letter of agreement terms and conditions (attachment B).

You acknowledge Grant amounts can be paid into an account held in the name of a representative of the Sponsee. In such cases where the sponsee bank account is provided for grant payments, you give authority for this representative to receive Grant amounts on your behalf.

What we will do

We will pay the grant into your nominated bank within 28 days of the grant execution date.

Any questions?

If you have any questions please contact 13 28 46 or email SCP8contracts@industry.gov.au.

Yours sincerely

Stronger Communities Programme

4 July 2023

Attachment A - Grant schedule

| | |
|---|--|
| Program | Stronger Communities Programme Round 8 |
| Grantee | WINDANA DRUG AND ALCOHOL RECOVERY LIMITED |
| Grantee ABN | ABN 68398137238 |
| Project title | Upgrade of Outdoor Equipment |
| Project ID | SCVIIIABC000009 |
| Project description (Grant Activity) | As set out in the Project Details and Funding Section of your application. |
| Project start date | 1 June 2023 |
| Grantee's anticipated completion | 15 December 2023 |
| Total eligible expenditure | \$25,000 |
| Grant percentage | Up to 40.00 per cent |
| Total/maximum grant | \$10,000 (plus GST where applicable) |
| Capped amount in financial year 2022/23 | \$0 (plus GST where applicable) |
| Capped amount in financial year 2023/24 | \$10,000 (plus GST where applicable) |
| End of Project Report due date | 14 January 2024 |
| Project End Date | 15 December 2023 |
| Agreement end date | 23 May 2024 |

Attachment B - Letter of Agreement Terms and Conditions

1. Undertaking the Grant Activity

The Grantee agrees to use the Grant and undertake the Grant Activity in accordance with this Agreement.

1.2 The Grantee must meet the eligibility requirements relating to the [National Redress Scheme](#)¹ set out under the relevant grant opportunity guidelines at all times during the term of this Agreement.

2. Acknowledgements

The Grantee agrees to acknowledge the Commonwealth's support in any material published in connection with this Agreement and agrees to use any form of acknowledgment the Commonwealth reasonably specifies.

3. Notices

The Grantee agrees to promptly notify the Commonwealth of anything reasonably likely to affect the performance of the Grant Activity, including any actual, perceived or potential conflict of interest which could affect the Grantee's performance of this Agreement and to take action to resolve the conflict.

4. Payment of the Grant

4.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with this Agreement.

4.2 The parties agree that the amount of the Grant is inclusive of any GST payable and the Grantee agrees to pay all taxes, duties and government charges in connection with the performance of this Agreement. The Grantee must on request provide the Commonwealth with a tax invoice before the Commonwealth is obliged to pay any amount under this Agreement.

4.3 Where applicable, the parties acknowledge and agree that they are each registered for GST purposes, have each quoted their Australian Business Number to the other and must notify the other of any changes in their GST status. The Grantee agrees that the Commonwealth will issue the Grantee with a recipient created tax invoice, and the Grantee will not issue any tax invoices, for any taxable supply the Grantee makes under this Agreement.

5. Spending the Grant

The Grantee agrees to spend the Grant for the sole purpose of undertaking the Grant Activity, and to provide a statement, in the form required by the Commonwealth and signed by the Grantee, verifying that the Grant Activity has been undertaken and the Grant was spent in accordance with this Agreement.

6. Repayment

If any of the Grant amount has been spent other than in accordance with this Agreement or on expiration or termination of this Agreement is additional to the requirements of the Grant Activity, the Grantee agrees to repay that amount to the Commonwealth, unless the Commonwealth agrees in writing otherwise.

7. Record keeping

The Grantee agrees to maintain records of the performance of the Grant Activity and the expenditure of the Grant for two

years after completing the Grant Activity and to make them available to the Commonwealth on request.

8. Privacy

When dealing with Personal Information (as defined in the *Privacy Act 1988*) in carrying out the Grant Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of the *Privacy Act 1988*.

9. Grant Activity material

The Grantee gives (or procures for) the Commonwealth a non-exclusive, irrevocable, royalty-free licence to use, reproduce, communicate, publish and adapt all material that is provided to the Commonwealth under this Agreement. This includes a right to sub-license that material.

10. Confidentiality

A party agrees not to disclose the other's confidential information without its prior written consent unless required or authorised by law or Parliament.

11. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when requested.

12. Licences and approvals

The Grantee must ensure that all persons engaged to work on the Grant Activity obtain and maintain all relevant licences, registrations or other approvals required by applicable laws or as directed by the Commonwealth, including but not limited to police checks, Working With Children checks and Working with Vulnerable People checks. The Grantee must ensure that any subcontract entered into by the Grantee for the purposes of this Agreement imposes these same obligations on the subcontractor and requires the subcontractor to include these obligations in any secondary subcontracts.

13. Dispute resolution

13.1 The parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

13.2 The parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

13.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

14. Termination for default

The Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee:

- (a) has breached this Agreement; or
- (b) has provided false or misleading statements in their application for the Grant; or
- (c) has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

The Commonwealth will not be required to make any further payments of the Grant after the termination of the Agreement.

¹ The National Redress Scheme can be found at <https://www.nationalredress.gov.au>

15. General provisions

15.1 A party is not by virtue of this Agreement an employee, agent or partner of the other party.

15.2 This Agreement may only be varied by the parties' signed written agreement.

15.3 Clauses 5 (Spending of the Grant), 6 (Repayment), 7 (Record keeping), and 9 (Grant Activity material) survive the expiry or termination of this Agreement.

15.4 This agreement is governed by the law of the Australian Capital Territory.

Attachment C – Reporting requirements

Appendix 1

Stronger Communities Programme Round 8 - end of project report requirements

You will need to provide the following information in your end of project report. The Commonwealth reserves the right to amend or adjust the requirements.

You must complete and submit your report on the [portal](#). You can enter the required information in stages and submit when it is complete.

- a. Please confirm:
- All project activities have been completed in line with your grant agreement
 - You spent the entire grant amount to undertake the approved project
 - You spent your total matching funds financial contribution (including cash and in-kind contributions) to undertake the approved project.

If your project is not complete contact us about your project on SCP8contracts@industry.gov.au.

Project outcomes

- a. Did you complete all project activities in line with your grant agreement? *Yes or No.*
If no, explain why.
- b. Did your project (*select below*)
- Encourage and support participation in local projects
 - Improve local community participation
 - Contribute to vibrant and viable communities

If no, explain why.

Project benefits

- a. On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?
- b. Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes? *Yes or No.*
If yes, provide details.

Total eligible project expenditure

- a. Have you spent the entire grant amount to undertake your approved project? *Yes or No*
If No, provide more detail
- b. If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project? *Yes, No or Not Applicable.*

Attachments

Please attach up to three photographs to evidence your completed project activities as specified in your grant agreement.

Certification

You must ensure an authorised person completes the report and can declare the following:

- The information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).
- The grant was spent in accordance with the grant agreement.
- I am aware of the grantee's obligations under their grant agreement, including survival clauses.
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.



Australian Government
Department of Industry, Science and Resources

Your reference no: SCVIIIABC000008

s 47F(1)

Secretary

BUDDHIST VIHARA VICTORIA
 INCORPORATED

125 Homestead Rd
 BERWICK VIC 3806

10 Binara Street
 CANBERRA ACT 2601
 GPO Box 2013
 CANBERRA ACT 2601
 p: 13 28 46.
 e: SCP8@industry.gov.au
 w: business.gov.au
 abn: 74 599 608 295

Dear s 47F(1)

Letter of Agreement

The BUDDHIST VIHARA VICTORIA INCORPORATED application was successful and I am writing to offer you a Stronger Communities Programme Round 8 grant.

The Agreement

This letter is an offer to enter into a binding grant agreement (Agreement) between BUDDHIST VIHARA VICTORIA INCORPORATED ABN 35437197725 (Grantee/you) and the Commonwealth of Australia as represented by the Department of Industry, Science and Resources on behalf of the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (Commonwealth/we).

The Agreement includes:

- this letter
- the grant schedule (attachment A)
- the letter of agreement terms and conditions (attachment B)
- your application
- the grant opportunity guidelines applicable on the date you submitted your application.

We may use information contained in this Agreement for public reporting purposes, including the grantee name and grant amount.

What you must do

| | | | | | |
|----------|--|----------|---|----------|--|
| 1 | <p>Accept the Grant Agreement</p> <p>An authorised representative must accept the agreement in the portal. (within 30 days)</p> | 2 | <p>Complete your project</p> <p>in line with this agreement.</p> | 3 | <p>Submit your End of Project Report</p> <p>via the grant portal.</p> |
|----------|--|----------|---|----------|--|

To accept this offer, a representative authorised to enter into an agreement on behalf of your organisation must accept the grant Agreement on the portal. Accepting the Agreement on the portal is equivalent to signing a grant agreement. We may withdraw the offer if you do not accept the Agreement by 29 July 2023 which is 30 days from the date we notified you that you were successful.

If you are not authorised to enter into a grant agreement on behalf of your organisation, you will need to identify a representative who is.

The Agreement takes effect from the date we acknowledge receipt of your acceptance of this Agreement.

You must undertake the project in line with this Agreement. You must only spend the grant on eligible activities to undertake the project as outlined in the grant opportunity guidelines.

If you spend any amount of the grant on activities not identified in the project or if you have a grant amount unspent at the project end date, you will need to repay those amounts to the Commonwealth.

You must submit the reports set out in the reporting table of the grant schedule (attachment A) by the due dates. You may be required to provide evidence of the grant expenditure. You can find a sample of the report requirements at attachment C.

We may, at our absolute discretion, unilaterally extend the project end date, the final report due date and the agreement end date, by notice where we consider it appropriate to enable you to complete your project. The extension will take effect from your receipt of the notice. For the avoidance of doubt such notification will act to vary the agreement despite clause 15.2 of the grant terms and conditions.

You must ensure that anyone who has direct, unsupervised contact with children as part of your project under this Agreement has undertaken and passed a working with children check, if required under relevant state or territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

You must provide us with a statement of compliance with working with children legislation if requested.

If you make a public statement, publish any material or erect any signage in relation to your project you must acknowledge the funding you received from this grant. You must use any form of acknowledgment the Commonwealth reasonably specifies. You must notify us about events relating to the project and provide an opportunity for the Minister or their representative to attend.

Project sponsors

If you are entering into this Agreement as a project sponsor of another organisation (Sponsee) (pursuant to paragraph 4.1.1 of the grant opportunity guidelines), you acknowledge and agree that you will be legally responsible for ensuring all requirements under the Agreement are met – this includes, but is not limited to:

- reporting on the project in accordance with the terms of the Agreement;
- provision of statements of compliance with working with children legislation in accordance with the Agreement; and
- repayment of any Grant amounts, if required by clause 6 of the letter of agreement terms and conditions (attachment B).

You acknowledge Grant amounts can be paid into an account held in the name of a representative of the Sponsee. In such cases where the sponsee bank account is provided for grant payments, you give authority for this representative to receive Grant amounts on your behalf.

What we will do

After you have accepted the Agreement on the portal, we will acknowledge receipt of your acceptance. The Agreement will take effect from that date. We will notify you when this happens and a copy of the executed Agreement will be available on the portal.

We will pay the grant into your nominated bank within 28 days of the execution of the grant agreement.

Any questions?

If you have any questions please contact 13 28 46 or email SCP8contracts@industry.gov.au.

Yours sincerely

Stronger Communities Programme

Attachment A

Grant schedule

| | |
|---|---|
| Program | Stronger Communities Programme Round 8 |
| Grantee | BUDDHIST VIHARA VICTORIA INCORPORATED |
| Grantee ABN | ABN 35437197725 |
| Project title | Installation of ICT Equipment |
| Project Number | SCVIIIABC000008 |
| Project description (Grant Activity) | The project will install media streaming equipment. This will enable the wider community to access events and performances, thereby encouraging increased engagement and participation. |
| Project start date | 1 July 2023 |
| Grantee's anticipated completion date | 31 October 2023 |
| Total eligible expenditure | \$6,560 |
| Grant percentage | Up to 76.22 per cent |
| Total/maximum grant | \$5,000 (plus GST where applicable) |
| Capped amount in financial year 2023/24 | \$5,000 (plus GST where applicable) |
| End of Project Report Due Date | 30 November 2023 |
| Project End Date | 31 October 2023 |
| Agreement end date | 08 April 2024 |

Signatures

I agree to the terms and conditions outlined in this grant.

| | |
|-----------------------------------|--|
| Full legal name of the Grantee | BUDDHIST VIHARA VICTORIA INCORPORATED ABN 35437197725 |
| Name of Authorised Representative | |
| Date | |

| | |
|---|----------------|
| Name of Commonwealth Authorised Representative | s 22(1)(a)(ii) |
| Grant agreement effective date | 4/07/2023 |

Attachment B - Letter of Agreement Terms and Conditions

1. Undertaking the Grant Activity

The Grantee agrees to use the Grant and undertake the Grant Activity in accordance with this Agreement.

1.2 The Grantee must meet the eligibility requirements relating to the [National Redress Scheme](#)¹ set out under the relevant grant opportunity guidelines at all times during the term of this Agreement.

2. Acknowledgements

The Grantee agrees to acknowledge the Commonwealth's support in any material published in connection with this Agreement and agrees to use any form of acknowledgment the Commonwealth reasonably specifies.

3. Notices

The Grantee agrees to promptly notify the Commonwealth of anything reasonably likely to affect the performance of the Grant Activity, including any actual, perceived or potential conflict of interest which could affect the Grantee's performance of this Agreement and to take action to resolve the conflict.

4. Payment of the Grant

4.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with this Agreement.

4.2 The parties agree that the amount of the Grant is inclusive of any GST payable and the Grantee agrees to pay all taxes, duties and government charges in connection with the performance of this Agreement. The Grantee must on request provide the Commonwealth with a tax invoice before the Commonwealth is obliged to pay any amount under this Agreement.

4.3 Where applicable, the parties acknowledge and agree that they are each registered for GST purposes, have each quoted their Australian Business Number to the other and must notify the other of any changes in their GST status. The Grantee agrees that the Commonwealth will issue the Grantee with a recipient created tax invoice, and the Grantee will not issue any tax invoices, for any taxable supply the Grantee makes under this Agreement.

5. Spending the Grant

The Grantee agrees to spend the Grant for the sole purpose of undertaking the Grant Activity, and to provide a statement, in the form required by the Commonwealth and signed by the Grantee, verifying that the Grant Activity has been undertaken and the Grant was spent in accordance with this Agreement.

6. Repayment

If any of the Grant amount has been spent other than in accordance with this Agreement or on expiration or termination of this Agreement is additional to the requirements of the Grant Activity, the Grantee agrees to repay that amount to the Commonwealth, unless the Commonwealth agrees in writing otherwise.

7. Record keeping

The Grantee agrees to maintain records of the performance of the Grant Activity and the expenditure of the Grant for two years after completing the Grant Activity and to make them available to the Commonwealth on request.

8. Privacy

When dealing with Personal Information (as defined in the *Privacy Act 1988*) in carrying out the Grant Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of the *Privacy Act 1988*.

9. Grant Activity material

The Grantee gives (or procures for) the Commonwealth a non-exclusive, irrevocable, royalty-free licence to use, reproduce, communicate, publish and adapt all material that is provided to the Commonwealth under this Agreement. This includes a right to sub-license that material.

10. Confidentiality

A party agrees not to disclose the other's confidential information without its prior written consent unless required or authorised by law or Parliament.

11. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when requested.

12. Licences and approvals

The Grantee must ensure that all persons engaged to work on the Grant Activity obtain and maintain all relevant licences, registrations or other approvals required by applicable laws or as directed by the Commonwealth, including but not limited to police checks, Working With Children checks and Working with Vulnerable People checks. The Grantee must ensure that any subcontract entered into by the Grantee for the purposes of this Agreement imposes these same obligations on the subcontractor and requires the subcontractor to include these obligations in any secondary subcontracts.

13. Dispute resolution

13.1 The parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

13.2 The parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

13.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

14. Termination for default

The Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee:

- a. has breached this Agreement; or
- b. has provided false or misleading statements in their application for the Grant; or

¹ The National Redress Scheme can be found at <https://www.nationalredress.gov.au>

- c. has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

The Commonwealth will not be required to make any further payments of the Grant after the termination of the Agreement.

15. General provisions

15.1 A party is not by virtue of this Agreement an employee, agent or partner of the other party.

15.2 This Agreement may only be varied by the parties' signed written agreement.

15.3 Clauses 5 (Spending of the Grant), 6 (Repayment), 7 (Record keeping), and 9 (Grant Activity material) survive the expiry or termination of this Agreement.

15.4 This agreement is governed by the law of the Australian Capital Territory.

Attachment C

Appendix 1

Stronger Communities Programme Round 8 - end of project report requirements

You will need to provide the following information in your end of project report. The Commonwealth reserves the right to amend or adjust the requirements.

You must complete and submit your report on the [portal](#). You can enter the required information in stages and submit when it is complete.

a. Please confirm:

- All project activities have been completed in line with your grant agreement
- You spent the entire grant amount to undertake the approved project
- You spent your total matching funds financial contribution (including cash and in-kind contributions) to undertake the approved project.

If your project is not complete contact us about your project on SCP8contracts@industry.gov.au.

Project outcomes

a. Did you complete all project activities in line with your grant agreement? *Yes or No*

If no, explain why

b. Did your project (*select below*)

- Encourage and support participation in local projects
- Improve local community participation
- Contribute to vibrant and viable communities

If no, explain why

Project benefits

a. On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?

b. Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes? *Yes or No*

If yes, provide details.

Total eligible project expenditure

a. Have you spent the entire grant amount to undertake your approved project? *Yes or No*

If No, provide more detail

- b. If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project? Yes, No or Not Applicable

Attachments

Please attach up to three photographs to evidence your completed project activities as specified in your grant agreement.

Certification

You must ensure an authorised person completes the report and can declare the following:

- The information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).
- The grant was spent in accordance with the grant agreement.
- I am aware of the grantee's obligations under their grant agreement, including survival clauses.
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.



Australian Government

Department of Industry, Science and Resources

Your reference no: SCVIIIABC000007

s 47F(1)

NARRE WARREN BOWLS CLUB
INCORPORATED
PO Box 116
Narre Warren VIC 3805

10 Binara Street
CANBERRA ACT 2601
GPO Box 2013
CANBERRA ACT 2601
p: 13 28 46.
e: SCP8@industry.gov.au
w: business.gov.au
abn: 74 599 608 295

Dear s 47F(1)

Letter of Agreement

Your application is successful

As outlined in your Stronger Communities Programme application and the grant opportunity guidelines, on receipt of this letter you are a party to a grant agreement (Agreement). You must contact us immediately if your circumstances have changed and you are no longer able to carry out your project.

The Agreement

This letter is an offer to enter into a binding grant agreement (Agreement) between NARRE WARREN BOWLS CLUB INCORPORATED ABN 16206698364 (Grantee/you) and the Commonwealth of Australia as represented by the Department of Industry, Science and Resources on behalf of the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (Commonwealth/we).

The Agreement includes:

- this letter
- the grant schedule (attachment A)
- the letter of agreement terms and conditions (attachment B)
- your application
- the grant opportunity guidelines applicable on the date you submitted your application.

We may use information contained in this Agreement for public reporting purposes, including the grantee name and grant amount.

What you must do

| | | | |
|----------|---|----------|--|
| 1 | Complete your project in line with this Agreement. | 2 | Submit your End of Project report via the grant portal. |
|----------|---|----------|--|

You must undertake the project in line with this Agreement. You must only spend the grant on eligible activities to undertake the project as outlined in the grant opportunity guidelines.

If you spend any amount of the grant on activities not identified in the project, or if you have a grant amount unspent at the project end date, you will need to repay those amounts to the Commonwealth.

You must provide an end of project report in line with the grant schedule at attachment A. A sample report template is at attachment A. You can find a sample of the report requirements at attachment C. You must complete and submit your report on the grant [portal](#).

We may, at our absolute discretion, unilaterally extend the project end date, the final report due date and the agreement end date, by notice where we consider it appropriate to enable you to complete your project. The extension will take effect from your receipt of the notice. For the avoidance of doubt such notification will act to vary the agreement despite clause 15.2 of the grant terms and conditions.

You must ensure that anyone who has direct, unsupervised contact with children as part of your project under this Agreement has undertaken and passed a working with children check, if required under relevant state or territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

You must provide us with a statement of compliance with working with children legislation if requested.

If you make a public statement, publish any material or erect any signage in relation to your project you must acknowledge the funding you received from this grant. You must use any form of acknowledgement the Commonwealth reasonably specifies. You must notify us about events relating to the project and provide an opportunity for the Minister or their representative to attend.

Project sponsors

If you are entering into this Agreement as a project sponsor of another organisation (Sponsee) (pursuant to paragraph 4.1.1 of the grant opportunity guidelines), you acknowledge and agree that you will be legally responsible for ensuring all requirements under the Agreement are met – this includes, but is not limited to:

- reporting on the project in accordance with the terms of the Agreement;
- provision of statements of compliance with working with children legislation in accordance with the Agreement; and
- repayment of any Grant amounts, if required by clause 6 of the letter of agreement terms and conditions (attachment B).

You acknowledge Grant amounts can be paid into an account held in the name of a representative of the Sponsee. In such cases where the sponsee bank account is provided for grant payments, you give authority for this representative to receive Grant amounts on your behalf.

What we will do

We will pay the grant into your nominated bank within 28 days of the grant execution date.

Any questions?

If you have any questions please contact 13 28 46 or email SCP8contracts@industry.gov.au.

Yours sincerely

Stronger Communities Programme

27 June 2023

Attachment A - Grant schedule

| | |
|---|--|
| Program | Stronger Communities Programme Round 8 |
| Grantee | NARRE WARREN BOWLS CLUB INCORPORATED |
| Grantee ABN | ABN 16206698364 |
| Project title | Upgrade of Facilities |
| Project ID | SCVIIIABC000007 |
| Project description (Grant Activity) | As set out in the Project Details and Funding Section of your application. |
| Project start date | 18 April 2023 |
| Grantee's anticipated completion | 31 August 2023 |
| Total eligible expenditure | \$26,700 |
| Grant percentage | Up to 41.20 per cent |
| Total/maximum grant | \$11,000 (plus GST where applicable) |
| Capped amount in financial year 2022/23 | \$0 (plus GST where applicable) |
| Capped amount in financial year 2023/24 | \$11,000 (plus GST where applicable) |
| End of Project Report due date | 30 September 2023 |
| Project End Date | 31 August 2023 |
| Agreement end date | 07 February 2024 |

Attachment B - Letter of Agreement Terms and Conditions

1. Undertaking the Grant Activity

The Grantee agrees to use the Grant and undertake the Grant Activity in accordance with this Agreement.

1.2 The Grantee must meet the eligibility requirements relating to the [National Redress Scheme](#)¹ set out under the relevant grant opportunity guidelines at all times during the term of this Agreement.

2. Acknowledgements

The Grantee agrees to acknowledge the Commonwealth's support in any material published in connection with this Agreement and agrees to use any form of acknowledgment the Commonwealth reasonably specifies.

3. Notices

The Grantee agrees to promptly notify the Commonwealth of anything reasonably likely to affect the performance of the Grant Activity, including any actual, perceived or potential conflict of interest which could affect the Grantee's performance of this Agreement and to take action to resolve the conflict.

4. Payment of the Grant

4.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with this Agreement.

4.2 The parties agree that the amount of the Grant is inclusive of any GST payable and the Grantee agrees to pay all taxes, duties and government charges in connection with the performance of this Agreement. The Grantee must on request provide the Commonwealth with a tax invoice before the Commonwealth is obliged to pay any amount under this Agreement.

4.3 Where applicable, the parties acknowledge and agree that they are each registered for GST purposes, have each quoted their Australian Business Number to the other and must notify the other of any changes in their GST status. The Grantee agrees that the Commonwealth will issue the Grantee with a recipient created tax invoice, and the Grantee will not issue any tax invoices, for any taxable supply the Grantee makes under this Agreement.

5. Spending the Grant

The Grantee agrees to spend the Grant for the sole purpose of undertaking the Grant Activity, and to provide a statement, in the form required by the Commonwealth and signed by the Grantee, verifying that the Grant Activity has been undertaken and the Grant was spent in accordance with this Agreement.

6. Repayment

If any of the Grant amount has been spent other than in accordance with this Agreement or on expiration or termination of this Agreement is additional to the requirements of the Grant Activity, the Grantee agrees to repay that amount to the Commonwealth, unless the Commonwealth agrees in writing otherwise.

7. Record keeping

The Grantee agrees to maintain records of the performance of the Grant Activity and the expenditure of the Grant for two

years after completing the Grant Activity and to make them available to the Commonwealth on request.

8. Privacy

When dealing with Personal Information (as defined in the *Privacy Act 1988*) in carrying out the Grant Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of the *Privacy Act 1988*.

9. Grant Activity material

The Grantee gives (or procures for) the Commonwealth a non-exclusive, irrevocable, royalty-free licence to use, reproduce, communicate, publish and adapt all material that is provided to the Commonwealth under this Agreement. This includes a right to sub-license that material.

10. Confidentiality

A party agrees not to disclose the other's confidential information without its prior written consent unless required or authorised by law or Parliament.

11. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when requested.

12. Licences and approvals

The Grantee must ensure that all persons engaged to work on the Grant Activity obtain and maintain all relevant licences, registrations or other approvals required by applicable laws or as directed by the Commonwealth, including but not limited to police checks, Working With Children checks and Working with Vulnerable People checks. The Grantee must ensure that any subcontract entered into by the Grantee for the purposes of this Agreement imposes these same obligations on the subcontractor and requires the subcontractor to include these obligations in any secondary subcontracts.

13. Dispute resolution

13.1 The parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

13.2 The parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

13.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

14. Termination for default

The Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee:

- (a) has breached this Agreement; or
- (b) has provided false or misleading statements in their application for the Grant; or
- (c) has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

The Commonwealth will not be required to make any further payments of the Grant after the termination of the Agreement.

¹ The National Redress Scheme can be found at <https://www.nationalredress.gov.au>

15. General provisions

15.1 A party is not by virtue of this Agreement an employee, agent or partner of the other party.

15.2 This Agreement may only be varied by the parties' signed written agreement.

15.3 Clauses 5 (Spending of the Grant), 6 (Repayment), 7 (Record keeping), and 9 (Grant Activity material) survive the expiry or termination of this Agreement.

15.4 This agreement is governed by the law of the Australian Capital Territory.

Attachment C – Reporting requirements

Appendix 1

Stronger Communities Programme Round 8 - end of project report requirements

You will need to provide the following information in your end of project report. The Commonwealth reserves the right to amend or adjust the requirements.

You must complete and submit your report on the [portal](#). You can enter the required information in stages and submit when it is complete.

- a. Please confirm:
- All project activities have been completed in line with your grant agreement
 - You spent the entire grant amount to undertake the approved project
 - You spent your total matching funds financial contribution (including cash and in-kind contributions) to undertake the approved project.

If your project is not complete contact us about your project on SCP8contracts@industry.gov.au.

Project outcomes

- a. Did you complete all project activities in line with your grant agreement? *Yes or No.*
If no, explain why.
- b. Did your project (*select below*)
- Encourage and support participation in local projects
 - Improve local community participation
 - Contribute to vibrant and viable communities

If no, explain why.

Project benefits

- a. On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?
- b. Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes? *Yes or No.*
If yes, provide details.

Total eligible project expenditure

- a. Have you spent the entire grant amount to undertake your approved project? *Yes or No*
If No, provide more detail
- b. If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project? *Yes, No or Not Applicable.*

Attachments

Please attach up to three photographs to evidence your completed project activities as specified in your grant agreement.

Certification

You must ensure an authorised person completes the report and can declare the following:

- The information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).
- The grant was spent in accordance with the grant agreement.
- I am aware of the grantee's obligations under their grant agreement, including survival clauses.
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.



Australian Government
Department of Industry, Science and Resources

Your reference no: SCVIIIABC000006

s 47F(1)

Grants Officer

HALLAM TENNIS CLUB INCORPORATED

PO Box 72

Hallam VIC 3803

10 Binara Street
 CANBERRA ACT 2601
 GPO Box 2013
 CANBERRA ACT 2601
 p: 13 28 46.
 e: SCP8@industry.gov.au
 w: business.gov.au
 abn: 74 599 608 295

Dear s 47F(1)

Letter of Agreement

Your application is successful

As outlined in your Stronger Communities Programme application and the grant opportunity guidelines, on receipt of this letter you are a party to a grant agreement (Agreement). You must contact us immediately if your circumstances have changed and you are no longer able to carry out your project.

The Agreement

This letter is an offer to enter into a binding grant agreement (Agreement) between HALLAM TENNIS CLUB INCORPORATED ABN 31812694267 (Grantee/you) and the Commonwealth of Australia as represented by the Department of Industry, Science and Resources on behalf of the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (Commonwealth/we).

The Agreement includes:

- this letter
- the grant schedule (attachment A)
- the letter of agreement terms and conditions (attachment B)
- your application
- the grant opportunity guidelines applicable on the date you submitted your application.

We may use information contained in this Agreement for public reporting purposes, including the grantee name and grant amount.

What you must do

| | | | |
|----------|---|----------|--|
| 1 | Complete your project in line with this Agreement. | 2 | Submit your End of Project report via the grant portal. |
|----------|---|----------|--|

You must undertake the project in line with this Agreement. You must only spend the grant on eligible activities to undertake the project as outlined in the grant opportunity guidelines.

If you spend any amount of the grant on activities not identified in the project, or if you have a grant amount unspent at the project end date, you will need to repay those amounts to the Commonwealth.

You must provide an end of project report in line with the grant schedule at attachment A. A sample report template is at attachment A. You can find a sample of the report requirements at attachment C. You must complete and submit your report on the grant [portal](#).

We may, at our absolute discretion, unilaterally extend the project end date, the final report due date and the agreement end date, by notice where we consider it appropriate to enable you to complete your project. The extension will take effect from your receipt of the notice. For the avoidance of doubt such notification will act to vary the agreement despite clause 15.2 of the grant terms and conditions.

You must ensure that anyone who has direct, unsupervised contact with children as part of your project under this Agreement has undertaken and passed a working with children check, if required under relevant state or territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

You must provide us with a statement of compliance with working with children legislation if requested.

If you make a public statement, publish any material or erect any signage in relation to your project you must acknowledge the funding you received from this grant. You must use any form of acknowledgement the Commonwealth reasonably specifies. You must notify us about events relating to the project and provide an opportunity for the Minister or their representative to attend.

Project sponsors

If you are entering into this Agreement as a project sponsor of another organisation (Sponsee) (pursuant to paragraph 4.1.1 of the grant opportunity guidelines), you acknowledge and agree that you will be legally responsible for ensuring all requirements under the Agreement are met – this includes, but is not limited to:

- reporting on the project in accordance with the terms of the Agreement;
- provision of statements of compliance with working with children legislation in accordance with the Agreement; and
- repayment of any Grant amounts, if required by clause 6 of the letter of agreement terms and conditions (attachment B).

You acknowledge Grant amounts can be paid into an account held in the name of a representative of the Sponsee. In such cases where the sponsee bank account is provided for grant payments, you give authority for this representative to receive Grant amounts on your behalf.

What we will do

We will pay the grant into your nominated bank within 28 days of the grant execution date.

Any questions?

If you have any questions please contact 13 28 46 or email SCP8contracts@industry.gov.au.

Yours sincerely

Stronger Communities Programme

27 June 2023

Attachment A - Grant schedule

| | |
|---|--|
| Program | Stronger Communities Programme Round 8 |
| Grantee | HALLAM TENNIS CLUB INCORPORATED |
| Grantee ABN | ABN 31812694267 |
| Project title | Purchase of Picnic Tables |
| Project ID | SCVIIIABC000006 |
| Project description (Grant Activity) | As set out in the Project Details and Funding Section of your application. |
| Project start date | 1 June 2023 |
| Grantee's anticipated completion | 31 August 2023 |
| Total eligible expenditure | \$4,892 |
| Grant percentage | Up to 61.33 per cent |
| Total/maximum grant | \$3,000 (plus GST where applicable) |
| Capped amount in financial year 2022/23 | \$0 (plus GST where applicable) |
| Capped amount in financial year 2023/24 | \$3,000 (plus GST where applicable) |
| End of Project Report due date | 30 September 2023 |
| Project End Date | 31 August 2023 |
| Agreement end date | 07 February 2024 |

Attachment B - Letter of Agreement Terms and Conditions

1. Undertaking the Grant Activity

The Grantee agrees to use the Grant and undertake the Grant Activity in accordance with this Agreement.

1.2 The Grantee must meet the eligibility requirements relating to the [National Redress Scheme](#)¹ set out under the relevant grant opportunity guidelines at all times during the term of this Agreement.

2. Acknowledgements

The Grantee agrees to acknowledge the Commonwealth's support in any material published in connection with this Agreement and agrees to use any form of acknowledgment the Commonwealth reasonably specifies.

3. Notices

The Grantee agrees to promptly notify the Commonwealth of anything reasonably likely to affect the performance of the Grant Activity, including any actual, perceived or potential conflict of interest which could affect the Grantee's performance of this Agreement and to take action to resolve the conflict.

4. Payment of the Grant

4.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with this Agreement.

4.2 The parties agree that the amount of the Grant is inclusive of any GST payable and the Grantee agrees to pay all taxes, duties and government charges in connection with the performance of this Agreement. The Grantee must on request provide the Commonwealth with a tax invoice before the Commonwealth is obliged to pay any amount under this Agreement.

4.3 Where applicable, the parties acknowledge and agree that they are each registered for GST purposes, have each quoted their Australian Business Number to the other and must notify the other of any changes in their GST status. The Grantee agrees that the Commonwealth will issue the Grantee with a recipient created tax invoice, and the Grantee will not issue any tax invoices, for any taxable supply the Grantee makes under this Agreement.

5. Spending the Grant

The Grantee agrees to spend the Grant for the sole purpose of undertaking the Grant Activity, and to provide a statement, in the form required by the Commonwealth and signed by the Grantee, verifying that the Grant Activity has been undertaken and the Grant was spent in accordance with this Agreement.

6. Repayment

If any of the Grant amount has been spent other than in accordance with this Agreement or on expiration or termination of this Agreement is additional to the requirements of the Grant Activity, the Grantee agrees to repay that amount to the Commonwealth, unless the Commonwealth agrees in writing otherwise.

7. Record keeping

The Grantee agrees to maintain records of the performance of the Grant Activity and the expenditure of the Grant for two

years after completing the Grant Activity and to make them available to the Commonwealth on request.

8. Privacy

When dealing with Personal Information (as defined in the *Privacy Act 1988*) in carrying out the Grant Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of the *Privacy Act 1988*.

9. Grant Activity material

The Grantee gives (or procures for) the Commonwealth a non-exclusive, irrevocable, royalty-free licence to use, reproduce, communicate, publish and adapt all material that is provided to the Commonwealth under this Agreement. This includes a right to sub-license that material.

10. Confidentiality

A party agrees not to disclose the other's confidential information without its prior written consent unless required or authorised by law or Parliament.

11. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when requested.

12. Licences and approvals

The Grantee must ensure that all persons engaged to work on the Grant Activity obtain and maintain all relevant licences, registrations or other approvals required by applicable laws or as directed by the Commonwealth, including but not limited to police checks, Working With Children checks and Working with Vulnerable People checks. The Grantee must ensure that any subcontract entered into by the Grantee for the purposes of this Agreement imposes these same obligations on the subcontractor and requires the subcontractor to include these obligations in any secondary subcontracts.

13. Dispute resolution

13.1 The parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

13.2 The parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

13.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

14. Termination for default

The Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee:

- (a) has breached this Agreement; or
- (b) has provided false or misleading statements in their application for the Grant; or
- (c) has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

The Commonwealth will not be required to make any further payments of the Grant after the termination of the Agreement.

¹ The National Redress Scheme can be found at <https://www.nationalredress.gov.au>

15. General provisions

15.1 A party is not by virtue of this Agreement an employee, agent or partner of the other party.

15.2 This Agreement may only be varied by the parties' signed written agreement.

15.3 Clauses 5 (Spending of the Grant), 6 (Repayment), 7 (Record keeping), and 9 (Grant Activity material) survive the expiry or termination of this Agreement.

15.4 This agreement is governed by the law of the Australian Capital Territory.

Attachment C – Reporting requirements

Appendix 1

Stronger Communities Programme Round 8 - end of project report requirements

You will need to provide the following information in your end of project report. The Commonwealth reserves the right to amend or adjust the requirements.

You must complete and submit your report on the [portal](#). You can enter the required information in stages and submit when it is complete.

a. Please confirm:

- All project activities have been completed in line with your grant agreement
- You spent the entire grant amount to undertake the approved project
- You spent your total matching funds financial contribution (including cash and in-kind contributions) to undertake the approved project.

If your project is not complete contact us about your project on SCP8contracts@industry.gov.au.

Project outcomes

a. Did you complete all project activities in line with your grant agreement? *Yes or No.*

If no, explain why.

b. Did your project (*select below*)

- Encourage and support participation in local projects
- Improve local community participation
- Contribute to vibrant and viable communities

If no, explain why.

Project benefits

a. On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?

b. Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes? *Yes or No.*

If yes, provide details.

Total eligible project expenditure

a. Have you spent the entire grant amount to undertake your approved project? *Yes or No*

If No, provide more detail

b. If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project? *Yes, No or Not Applicable.*

Attachments

Please attach up to three photographs to evidence your completed project activities as specified in your grant agreement.

Certification

You must ensure an authorised person completes the report and can declare the following:

- The information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).
- The grant was spent in accordance with the grant agreement.
- I am aware of the grantee's obligations under their grant agreement, including survival clauses.
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.



Australian Government
Department of Industry, Science and Resources

Your reference no: SCVIIIABC000005

s 47F(1)

CEO

WELLSPRINGS FOR WOMEN
 INCORPORATED

79 Langhorne St

DANDENONG VIC 3175

10 Binara Street
 CANBERRA ACT 2601
 GPO Box 2013
 CANBERRA ACT 2601
 p: 13 28 46.
 e: SCP8@industry.gov.au
 w: business.gov.au
 abn: 74 599 608 295

Dear s 47F(1)

Letter of Agreement

The WELLSPRINGS FOR WOMEN INCORPORATED application was successful and I am writing to offer you a Stronger Communities Programme Round 8 grant.

The Agreement

This letter is an offer to enter into a binding grant agreement (Agreement) between WELLSPRINGS FOR WOMEN INCORPORATED ABN 18282739596 (Grantee/you) and the Commonwealth of Australia as represented by the Department of Industry, Science and Resources on behalf of the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (Commonwealth/we).

The Agreement includes:

- this letter
- the grant schedule (attachment A)
- the letter of agreement terms and conditions (attachment B)
- your application
- the grant opportunity guidelines applicable on the date you submitted your application.

We may use information contained in this Agreement for public reporting purposes, including the grantee name and grant amount.

What you must do

| | | | | | |
|----------|--|----------|---|----------|--|
| 1 | <p>Accept the Grant Agreement</p> <p>An authorised representative must accept the agreement in the portal. (within 30 days)</p> | 2 | <p>Complete your project</p> <p>in line with this agreement.</p> | 3 | <p>Submit your End of Project Report</p> <p>via the grant portal.</p> |
|----------|--|----------|---|----------|--|

To accept this offer, a representative authorised to enter into an agreement on behalf of your organisation must accept the grant Agreement on the portal. Accepting the Agreement on the portal is equivalent to signing a grant agreement. We may withdraw the offer if you do not accept the Agreement by 2 August 2023 which is 30 days from the date we notified you that you were successful.

If you are not authorised to enter into a grant agreement on behalf of your organisation, you will need to identify a representative who is.

The Agreement takes effect from the date we acknowledge receipt of your acceptance of this Agreement.

You must undertake the project in line with this Agreement. You must only spend the grant on eligible activities to undertake the project as outlined in the grant opportunity guidelines.

If you spend any amount of the grant on activities not identified in the project or if you have a grant amount unspent at the project end date, you will need to repay those amounts to the Commonwealth.

You must submit the reports set out in the reporting table of the grant schedule (attachment A) by the due dates. You may be required to provide evidence of the grant expenditure. You can find a sample of the report requirements at attachment C.

We may, at our absolute discretion, unilaterally extend the project end date, the final report due date and the agreement end date, by notice where we consider it appropriate to enable you to complete your project. The extension will take effect from your receipt of the notice. For the avoidance of doubt such notification will act to vary the agreement despite clause 15.2 of the grant terms and conditions.

You must ensure that anyone who has direct, unsupervised contact with children as part of your project under this Agreement has undertaken and passed a working with children check, if required under relevant state or territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

You must provide us with a statement of compliance with working with children legislation if requested.

If you make a public statement, publish any material or erect any signage in relation to your project you must acknowledge the funding you received from this grant. You must use any form of acknowledgment the Commonwealth reasonably specifies. You must notify us about events relating to the project and provide an opportunity for the Minister or their representative to attend.

Project sponsors

If you are entering into this Agreement as a project sponsor of another organisation (Sponsee) (pursuant to paragraph 4.1.1 of the grant opportunity guidelines), you acknowledge and agree that you will be legally responsible for ensuring all requirements under the Agreement are met – this includes, but is not limited to:

- reporting on the project in accordance with the terms of the Agreement;
- provision of statements of compliance with working with children legislation in accordance with the Agreement; and
- repayment of any Grant amounts, if required by clause 6 of the letter of agreement terms and conditions (attachment B).

You acknowledge Grant amounts can be paid into an account held in the name of a representative of the Sponsee. In such cases where the sponsee bank account is provided for grant payments, you give authority for this representative to receive Grant amounts on your behalf.

What we will do

After you have accepted the Agreement on the portal, we will acknowledge receipt of your acceptance. The Agreement will take effect from that date. We will notify you when this happens and a copy of the executed Agreement will be available on the portal.

We will pay the grant into your nominated bank within 28 days of the execution of the grant agreement.

Any questions?

If you have any questions please contact 13 28 46 or email SCP8contracts@industry.gov.au.

Yours sincerely

Stronger Communities Programme

Attachment A

Grant schedule

| | |
|---|--|
| Program | Stronger Communities Programme Round 8 |
| Grantee | WELLSPRINGS FOR WOMEN INCORPORATED |
| Grantee ABN | ABN 18282739596 |
| Project title | Installation of Pergola |
| Project Number | SCVIIIABC000005 |
| Project description (Grant Activity) | The project will install a backyard pergola. This will provide a covered space for local mothers and encourage community engagement. |
| Project start date | 26 June 2023 |
| Grantee's anticipated completion date | 28 September 2023 |
| Total eligible expenditure | \$29,520 |
| Grant percentage | Up to 20.33 per cent |
| Total/maximum grant | \$6,000 (plus GST where applicable) |
| Capped amount in financial year 2022/23 | \$0 (plus GST where applicable) |
| Capped amount in financial year 2023/24 | \$6,000 (plus GST where applicable) |
| End of Project Report Due Date | 28 October 2023 |
| Project End Date | 28 September 2023 |
| Agreement end date | 06 March 2024 |

Signatures

I agree to the terms and conditions outlined in this grant.

| | |
|-----------------------------------|---|
| Full legal name of the Grantee | WELLSPRINGS FOR WOMEN INCORPORATED ABN 18282739596 |
| Name of Authorised Representative | |
| Date | |

| | |
|---|----------------|
| Name of Commonwealth Authorised Representative | s 22(1)(a)(ii) |
| Grant agreement effective date | 4/07/2023 |

Attachment B - Letter of Agreement Terms and Conditions

1. Undertaking the Grant Activity

The Grantee agrees to use the Grant and undertake the Grant Activity in accordance with this Agreement.

1.2 The Grantee must meet the eligibility requirements relating to the [National Redress Scheme](#)¹ set out under the relevant grant opportunity guidelines at all times during the term of this Agreement.

2. Acknowledgements

The Grantee agrees to acknowledge the Commonwealth's support in any material published in connection with this Agreement and agrees to use any form of acknowledgment the Commonwealth reasonably specifies.

3. Notices

The Grantee agrees to promptly notify the Commonwealth of anything reasonably likely to affect the performance of the Grant Activity, including any actual, perceived or potential conflict of interest which could affect the Grantee's performance of this Agreement and to take action to resolve the conflict.

4. Payment of the Grant

4.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with this Agreement.

4.2 The parties agree that the amount of the Grant is inclusive of any GST payable and the Grantee agrees to pay all taxes, duties and government charges in connection with the performance of this Agreement. The Grantee must on request provide the Commonwealth with a tax invoice before the Commonwealth is obliged to pay any amount under this Agreement.

4.3 Where applicable, the parties acknowledge and agree that they are each registered for GST purposes, have each quoted their Australian Business Number to the other and must notify the other of any changes in their GST status. The Grantee agrees that the Commonwealth will issue the Grantee with a recipient created tax invoice, and the Grantee will not issue any tax invoices, for any taxable supply the Grantee makes under this Agreement.

5. Spending the Grant

The Grantee agrees to spend the Grant for the sole purpose of undertaking the Grant Activity, and to provide a statement, in the form required by the Commonwealth and signed by the Grantee, verifying that the Grant Activity has been undertaken and the Grant was spent in accordance with this Agreement.

6. Repayment

If any of the Grant amount has been spent other than in accordance with this Agreement or on expiration or termination of this Agreement is additional to the requirements of the Grant Activity, the Grantee agrees to repay that amount to the Commonwealth, unless the Commonwealth agrees in writing otherwise.

7. Record keeping

The Grantee agrees to maintain records of the performance of the Grant Activity and the expenditure of the Grant for two years after completing the Grant Activity and to make them available to the Commonwealth on request.

8. Privacy

When dealing with Personal Information (as defined in the *Privacy Act 1988*) in carrying out the Grant Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of the *Privacy Act 1988*.

9. Grant Activity material

The Grantee gives (or procures for) the Commonwealth a non-exclusive, irrevocable, royalty-free licence to use, reproduce, communicate, publish and adapt all material that is provided to the Commonwealth under this Agreement. This includes a right to sub-license that material.

10. Confidentiality

A party agrees not to disclose the other's confidential information without its prior written consent unless required or authorised by law or Parliament.

11. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when requested.

12. Licences and approvals

The Grantee must ensure that all persons engaged to work on the Grant Activity obtain and maintain all relevant licences, registrations or other approvals required by applicable laws or as directed by the Commonwealth, including but not limited to police checks, Working With Children checks and Working with Vulnerable People checks. The Grantee must ensure that any subcontract entered into by the Grantee for the purposes of this Agreement imposes these same obligations on the subcontractor and requires the subcontractor to include these obligations in any secondary subcontracts.

13. Dispute resolution

13.1 The parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

13.2 The parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

13.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

14. Termination for default

The Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee:

- a. has breached this Agreement; or
- b. has provided false or misleading statements in their application for the Grant; or

¹ The National Redress Scheme can be found at <https://www.nationalredress.gov.au>

- c. has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

The Commonwealth will not be required to make any further payments of the Grant after the termination of the Agreement.

15. General provisions

15.1 A party is not by virtue of this Agreement an employee, agent or partner of the other party.

15.2 This Agreement may only be varied by the parties' signed written agreement.

15.3 Clauses 5 (Spending of the Grant), 6 (Repayment), 7 (Record keeping), and 9 (Grant Activity material) survive the expiry or termination of this Agreement.

15.4 This agreement is governed by the law of the Australian Capital Territory.

Attachment C**Appendix 1****Stronger Communities Programme Round 8 -
end of project report requirements**

You will need to provide the following information in your end of project report. The Commonwealth reserves the right to amend or adjust the requirements.

You must complete and submit your report on the [portal](#). You can enter the required information in stages and submit when it is complete.

a. Please confirm:

- All project activities have been completed in line with your grant agreement
- You spent the entire grant amount to undertake the approved project
- You spent your total matching funds financial contribution (including cash and in-kind contributions) to undertake the approved project.

If your project is not complete contact us about your project on SCP8contracts@industry.gov.au.

Project outcomes

a. Did you complete all project activities in line with your grant agreement? *Yes or No*

If no, explain why

b. Did your project (*select below*)

- Encourage and support participation in local projects
- Improve local community participation
- Contribute to vibrant and viable communities

If no, explain why

Project benefits

a. On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?

b. Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes? *Yes or No*

If yes, provide details.

Total eligible project expenditure

a. Have you spent the entire grant amount to undertake your approved project? *Yes or No*

If No, provide more detail

- b. If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project? Yes, No or Not Applicable

Attachments

Please attach up to three photographs to evidence your completed project activities as specified in your grant agreement.

Certification

You must ensure an authorised person completes the report and can declare the following:

- The information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).
- The grant was spent in accordance with the grant agreement.
- I am aware of the grantee's obligations under their grant agreement, including survival clauses.
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.



Australian Government

Department of Industry, Science and Resources

Your reference no: SCVIIIABC000004

s 47F(1)

Board Member

PILLARS OF GUIDANCE INC

P O Box 1189

Clayton South VIC 3169

10 Binara Street
CANBERRA ACT 2601

GPO Box 2013
CANBERRA ACT 2601

p: 13 28 46.

e: SCP8@industry.gov.au

w: business.gov.au

abn: 74 599 608 295

Dear s 47F(1)

Letter of Agreement

Your application is successful

As outlined in your Stronger Communities Programme application and the grant opportunity guidelines, on receipt of this letter you are a party to a grant agreement (Agreement). You must contact us immediately if your circumstances have changed and you are no longer able to carry out your project.

The Agreement

This letter is an offer to enter into a binding grant agreement (Agreement) between PILLARS OF GUIDANCE INC ABN 15941286502 (Grantee/you) and the Commonwealth of Australia as represented by the Department of Industry, Science and Resources on behalf of the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (Commonwealth/we).

The Agreement includes:

- this letter
- the grant schedule (attachment A)
- the letter of agreement terms and conditions (attachment B)
- your application
- the grant opportunity guidelines applicable on the date you submitted your application.

We may use information contained in this Agreement for public reporting purposes, including the grantee name and grant amount.

What you must do

| | | | |
|----------|---|----------|--|
| 1 | Complete your project in line with this Agreement. | 2 | Submit your End of Project report via the grant portal. |
|----------|---|----------|--|

You must undertake the project in line with this Agreement. You must only spend the grant on eligible activities to undertake the project as outlined in the grant opportunity guidelines.

If you spend any amount of the grant on activities not identified in the project, or if you have a grant amount unspent at the project end date, you will need to repay those amounts to the Commonwealth.

You must provide an end of project report in line with the grant schedule at attachment A. A sample report template is at attachment A. You can find a sample of the report requirements at attachment C. You must complete and submit your report on the grant [portal](#).

We may, at our absolute discretion, unilaterally extend the project end date, the final report due date and the agreement end date, by notice where we consider it appropriate to enable you to complete your project. The extension will take effect from your receipt of the notice. For the avoidance of doubt such notification will act to vary the agreement despite clause 15.2 of the grant terms and conditions.

You must ensure that anyone who has direct, unsupervised contact with children as part of your project under this Agreement has undertaken and passed a working with children check, if required under relevant state or territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

You must provide us with a statement of compliance with working with children legislation if requested.

If you make a public statement, publish any material or erect any signage in relation to your project you must acknowledge the funding you received from this grant. You must use any form of acknowledgement the Commonwealth reasonably specifies. You must notify us about events relating to the project and provide an opportunity for the Minister or their representative to attend.

Project sponsors

If you are entering into this Agreement as a project sponsor of another organisation (Sponsee) (pursuant to paragraph 4.1.1 of the grant opportunity guidelines), you acknowledge and agree that you will be legally responsible for ensuring all requirements under the Agreement are met – this includes, but is not limited to:

- reporting on the project in accordance with the terms of the Agreement;
- provision of statements of compliance with working with children legislation in accordance with the Agreement; and
- repayment of any Grant amounts, if required by clause 6 of the letter of agreement terms and conditions (attachment B).

You acknowledge Grant amounts can be paid into an account held in the name of a representative of the Sponsee. In such cases where the sponsee bank account is provided for grant payments, you give authority for this representative to receive Grant amounts on your behalf.

What we will do

We will pay the grant into your nominated bank within 28 days of the grant execution date.

Any questions?

If you have any questions please contact 13 28 46 or email SCP8contracts@industry.gov.au.

Yours sincerely

Stronger Communities Programme

27 June 2023

Attachment A - Grant schedule

| | |
|---|--|
| Program | Stronger Communities Programme Round 8 |
| Grantee | PILLARS OF GUIDANCE INC |
| Grantee ABN | ABN 15941286502 |
| Project title | Installation of Sports Court |
| Project ID | SCVIIIABC000004 |
| Project description (Grant Activity) | As set out in the Project Details and Funding Section of your application. |
| Project start date | 15 May 2023 |
| Grantee's anticipated completion | 15 September 2023 |
| Total eligible expenditure | \$49,400 |
| Grant percentage | Up to 15.18 per cent |
| Total/maximum grant | \$7,500 (plus GST where applicable) |
| Capped amount in financial year 2022/23 | \$0 (plus GST where applicable) |
| Capped amount in financial year 2023/24 | \$7,500 (plus GST where applicable) |
| End of Project Report due date | 15 October 2023 |
| Project End Date | 15 September 2023 |
| Agreement end date | 22 February 2024 |

Attachment B - Letter of Agreement Terms and Conditions

1. Undertaking the Grant Activity

The Grantee agrees to use the Grant and undertake the Grant Activity in accordance with this Agreement.

1.2 The Grantee must meet the eligibility requirements relating to the [National Redress Scheme](#)¹ set out under the relevant grant opportunity guidelines at all times during the term of this Agreement.

2. Acknowledgements

The Grantee agrees to acknowledge the Commonwealth's support in any material published in connection with this Agreement and agrees to use any form of acknowledgment the Commonwealth reasonably specifies.

3. Notices

The Grantee agrees to promptly notify the Commonwealth of anything reasonably likely to affect the performance of the Grant Activity, including any actual, perceived or potential conflict of interest which could affect the Grantee's performance of this Agreement and to take action to resolve the conflict.

4. Payment of the Grant

4.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with this Agreement.

4.2 The parties agree that the amount of the Grant is inclusive of any GST payable and the Grantee agrees to pay all taxes, duties and government charges in connection with the performance of this Agreement. The Grantee must on request provide the Commonwealth with a tax invoice before the Commonwealth is obliged to pay any amount under this Agreement.

4.3 Where applicable, the parties acknowledge and agree that they are each registered for GST purposes, have each quoted their Australian Business Number to the other and must notify the other of any changes in their GST status. The Grantee agrees that the Commonwealth will issue the Grantee with a recipient created tax invoice, and the Grantee will not issue any tax invoices, for any taxable supply the Grantee makes under this Agreement.

5. Spending the Grant

The Grantee agrees to spend the Grant for the sole purpose of undertaking the Grant Activity, and to provide a statement, in the form required by the Commonwealth and signed by the Grantee, verifying that the Grant Activity has been undertaken and the Grant was spent in accordance with this Agreement.

6. Repayment

If any of the Grant amount has been spent other than in accordance with this Agreement or on expiration or termination of this Agreement is additional to the requirements of the Grant Activity, the Grantee agrees to repay that amount to the Commonwealth, unless the Commonwealth agrees in writing otherwise.

7. Record keeping

The Grantee agrees to maintain records of the performance of the Grant Activity and the expenditure of the Grant for two

years after completing the Grant Activity and to make them available to the Commonwealth on request.

8. Privacy

When dealing with Personal Information (as defined in the *Privacy Act 1988*) in carrying out the Grant Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of the *Privacy Act 1988*.

9. Grant Activity material

The Grantee gives (or procures for) the Commonwealth a non-exclusive, irrevocable, royalty-free licence to use, reproduce, communicate, publish and adapt all material that is provided to the Commonwealth under this Agreement. This includes a right to sub-license that material.

10. Confidentiality

A party agrees not to disclose the other's confidential information without its prior written consent unless required or authorised by law or Parliament.

11. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when requested.

12. Licences and approvals

The Grantee must ensure that all persons engaged to work on the Grant Activity obtain and maintain all relevant licences, registrations or other approvals required by applicable laws or as directed by the Commonwealth, including but not limited to police checks, Working With Children checks and Working with Vulnerable People checks. The Grantee must ensure that any subcontract entered into by the Grantee for the purposes of this Agreement imposes these same obligations on the subcontractor and requires the subcontractor to include these obligations in any secondary subcontracts.

13. Dispute resolution

13.1 The parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

13.2 The parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

13.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

14. Termination for default

The Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee:

- (a) has breached this Agreement; or
- (b) has provided false or misleading statements in their application for the Grant; or
- (c) has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

The Commonwealth will not be required to make any further payments of the Grant after the termination of the Agreement.

¹ The National Redress Scheme can be found at <https://www.nationalredress.gov.au>

15. General provisions

15.1 A party is not by virtue of this Agreement an employee, agent or partner of the other party.

15.2 This Agreement may only be varied by the parties' signed written agreement.

15.3 Clauses 5 (Spending of the Grant), 6 (Repayment), 7 (Record keeping), and 9 (Grant Activity material) survive the expiry or termination of this Agreement.

15.4 This agreement is governed by the law of the Australian Capital Territory.

Attachment C – Reporting requirements

Appendix 1

Stronger Communities Programme Round 8 - end of project report requirements

You will need to provide the following information in your end of project report. The Commonwealth reserves the right to amend or adjust the requirements.

You must complete and submit your report on the [portal](#). You can enter the required information in stages and submit when it is complete.

- a. Please confirm:
- All project activities have been completed in line with your grant agreement
 - You spent the entire grant amount to undertake the approved project
 - You spent your total matching funds financial contribution (including cash and in-kind contributions) to undertake the approved project.

If your project is not complete contact us about your project on SCP8contracts@industry.gov.au.

Project outcomes

- a. Did you complete all project activities in line with your grant agreement? *Yes or No.*
If no, explain why.
- b. Did your project (*select below*)
- Encourage and support participation in local projects
 - Improve local community participation
 - Contribute to vibrant and viable communities

If no, explain why.

Project benefits

- a. On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?
- b. Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes? *Yes or No.*
If yes, provide details.

Total eligible project expenditure

- a. Have you spent the entire grant amount to undertake your approved project? *Yes or No*
If No, provide more detail
- b. If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project? *Yes, No or Not Applicable.*

Attachments

Please attach up to three photographs to evidence your completed project activities as specified in your grant agreement.

Certification

You must ensure an authorised person completes the report and can declare the following:

- The information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).
- The grant was spent in accordance with the grant agreement.
- I am aware of the grantee's obligations under their grant agreement, including survival clauses.
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.



Australian Government
Department of Industry, Science and Resources

Your reference no: SCVIIIABC000003

s 47F(1)

President

NORTH DANDENONG CRICKET CLUB INC.

80 Carlton Rd

DANDENONG NORTH VIC 3175

10 Binara Street
 CANBERRA ACT 2601
 GPO Box 2013
 CANBERRA ACT 2601
 p: 13 28 46.
 e: SCP8@industry.gov.au
 w: business.gov.au
 abn: 74 599 608 295

Dear s 47F(1)

Letter of Agreement

The NORTH DANDENONG CRICKET CLUB INC. application was successful and I am writing to offer you a Stronger Communities Programme Round 8 grant.

The Agreement

This letter is an offer to enter into a binding grant agreement (Agreement) between NORTH DANDENONG CRICKET CLUB INC. ABN 53762082332 (Grantee/you) and the Commonwealth of Australia as represented by the Department of Industry, Science and Resources on behalf of the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (Commonwealth/we).

The Agreement includes:

- this letter
- the grant schedule (attachment A)
- the letter of agreement terms and conditions (attachment B)
- your application
- the grant opportunity guidelines applicable on the date you submitted your application.

We may use information contained in this Agreement for public reporting purposes, including the grantee name and grant amount.

What you must do

| | | | | | |
|----------|--|----------|--|----------|---|
| 1 | Accept the Grant Agreement An authorised representative must accept the agreement in the portal. (within 30 days) | 2 | Complete your project in line with this agreement. | 3 | Submit your End of Project Report via the grant portal. |
|----------|--|----------|--|----------|---|

To accept this offer, a representative authorised to enter into an agreement on behalf of your organisation must accept the grant Agreement on the portal. Accepting the Agreement on the portal is equivalent to signing a grant agreement. We may withdraw the offer if you do not accept the Agreement by 22 July 2023 which is 30 days from the date we notified you that you were successful.

If you are not authorised to enter into a grant agreement on behalf of your organisation, you will need to identify a representative who is.

The Agreement takes effect from the date we acknowledge receipt of your acceptance of this Agreement.

You must undertake the project in line with this Agreement. You must only spend the grant on eligible activities to undertake the project as outlined in the grant opportunity guidelines.

If you spend any amount of the grant on activities not identified in the project or if you have a grant amount unspent at the project end date, you will need to repay those amounts to the Commonwealth.

You must submit the reports set out in the reporting table of the grant schedule (attachment A) by the due dates. You may be required to provide evidence of the grant expenditure. You can find a sample of the report requirements at attachment C.

We may, at our absolute discretion, unilaterally extend the project end date, the final report due date and the agreement end date, by notice where we consider it appropriate to enable you to complete your project. The extension will take effect from your receipt of the notice. For the avoidance of doubt such notification will act to vary the agreement despite clause 15.2 of the grant terms and conditions.

You must ensure that anyone who has direct, unsupervised contact with children as part of your project under this Agreement has undertaken and passed a working with children check, if required under relevant state or territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

You must provide us with a statement of compliance with working with children legislation if requested.

If you make a public statement, publish any material or erect any signage in relation to your project you must acknowledge the funding you received from this grant. You must use any form of acknowledgment the Commonwealth reasonably specifies. You must notify us about events relating to the project and provide an opportunity for the Minister or their representative to attend.

Project sponsors

If you are entering into this Agreement as a project sponsor of another organisation (Sponsee) (pursuant to paragraph 4.1.1 of the grant opportunity guidelines), you acknowledge and agree that you will be legally responsible for ensuring all requirements under the Agreement are met – this includes, but is not limited to:

- reporting on the project in accordance with the terms of the Agreement;
- provision of statements of compliance with working with children legislation in accordance with the Agreement; and
- repayment of any Grant amounts, if required by clause 6 of the letter of agreement terms and conditions (attachment B).

You acknowledge Grant amounts can be paid into an account held in the name of a representative of the Sponsee. In such cases where the sponsee bank account is provided for grant payments, you give authority for this representative to receive Grant amounts on your behalf.

What we will do

After you have accepted the Agreement on the portal, we will acknowledge receipt of your acceptance. The Agreement will take effect from that date. We will notify you when this happens and a copy of the executed Agreement will be available on the portal.

We will pay the grant into your nominated bank within 28 days of the execution of the grant agreement.

Any questions?

If you have any questions please contact 13 28 46 or email SCP8contracts@industry.gov.au.

Yours sincerely

Stronger Communities Programme

Attachment A

Grant schedule

| | |
|---|---|
| Program | Stronger Communities Programme Round 8 |
| Grantee | NORTH DANDENONG CRICKET CLUB INC. |
| Grantee ABN | ABN 53762082332 |
| Project title | Upgrade to Facilities |
| Project Number | SCVIIIABC000003 |
| Project description (Grant Activity) | The project will update the club social area. This will improve the facilities and increase participation for members of the community. |
| Project start date | 17 April 2023 |
| Grantee's anticipated completion date | 30 September 2023 |
| Total eligible expenditure | \$10,000 |
| Grant percentage | Up to 100.00 per cent |
| Total/maximum grant | \$10,000 (plus GST where applicable) |
| Capped amount in financial year 2022/23 | \$0 (plus GST where applicable) |
| Capped amount in financial year 2023/24 | \$10,000 (plus GST where applicable) |
| End of Project Report Due Date | 30 October 2023 |
| Project End Date | 30 September 2023 |
| Agreement end date | 08 March 2024 |

Signatures

I agree to the terms and conditions outlined in this grant.

| | |
|-----------------------------------|--|
| Full legal name of the Grantee | NORTH DANDENONG CRICKET CLUB INC. ABN 53762082332 |
| Name of Authorised Representative | |
| Date | |

| | |
|---|----------------|
| Name of Commonwealth Authorised Representative | s 22(1)(a)(ii) |
| Grant agreement effective date | 4/07/2023 |

Attachment B - Letter of Agreement Terms and Conditions

1. Undertaking the Grant Activity

The Grantee agrees to use the Grant and undertake the Grant Activity in accordance with this Agreement.

1.2 The Grantee must meet the eligibility requirements relating to the [National Redress Scheme](#)¹ set out under the relevant grant opportunity guidelines at all times during the term of this Agreement.

2. Acknowledgements

The Grantee agrees to acknowledge the Commonwealth's support in any material published in connection with this Agreement and agrees to use any form of acknowledgment the Commonwealth reasonably specifies.

3. Notices

The Grantee agrees to promptly notify the Commonwealth of anything reasonably likely to affect the performance of the Grant Activity, including any actual, perceived or potential conflict of interest which could affect the Grantee's performance of this Agreement and to take action to resolve the conflict.

4. Payment of the Grant

4.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with this Agreement.

4.2 The parties agree that the amount of the Grant is inclusive of any GST payable and the Grantee agrees to pay all taxes, duties and government charges in connection with the performance of this Agreement. The Grantee must on request provide the Commonwealth with a tax invoice before the Commonwealth is obliged to pay any amount under this Agreement.

4.3 Where applicable, the parties acknowledge and agree that they are each registered for GST purposes, have each quoted their Australian Business Number to the other and must notify the other of any changes in their GST status. The Grantee agrees that the Commonwealth will issue the Grantee with a recipient created tax invoice, and the Grantee will not issue any tax invoices, for any taxable supply the Grantee makes under this Agreement.

5. Spending the Grant

The Grantee agrees to spend the Grant for the sole purpose of undertaking the Grant Activity, and to provide a statement, in the form required by the Commonwealth and signed by the Grantee, verifying that the Grant Activity has been undertaken and the Grant was spent in accordance with this Agreement.

6. Repayment

If any of the Grant amount has been spent other than in accordance with this Agreement or on expiration or termination of this Agreement is additional to the requirements of the Grant Activity, the Grantee agrees to repay that amount to the Commonwealth, unless the Commonwealth agrees in writing otherwise.

7. Record keeping

The Grantee agrees to maintain records of the performance of the Grant Activity and the expenditure of the Grant for two years after completing the Grant Activity and to make them available to the Commonwealth on request.

8. Privacy

When dealing with Personal Information (as defined in the *Privacy Act 1988*) in carrying out the Grant Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of the *Privacy Act 1988*.

9. Grant Activity material

The Grantee gives (or procures for) the Commonwealth a non-exclusive, irrevocable, royalty-free licence to use, reproduce, communicate, publish and adapt all material that is provided to the Commonwealth under this Agreement. This includes a right to sub-license that material.

10. Confidentiality

A party agrees not to disclose the other's confidential information without its prior written consent unless required or authorised by law or Parliament.

11. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when requested.

12. Licences and approvals

The Grantee must ensure that all persons engaged to work on the Grant Activity obtain and maintain all relevant licences, registrations or other approvals required by applicable laws or as directed by the Commonwealth, including but not limited to police checks, Working With Children checks and Working with Vulnerable People checks. The Grantee must ensure that any subcontract entered into by the Grantee for the purposes of this Agreement imposes these same obligations on the subcontractor and requires the subcontractor to include these obligations in any secondary subcontracts.

13. Dispute resolution

13.1 The parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

13.2 The parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

13.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

14. Termination for default

The Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee:

- a. has breached this Agreement; or
- b. has provided false or misleading statements in their application for the Grant; or

¹ The National Redress Scheme can be found at <https://www.nationalredress.gov.au>

- c. has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

The Commonwealth will not be required to make any further payments of the Grant after the termination of the Agreement.

15. General provisions

15.1 A party is not by virtue of this Agreement an employee, agent or partner of the other party.

15.2 This Agreement may only be varied by the parties' signed written agreement.

15.3 Clauses 5 (Spending of the Grant), 6 (Repayment), 7 (Record keeping), and 9 (Grant Activity material) survive the expiry or termination of this Agreement.

15.4 This agreement is governed by the law of the Australian Capital Territory.

Attachment C**Appendix 1****Stronger Communities Programme Round 8 -
end of project report requirements**

You will need to provide the following information in your end of project report. The Commonwealth reserves the right to amend or adjust the requirements.

You must complete and submit your report on the [portal](#). You can enter the required information in stages and submit when it is complete.

a. Please confirm:

- All project activities have been completed in line with your grant agreement
- You spent the entire grant amount to undertake the approved project
- You spent your total matching funds financial contribution (including cash and in-kind contributions) to undertake the approved project.

If your project is not complete contact us about your project on SCP8contracts@industry.gov.au.

Project outcomes

a. Did you complete all project activities in line with your grant agreement? *Yes or No*

If no, explain why

b. Did your project (*select below*)

- Encourage and support participation in local projects
- Improve local community participation
- Contribute to vibrant and viable communities

If no, explain why

Project benefits

a. On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?

b. Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes? *Yes or No*

If yes, provide details.

Total eligible project expenditure

a. Have you spent the entire grant amount to undertake your approved project? *Yes or No*

If No, provide more detail

- b. If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project? Yes, No or Not Applicable

Attachments

Please attach up to three photographs to evidence your completed project activities as specified in your grant agreement.

Certification

You must ensure an authorised person completes the report and can declare the following:

- The information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).
- The grant was spent in accordance with the grant agreement.
- I am aware of the grantee's obligations under their grant agreement, including survival clauses.
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.



Australian Government
Department of Industry, Science and Resources

Your reference no: SCVIIIABC000001

s 47F(1)

Leader - Joey Section

THE SCOUT ASSOCIATION OF AUSTRALIA
 VICTORIAN BRANCH

s 47F(1)

10 Binara Street
 CANBERRA ACT 2601
 GPO Box 2013
 CANBERRA ACT 2601
 p: 13 28 46.
 e: SCP8@industry.gov.au
 w: business.gov.au
 abn: 74 599 608 295

Dear s 47F(1)

Letter of Agreement

Your application is successful

As outlined in your Stronger Communities Programme application and the grant opportunity guidelines, on receipt of this letter you are a party to a grant agreement (Agreement). You must contact us immediately if your circumstances have changed and you are no longer able to carry out your project.

The Agreement

This letter is an offer to enter into a binding grant agreement (Agreement) between THE SCOUT ASSOCIATION OF AUSTRALIA VICTORIAN BRANCH ABN 39662387026 (Grantee/you) and the Commonwealth of Australia as represented by the Department of Industry, Science and Resources on behalf of the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (Commonwealth/we).

The Agreement includes:

- this letter
- the grant schedule (attachment A)
- the letter of agreement terms and conditions (attachment B)
- your application
- the grant opportunity guidelines applicable on the date you submitted your application.

We may use information contained in this Agreement for public reporting purposes, including the grantee name and grant amount.

What you must do

| | | | |
|----------|---|----------|--|
| 1 | Complete your project in line with this Agreement. | 2 | Submit your End of Project report via the grant portal. |
|----------|---|----------|--|

You must undertake the project in line with this Agreement. You must only spend the grant on eligible activities to undertake the project as outlined in the grant opportunity guidelines.

If you spend any amount of the grant on activities not identified in the project, or if you have a grant amount unspent at the project end date, you will need to repay those amounts to the Commonwealth.

You must provide an end of project report in line with the grant schedule at attachment A. A sample report template is at attachment A. You can find a sample of the report requirements at attachment C. You must complete and submit your report on the grant [portal](#).

We may, at our absolute discretion, unilaterally extend the project end date, the final report due date and the agreement end date, by notice where we consider it appropriate to enable you to complete your project. The extension will take effect from your receipt of the notice. For the avoidance of doubt such notification will act to vary the agreement despite clause 15.2 of the grant terms and conditions.

You must ensure that anyone who has direct, unsupervised contact with children as part of your project under this Agreement has undertaken and passed a working with children check, if required under relevant state or territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

You must provide us with a statement of compliance with working with children legislation if requested.

If you make a public statement, publish any material or erect any signage in relation to your project you must acknowledge the funding you received from this grant. You must use any form of acknowledgement the Commonwealth reasonably specifies. You must notify us about events relating to the project and provide an opportunity for the Minister or their representative to attend.

Project sponsors

If you are entering into this Agreement as a project sponsor of another organisation (Sponsee) (pursuant to paragraph 4.1.1 of the grant opportunity guidelines), you acknowledge and agree that you will be legally responsible for ensuring all requirements under the Agreement are met – this includes, but is not limited to:

- reporting on the project in accordance with the terms of the Agreement;
- provision of statements of compliance with working with children legislation in accordance with the Agreement; and
- repayment of any Grant amounts, if required by clause 6 of the letter of agreement terms and conditions (attachment B).

You acknowledge Grant amounts can be paid into an account held in the name of a representative of the Sponsee. In such cases where the sponsee bank account is provided for grant payments, you give authority for this representative to receive Grant amounts on your behalf.

What we will do

We will pay the grant into your nominated bank within 28 days of the grant execution date.

Any questions?

If you have any questions please contact 13 28 46 or email SCP8contracts@industry.gov.au.

Yours sincerely

Stronger Communities Programme

27 June 2023

Attachment A - Grant schedule

| | |
|---|--|
| Program | Stronger Communities Programme Round 8 |
| Grantee | THE SCOUT ASSOCIATION OF AUSTRALIA VICTORIAN BRANCH |
| Grantee ABN | ABN 39662387026 |
| Project title | Refurbishment of Hall |
| Project ID | SCVIIIABC000001 |
| Project description (Grant Activity) | As set out in the Project Details and Funding Section of your application. |
| Project start date | 22 May 2023 |
| Grantee's anticipated completion | 4 December 2023 |
| Total eligible expenditure | \$9,000 |
| Grant percentage | Up to 100.00 per cent |
| Total/maximum grant | \$9,000 (plus GST where applicable) |
| Capped amount in financial year 2022/23 | \$0 (plus GST where applicable) |
| Capped amount in financial year 2023/24 | \$9,000 (plus GST where applicable) |
| End of Project Report due date | 03 January 2024 |
| Project End Date | 4 December 2023 |
| Agreement end date | 12 May 2024 |

Attachment B - Letter of Agreement Terms and Conditions

1. Undertaking the Grant Activity

The Grantee agrees to use the Grant and undertake the Grant Activity in accordance with this Agreement.

1.2 The Grantee must meet the eligibility requirements relating to the [National Redress Scheme](#)¹ set out under the relevant grant opportunity guidelines at all times during the term of this Agreement.

2. Acknowledgements

The Grantee agrees to acknowledge the Commonwealth's support in any material published in connection with this Agreement and agrees to use any form of acknowledgment the Commonwealth reasonably specifies.

3. Notices

The Grantee agrees to promptly notify the Commonwealth of anything reasonably likely to affect the performance of the Grant Activity, including any actual, perceived or potential conflict of interest which could affect the Grantee's performance of this Agreement and to take action to resolve the conflict.

4. Payment of the Grant

4.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with this Agreement.

4.2 The parties agree that the amount of the Grant is inclusive of any GST payable and the Grantee agrees to pay all taxes, duties and government charges in connection with the performance of this Agreement. The Grantee must on request provide the Commonwealth with a tax invoice before the Commonwealth is obliged to pay any amount under this Agreement.

4.3 Where applicable, the parties acknowledge and agree that they are each registered for GST purposes, have each quoted their Australian Business Number to the other and must notify the other of any changes in their GST status. The Grantee agrees that the Commonwealth will issue the Grantee with a recipient created tax invoice, and the Grantee will not issue any tax invoices, for any taxable supply the Grantee makes under this Agreement.

5. Spending the Grant

The Grantee agrees to spend the Grant for the sole purpose of undertaking the Grant Activity, and to provide a statement, in the form required by the Commonwealth and signed by the Grantee, verifying that the Grant Activity has been undertaken and the Grant was spent in accordance with this Agreement.

6. Repayment

If any of the Grant amount has been spent other than in accordance with this Agreement or on expiration or termination of this Agreement is additional to the requirements of the Grant Activity, the Grantee agrees to repay that amount to the Commonwealth, unless the Commonwealth agrees in writing otherwise.

7. Record keeping

The Grantee agrees to maintain records of the performance of the Grant Activity and the expenditure of the Grant for two

years after completing the Grant Activity and to make them available to the Commonwealth on request.

8. Privacy

When dealing with Personal Information (as defined in the *Privacy Act 1988*) in carrying out the Grant Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of the *Privacy Act 1988*.

9. Grant Activity material

The Grantee gives (or procures for) the Commonwealth a non-exclusive, irrevocable, royalty-free licence to use, reproduce, communicate, publish and adapt all material that is provided to the Commonwealth under this Agreement. This includes a right to sub-license that material.

10. Confidentiality

A party agrees not to disclose the other's confidential information without its prior written consent unless required or authorised by law or Parliament.

11. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when requested.

12. Licences and approvals

The Grantee must ensure that all persons engaged to work on the Grant Activity obtain and maintain all relevant licences, registrations or other approvals required by applicable laws or as directed by the Commonwealth, including but not limited to police checks, Working With Children checks and Working with Vulnerable People checks. The Grantee must ensure that any subcontract entered into by the Grantee for the purposes of this Agreement imposes these same obligations on the subcontractor and requires the subcontractor to include these obligations in any secondary subcontracts.

13. Dispute resolution

13.1 The parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

13.2 The parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

13.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

14. Termination for default

The Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee:

- (a) has breached this Agreement; or
- (b) has provided false or misleading statements in their application for the Grant; or
- (c) has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

The Commonwealth will not be required to make any further payments of the Grant after the termination of the Agreement.

¹ The National Redress Scheme can be found at <https://www.nationalredress.gov.au>

15. General provisions

15.1 A party is not by virtue of this Agreement an employee, agent or partner of the other party.

15.2 This Agreement may only be varied by the parties' signed written agreement.

15.3 Clauses 5 (Spending of the Grant), 6 (Repayment), 7 (Record keeping), and 9 (Grant Activity material) survive the expiry or termination of this Agreement.

15.4 This agreement is governed by the law of the Australian Capital Territory.

Attachment C – Reporting requirements

Appendix 1

Stronger Communities Programme Round 8 - end of project report requirements

You will need to provide the following information in your end of project report. The Commonwealth reserves the right to amend or adjust the requirements.

You must complete and submit your report on the [portal](#). You can enter the required information in stages and submit when it is complete.

a. Please confirm:

- All project activities have been completed in line with your grant agreement
- You spent the entire grant amount to undertake the approved project
- You spent your total matching funds financial contribution (including cash and in-kind contributions) to undertake the approved project.

If your project is not complete contact us about your project on SCP8contracts@industry.gov.au.

Project outcomes

a. Did you complete all project activities in line with your grant agreement? *Yes or No.*

If no, explain why.

b. Did your project (*select below*)

- Encourage and support participation in local projects
- Improve local community participation
- Contribute to vibrant and viable communities

If no, explain why.

Project benefits

a. On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?

b. Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes? *Yes or No.*

If yes, provide details.

Total eligible project expenditure

a. Have you spent the entire grant amount to undertake your approved project? *Yes or No*

If No, provide more detail

b. If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project? *Yes, No or Not Applicable.*

Attachments

Please attach up to three photographs to evidence your completed project activities as specified in your grant agreement.

Certification

You must ensure an authorised person completes the report and can declare the following:

- The information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).
- The grant was spent in accordance with the grant agreement.
- I am aware of the grantee's obligations under their grant agreement, including survival clauses.
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

Application SCVIIIABC000019

Report summary

Report

End of project report

Due date

30/11/2023

Status

Reviewed

Submitted date

17/1/2024

Submitted by

s 47F(1)

Report accepted date

30/1/2024

Project outcomes

Did you complete all project activities in line with your grant agreement?

Yes

Select which outcome your project primarily achieved.

Contribute to vibrant and viable communities

Project benefits

On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?

4000

Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes?

No

Project expenditure

Project expenditure

Provide the following information about your eligible project expenditure.

Have you spent the entire grant amount to undertake your approved project?

Yes

If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project?

Not applicable

Attachments

Agreed evidence

Portal End of Project Report

Up to three photographs to evidence your completed project activities as specified in your grant agreement.

Comments

This new equipment will be a great boost for our volunteers working across the electorate of Bruce. The RRT team is grateful for this additional equipment which will give them greater capacity for a longer period of time.

BCF Invoice SCVIIIABC000019 Bruce 16 Jan 2024.jpeg

Big Top Inv 19511 SCG R8 Bruce 19 Jul 2023.pdf

Bunnings Invoice - SCG R8 Bruce 21 Jul 2023.pdf

Genelite Inv SO11291 SCG R8 Bruce 05 Sep 2023.pdf

Additional documents

Photographs of completed project

Please attach up to three photographs to evidence your completed project activities as specified in your grant agreement.

| |
|---|
| Bruce SCVIIIABC000019 Ice Boxes x 3 .jpeg |
| Bruce SCVIIIABC000019 Tables and Marquee_3m x 6m.jpeg |
| SCVIIIABC000019 Bruce Generator.jpeg |

Declaration

I am authorised by the grantee to submit this report and declare that:

- the information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth)
- the grant was spent in accordance with the grant agreement
- I am aware of the grantee's obligations under their grant agreement, including survival clauses
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

By checking this box, I agree to all of the above declarations and confirm all of the above statements to be true.

Yes

Application SCVIIIABC000017

Report summary

Report

End of project report

Due date

30/1/2024

Status

Reviewed

Submitted date

30/1/2024

Submitted by

s 47F(1)

Report accepted date

19/2/2024

Project outcomes

Did you complete all project activities in line with your grant agreement?

Yes

Select which outcome your project primarily achieved.

Encourage and support participation in local projects

Project benefits

On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?

1000

Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes?

Yes

Provide details

The fund has had very positive outcomes on the association's activities and now the community members have more access to technology such as laptops and to websites.

Project expenditure

Project expenditure

Provide the following information about your eligible project expenditure.

Have you spent the entire grant amount to undertake your approved project?

Yes

If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project?

Yes

If applicable explain the reason for a project underspend or overspend.

For the association services, IT has an important role in delivering our services to the community members. We must also provide a great environment for our community members to learn English classes and prepare for the Australian Citizenship Test. Therefore, we overspend to have more equipment to deliver our services to the community more efficiently.

Attachments

Agreed evidence

Portal End of Project Report

Up to three photographs to evidence your completed project activities as specified in your grant agreement.

Comments

After cabinet approval, we bought the IT equipment and shared it with Shamama's Social group for their information. Furthermore, I have attached photos of Shamama's cabinet meetings discussion and approval of grants project completion activities.

Printer and Speaker.jpg

Laptops.jpg

Invoices.jpg

Additional documents

Photographs of completed project

Please attach up to three photographs to evidence your completed project activities as specified in your grant agreement.

| |
|---|
| Monthly Meeting including Stronger Community Grants Agenda Final Approval- Vice President s 47F(1).jpg |
|---|

| |
|---|
| Monthly Meeting including Stronger Community Grants Agenda-President s 47F(1).JPG |
|---|

| |
|--|
| Monthly Meeting including Stronger Community Grants Agenda-Presidnet s 47F(1) PG |
|--|

Declaration

I am authorised by the grantee to submit this report and declare that:

- the information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth)
- the grant was spent in accordance with the grant agreement
- I am aware of the grantee's obligations under their grant agreement, including survival clauses
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

By checking this box, I agree to all of the above declarations and confirm all of the above statements to be true.

Yes

Application SCVIIIABC000016

Report summary

Report

End of project report

Due date

30/10/2023

Status

Reviewed

Submitted date

14/11/2023

Submitted by

s 47F(1)

Report accepted date

19/12/2023

Project outcomes

Did you complete all project activities in line with your grant agreement?

Yes

Select which outcome your project primarily achieved.

Improve local community participation

Released under the FOI Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Project benefits

On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?

2500

Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes?

No

Project expenditure

Project expenditure

Provide the following information about your eligible project expenditure.

Have you spent the entire grant amount to undertake your approved project?

Yes

If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project?

Not applicable

Attachments

Agreed evidence

Portal End of Project Report

Up to three photographs to evidence your completed project activities as specified in your grant agreement.

Comments

Please see attached picture profiles of the refurbishments in the Shed.

Heavy Duty Pallet Racking Units.pdf

New Shelving Units.pdf

New Storage Units.pdf

Pallet Racking Units.pdf

Shelving Unit and Electric Pallet Jack.pdf

Shelving Units and Electric Pallet Jack.pdf

Additional documents

Photographs of completed project

Please attach up to three photographs to evidence your completed project activities as specified in your grant agreement.

| |
|-----------------------------------|
| Chest Freezer Invoice.pdf |
| IElectric pallet jack Invoice.pdf |
| Shelves for Shops Invoice.pdf |

Declaration

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- I am aware of the grantee's obligations under their grant agreement, including survival clauses
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

By checking this box, I agree to all of the above declarations and confirm all of the above statements to be true.

Yes

Application SCVIIIABC000015

Report summary

Report

End of project report

Due date

30/3/2024

Status

Reviewed

Submitted date

30/3/2024

Submitted by

s 47F(1)

Report accepted date

16/4/2024

Project outcomes

Did you complete all project activities in line with your grant agreement?

No

Explain why you did not complete all project activities.

The project continues till 2024 based on the Project Budget

Select which outcome your project primarily achieved.

Improve local community participation

Project benefits

On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?

5000

Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes?

No

Project expenditure

Project expenditure

Provide the following information about your eligible project expenditure.

Have you spent the entire grant amount to undertake your approved project?

Yes

If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project?

Yes

Released under the FOI Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Attachments

Agreed evidence

Portal End of Project Report

Up to three photographs to evidence your completed project activities as specified in your grant agreement.

Comments

Photographs and additional documents/attachments will be sent soon.

DJ City Invoice.pdf

GCN Testing and Tagging Invoice.pdf

SC8 Project Actual Expenses.docx

Additional documents

Photographs of completed project

Please attach up to three photographs to evidence your completed project activities as specified in your grant agreement.

| |
|---------------|
| IMG_0725.jpeg |
| IMG_0278.jpeg |
| IMG_0274.jpeg |

Declaration

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- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

By checking this box, I agree to all of the above declarations and confirm all of the above statements to be true.

Yes

Application SCVIIIABC000014

Report summary

Report

End of project report

Due date

1/10/2023

Status

Reviewed

Submitted date

22/11/2023

Submitted by

s 47F(1)

Report accepted date

5/12/2023

Project outcomes

Did you complete all project activities in line with your grant agreement?

Yes

Select which outcome your project primarily achieved.

Improve local community participation

Project benefits

On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?

110

Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes?

No

Project expenditure

Project expenditure

Provide the following information about your eligible project expenditure.

Have you spent the entire grant amount to undertake your approved project?

Yes

If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project?

Not applicable

If applicable explain the reason for a project underspend or overspend.

Total amount spent was \$6375. We looked for the cheapest price possible and received multiple quotes. We tried as best as we could to not overspend. The quotes we received for the switchboard ranged from \$6519.00, \$7445, \$8505.95, \$8552.50 to \$11815.49. We chose the cheapest quote we could find for the switchboard, which was \$4730, and he ended up charging us \$4400. The hot water unit was \$1975. We did try as best as we could to limit costs. We hope that was okay.

Attachments

Agreed evidence

Portal End of Project Report

Up to three photographs to evidence your completed project activities as specified in your grant agreement.

Comments

The photos show the new hot water unit, the new switchboard, and the old switchboard for reference.

New switchboard 20231122.jpeg

Old switchboard 20231122.jpeg

New hot water unit 20231122.jpeg

Additional documents

Photographs of completed project

Please attach up to three photographs to evidence your completed project activities as specified in your grant agreement.

| |
|-------------------------------------|
| Old hot water unit 20231122-min.jpg |
| Final project cost 20231121.pdf |

Declaration

I am authorised by the grantee to submit this report and declare that:

- the information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth)
- the grant was spent in accordance with the grant agreement
- I am aware of the grantee's obligations under their grant agreement, including survival clauses
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

By checking this box, I agree to all of the above declarations and confirm all of the above statements to be true.

Yes

Application SCVIIIABC000012

Report summary

Report

End of project report

Due date

30/4/2024

Status

Reviewed

Submitted date

13/6/2024

Submitted by

s 47F(1)

Report accepted date

14/6/2024

Project outcomes

Did you complete all project activities in line with your grant agreement?

Yes

Select which outcome your project primarily achieved.

Improve local community participation

Released under the FOI Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Project benefits

On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?

900

Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes?

Yes

Provide details

We were in the fortunate position to received more funding than we expected. This provided us an opportunity to obtain a better quality scoreboard that has options for other uses and will provide an even better outcome for our community. Whilst the approved funding was unexpected it was included in our initial project budget.

Project expenditure

Project expenditure

Provide the following information about your eligible project expenditure.

Have you spent the entire grant amount to undertake your approved project?

Yes

If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project?

Not applicable

Attachments

Agreed evidence

Portal End of Project Report

Up to three photographs to evidence your completed project activities as specified in your grant agreement.

Comments

We have been using the scoreboard every week for this season and it has been such a welcome addition to our club.

438089896_480012897928008_3711305148428596709_n.jpg

Additional documents

Photographs of completed project

Please attach up to three photographs to evidence your completed project activities as specified in your grant agreement.

| |
|--|
| 438089896_480012897928008_3711305148428596709_n.jpg |
| 438171705_1174730060330163_2366686216121811165_n.jpg |

Declaration

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- the information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth)
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- I am aware of the grantee's obligations under their grant agreement, including survival clauses
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

By checking this box, I agree to all of the above declarations and confirm all of the above statements to be true.

Yes

Application SCVIIIABC000011

Report summary

Report

End of project report

Due date

30/11/2023

Status

Reviewed

Submitted date

30/11/2023

Submitted by

s 47F(1)

Report accepted date

25/1/2024

Project outcomes

Did you complete all project activities in line with your grant agreement?

Yes

Select which outcome your project primarily achieved.

Improve local community participation

Project benefits

On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?

3000

Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes?

Yes

Provide details

The defibrillator has been purchased and installed, and several team members have received CPR training.

The website re-development is almost complete, and the new site should be live in two to three weeks time. There was a slight delay in collecting all of the domain access passwords, however the site was able to be developed and should be launched on the domain very soon.

Project expenditure

Project expenditure

Provide the following information about your eligible project expenditure.

Have you spent the entire grant amount to undertake your approved project?

Yes

If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project?

Not applicable

Attachments

Agreed evidence

Portal End of Project Report

Up to three photographs to evidence your completed project activities as specified in your grant agreement.

Comments

Photos of the defibrillator machine.

Defib.docx

Additional documents

Photographs of completed project

Please attach up to three photographs to evidence your completed project activities as specified in your grant agreement.

Defib.docx

Declaration

I am authorised by the grantee to submit this report and declare that:

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- I am aware of the grantee's obligations under their grant agreement, including survival clauses
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

By checking this box, I agree to all of the above declarations and confirm all of the above statements to be true.

Yes

Application SCVIIIABC000010

Report summary

Report

End of project report

Due date

30/4/2024

Status

Reviewed

Submitted date

9/4/2024

Submitted by

s 47F(1)

Report accepted date

18/4/2024

Project outcomes

Did you complete all project activities in line with your grant agreement?

Yes

Select which outcome your project primarily achieved.

Contribute to vibrant and viable communities

Project benefits

On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?

5000

Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes?

No

Project expenditure

Project expenditure

Provide the following information about your eligible project expenditure.

Have you spent the entire grant amount to undertake your approved project?

Yes

If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project?

Not applicable

Released under the FOI Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Attachments

Agreed evidence

Evidence of Compliance

Your Stronger Communities Programme project has been randomly selected for a **Compliance Audit** which means we require evidence of your total project expenditure. This must include:

- Invoices and/or receipts.

Comments

See attached

Mac R Plum.pdf

Verini.pdf

Verini 2.jpeg

Wards Painting.pdf

Portal End of Project Report

Up to three photographs to evidence your completed project activities as specified in your grant agreement.

Comments

2 photos attached, additional photo below

IMG_4965-1.jpeg

IMG_4967-1.jpeg

Additional documents

Photographs of completed project

Please attach up to three photographs to evidence your completed project activities as specified in your grant agreement.

IMG_4972-1.jpeg

Declaration

I am authorised by the grantee to submit this report and declare that:

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- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

By checking this box, I agree to all of the above declarations and confirm all of the above statements to be true.

Yes

Application SCVIIIABC000008

Report summary

Report

End of project report

Due date

30/11/2023

Status

Reviewed

Submitted date

30/11/2023

Submitted by

s 47F(1)

Report accepted date

13/12/2023

Project outcomes

Did you complete all project activities in line with your grant agreement?

Yes

Select which outcome your project primarily achieved.

Improve local community participation

Project benefits

On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?

2000

Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes?

No

Project expenditure

Project expenditure

Provide the following information about your eligible project expenditure.

Have you spent the entire grant amount to undertake your approved project?

Yes

If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project?

Not applicable

Released under the FOI Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Attachments

Agreed evidence

Portal End of Project Report

Up to three photographs to evidence your completed project activities as specified in your grant agreement.

Comments

We've purchased the items, configured and set them up in the new building media room. Attached are photos of the purchased and set-up equipment with the combined invoices (in PDF) and expenses listed (in Excel).

Cameras with purchased transmitter and converter.jpeg

Cameras with the purchased wireless transmitter.jpeg

Purchased_and_configured_equipment_1.jpeg

Purchased_and_configured_equipment_2.jpeg

Purchased_and_configured_equipment_3.jpeg

Purchased_and_configured_equipment_4.jpeg

Stronger_Communities_Programme_Round_8_Expenses.xlsx

Stronger_Communities_Programme_Round_8_Invoices.pdf

Additional documents

Photographs of completed project

Please attach up to three photographs to evidence your completed project activities as specified in your grant agreement.

| |
|--|
| Cameras with purchased transmeter and converter.jpeg |
|--|

| |
|--|
| Cameras with the purchased wireless transmitter.jpeg |
|--|

| |
|---|
| Purchased_and_configured_equipment_1.jpeg |
|---|

| |
|---|
| Purchased_and_configured_equipment_2.jpeg |
|---|

| |
|---|
| Purchased_and_configured_equipment_3.jpeg |
|---|

| |
|---|
| Purchased_and_configured_equipment_4.jpeg |
|---|

Declaration

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- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

By checking this box, I agree to all of the above declarations and confirm all of the above statements to be true.

Yes

Application SCVIIIABC000009

Report summary

Report

End of project report

Due date

30/4/2024

Status

Reviewed

Submitted date

6/5/2024

Submitted by

s 47F(1)

Report accepted date

9/5/2024

Project outcomes

Did you complete all project activities in line with your grant agreement?

Yes

Select which outcome your project primarily achieved.

Improve local community participation

Project benefits

On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?

137

Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes?

No

Project expenditure

Project expenditure

Provide the following information about your eligible project expenditure.

Have you spent the entire grant amount to undertake your approved project?

Yes

If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project?

Not applicable

Released under the FOI Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Attachments

Agreed evidence

Portal End of Project Report

Up to three photographs to evidence your completed project activities as specified in your grant agreement.

Comments

Photos show: - installed side gate - Cafe blinds installed - Garden beds Original proposal included activities costed at \$25,000. Activities completed spent the \$10,000 that were allocated.

IMG_5982.jpg

Additional documents

Photographs of completed project

Please attach up to three photographs to evidence your completed project activities as specified in your grant agreement.

| |
|--------------|
| IMG_5983.jpg |
| IMG_5984.jpg |

Declaration

I am authorised by the grantee to submit this report and declare that:

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- I am aware of the grantee's obligations under their grant agreement, including survival clauses
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

By checking this box, I agree to all of the above declarations and confirm all of the above statements to be true.

Yes

Application SCVIIIABC000007

Report summary

Report

End of project report

Due date

30/12/2023

Status

Reviewed

Submitted date

30/11/2023

Submitted by

s 47F(1)

Report accepted date

20/12/2023

Project outcomes

Did you complete all project activities in line with your grant agreement?

Yes

Select which outcome your project primarily achieved.

Improve local community participation

Released under the FOI Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Project benefits

On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?

10,000

Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes?

No

Project expenditure

Project expenditure

Provide the following information about your eligible project expenditure.

Have you spent the entire grant amount to undertake your approved project?

Yes

If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project?

Not applicable

Attachments

Agreed evidence

Portal End of Project Report

Up to three photographs to evidence your completed project activities as specified in your grant agreement.

Comments

Attached are photos of our new stove, dishwasher and office furniture.

dishwasher.jpg

office furniture.jpg

new stove.jpg

Additional documents

Photographs of completed project

Please attach up to three photographs to evidence your completed project activities as specified in your grant agreement.

bowls office deek.jpg

Declaration

I am authorised by the grantee to submit this report and declare that:

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- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

By checking this box, I agree to all of the above declarations and confirm all of the above statements to be true.

Yes

Application SCVIIIABC000005

Report summary

Report

End of project report

Due date

28/10/2023

Status

Reviewed

Submitted date

11/10/2023

Submitted by

s 47F(1)

Report accepted date

18/10/2023

Project outcomes

Did you complete all project activities in line with your grant agreement?

Yes

Select which outcome your project primarily achieved.

Improve local community participation

Released under the FOI Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Project benefits

On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?

500

Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes?

Yes

Provide details

Infrastructure projects end up costing more than anticipated due to unforeseen circumstances

Project expenditure

Project expenditure

Provide the following information about your eligible project expenditure.

Have you spent the entire grant amount to undertake your approved project?

Yes

If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project?

Yes

If applicable explain the reason for a project underspend or overspend.

overspent because when the builders were installing the pergola they found that the wood facade of the main building was rotting and needed replacement before they could continue the construction. That added over \$5000 to the initial cost

Attachments

Agreed evidence

Portal End of Project Report

Up to three photographs to evidence your completed project activities as specified in your grant agreement.

Comments

the attached photos show the final pergola completed

Pergola photo 1.jpg

Pergola photo 4.jpg

Pergola photo 3.jpg

Pergola photo 2.jpg

Additional documents

Photographs of completed project

Please attach up to three photographs to evidence your completed project activities as specified in your grant agreement.

Pergola photo 1.jpg

Declaration

I am authorised by the grantee to submit this report and declare that:

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- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

By checking this box, I agree to all of the above declarations and confirm all of the above statements to be true.

Yes

Application SCVIIIABC000006

Report summary

Report

End of project report

Due date

30/3/2024

Status

Reviewed

Submitted date

16/4/2024

Submitted by

s 47F(1)

Report accepted date

18/4/2024

Project outcomes

Did you complete all project activities in line with your grant agreement?

Yes

Select which outcome your project primarily achieved.

Contribute to vibrant and viable communities

Project benefits

On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?

500

Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes?

No

Project expenditure

Project expenditure

Provide the following information about your eligible project expenditure.

Have you spent the entire grant amount to undertake your approved project?

Yes

If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project?

Not applicable

Attachments

Agreed evidence

Portal End of Project Report

Up to three photographs to evidence your completed project activities as specified in your grant agreement.

Comments

Assembled table

Outdoor table.jpg

Additional documents

Photographs of completed project

Please attach up to three photographs to evidence your completed project activities as specified in your grant agreement.

Outdoor table.jpg

Declaration

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- I am aware of the grantee's obligations under their grant agreement, including survival clauses
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

By checking this box, I agree to all of the above declarations and confirm all of the above statements to be true.

Yes

Application SCVIIIABC000004

Report summary

Report

End of project report

Due date

30/4/2024

Status

Reviewed

Submitted date

13/6/2024

Submitted by

s 47F(1)

Report accepted date

14/6/2024

Project outcomes

Did you complete all project activities in line with your grant agreement?

Yes

Select which outcome your project primarily achieved.

Encourage and support participation in local projects

Project benefits

On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?

600

Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes?

Yes

Provide details

There were some unexpected delays on our part in getting the project done, but would like to highlight the assistance and patience with the grants team to allow us time in getting this completed. This is vital funding for a charity like ours and the need for the facility is priceless specially in engaging the youth.

Project expenditure

Project expenditure

Provide the following information about your eligible project expenditure.

Have you spent the entire grant amount to undertake your approved project?

Yes

If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project?

Not applicable

Released under the FOI Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

Attachments

Agreed evidence

Portal End of Project Report

Up to three photographs to evidence your completed project activities as specified in your grant agreement.

Comments

Thanks again

Photo 1.jpg

Photo 2.jpg

Additional documents

Photographs of completed project

Please attach up to three photographs to evidence your completed project activities as specified in your grant agreement.

Photo 1.jpg

Declaration

I am authorised by the grantee to submit this report and declare that:

- the information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth)
- the grant was spent in accordance with the grant agreement
- I am aware of the grantee's obligations under their grant agreement, including survival clauses
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

By checking this box, I agree to all of the above declarations and confirm all of the above statements to be true.

Yes

Application SCVIIIABC000003

Report summary

Report

End of project report

Due date

30/12/2023

Status

Reviewed

Submitted date

22/12/2023

Submitted by

s 47F(1)

Report accepted date

4/1/2024

Project outcomes

Did you complete all project activities in line with your grant agreement?

No

Explain why you did not complete all project activities.

Hello, as per my discussion with your office previously, the project is continuing but just running a little behind time based on completion date of 30 September. All criteria is currently being met and the project shall be completed within the next two - three weeks. We shall be able to submit the required full report with photographs by then. I am responding so as to make sure we are in keeping with the terms of the grant and my discussion some weeks back.

Delays across the period July - September have occurred for a variety of reasons including the misunderstanding by me (project co-ordinator) that we had 6 months not 3 to complete the project and then a subsequent long service leave holiday. The winter partner of our council owned facility had a messy change of administration in this time that delayed our discussions with them in regard to the project and we also had a plumbing problem in the building that delayed approx 3 weeks of access without running water. We couldn't have members, definitely not painters, in the building at this time. The ability to find suitable tradesmen to fit our weekday window and budget also took some time to find and subsequently obtain quotations as all had to visit the site after hours. All of these things caused a combined delay, considering that we are all volunteers with full time jobs outside of running a community club.

As of 23rd October 2023 the following has occurred.

- 1: Approval from local council has been given to proceed with project.
- 2: Approved painter has been appointed and they will commence painting on 24th October for approx one week.
- 3: Purchase of amenities for the community facility including tables, chairs, stools and better storage facilities have been purchased and will be delivered in the next week ONCE the painting has been finished and approved by council quality control team. The purchased items are in stock, paid for and suppliers are ready to be advised on delivery requirements.
- 4: There is a small amount of budget left (approx \$1000) that we have kept for any cost over runs. We will allocate this to small items to enhance community comforts once we establish final costs next week.

I hope this satisfies the reason for the project being a little behind. I am happy to discuss further if required.

Select which outcome your project primarily achieved.

Contribute to vibrant and viable communities

Project benefits

On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?

2000

Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes?

Yes

Provide details

Firstly we are very thankful for the opportunity to improve a very dated community club facility. We found major difficulty in quoting, the ability to meet suppliers onsite while being volunteers with limited timeframes and tradesmen with busy schedules wasn't easy. Research into amenities and product also took a long time to get value for money purchases that need to be commercial quality for longevity and regular use. Having to co-ordinate deliveries of product will also be logistically difficult with the club generally open "after hours" and weekends, and delivery companies wanting to deliver weekdays when our volunteer members are usually working. This is hard to co-ordinate.

Awaiting approvals from council (due process) and quotes from companies took longer than I expected, hence adding to our delays, albeit not long over deadline.

Project expenditure

Project expenditure

Provide the following information about your eligible project expenditure.

Have you spent the entire grant amount to undertake your approved project?

No

Provide detail on why all your grant funding was not spent on the approved project.

As mentioned previously, because we are delayed by a few weeks is the reason for complete expenditure not being spent. We have allowed a small amount for cost overruns and intend to use that remaining amount for further community club items once confirmed.

If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project?

Not applicable

Attachments

Agreed evidence

Portal End of Project Report

Up to three photographs to evidence your completed project activities as specified in your grant agreement.

Comments

Will supply images of completed works in next few weeks once complete. Attached is a close up of the brickwork walls that are being painted and copy of painters invoice.

Wall 1.jpg

Raynes painting invoice.pdf

Additional documents

Photographs of completed project

Please attach up to three photographs to evidence your completed project activities as specified in your grant agreement.

CGD letter of support.pdf

Declaration

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By checking this box, I agree to all of the above declarations and confirm all of the above statements to be true.

Yes

Application SCVIIIABC000001

Report summary

Report

End of project report

Due date

3/1/2024

Status

Reviewed

Submitted date

18/12/2023

Submitted by

s 47F(1)

Report accepted date

21/12/2023

Project outcomes

Did you complete all project activities in line with your grant agreement?

Yes

Select which outcome your project primarily achieved.

Contribute to vibrant and viable communities

Project benefits

On average, how many people are expected to utilise the upgraded facilities/equipment purchased through your project per year?

150

Is there any other information you wish to provide about your project, for example, lessons learnt and/or unexpected outcomes?

Yes

Provide details

The hall looks amazing with our refurbished floors and all our Narre Warren scouting leaders, youths and families mention how clean and wonderful it is now that it has been professionally upgraded. We are extremely excited to utilise our new look hall for hire for a range of community groups throughout next year and beyond.

Project expenditure

Project expenditure

Provide the following information about your eligible project expenditure.

Have you spent the entire grant amount to undertake your approved project?

Yes

If you are a local governing body, have you spent your total financial contribution required (matched funding) to undertake the approved project?

Not applicable

If applicable explain the reason for a project underspend or overspend.

Whilst organising the flooring refurbishment it was brought to my attention that the roof ridge cap was leaking water in a number of areas across the length of the hall. To ensure that our new flooring stays in excellent condition for as long as possible we organised for a professional to upgrade the roof and stop the leaks immediately.

Attachments

Agreed evidence

Portal End of Project Report

Up to three photographs to evidence your completed project activities as specified in your grant agreement.

Comments

As mentioned in our Project description we have upgraded our hall flooring to improve the quality of our services, including the addition of the Scout logo. We also upgraded our entry and emergency exit to ensure that we comply with government regulations as well as ensure the safety of the members of our group and hirers for future events. The rest of the grant money was utilised to repair the aged leaking roof and repaired guttering and rusting nails in conjunction with some of our own funds.

Floor.jpg

Roof restoration.jpg

Front door upgrade.jpg

Additional documents

Photographs of completed project

Please attach up to three photographs to evidence your completed project activities as specified in your grant agreement.

| |
|----------------------------|
| NWSG Exit door.jpg |
| Scout logo on floor.jpg |
| Floor with front entry.jpg |

Declaration

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- I am aware of the grantee's obligations under their grant agreement, including survival clauses
- I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

By checking this box, I agree to all of the above declarations and confirm all of the above statements to be true.

Yes