



**Question 1 and 2 – List of Local Projects Local Jobs – Status, value, and unspent funds**

The Department of Communities, through the former agencies of Child Protection and Family Support, and Local Government and Communities was allocated a total of 95 projects. Of this seven were allocated to Child Protection and Family Support, and 88 to Local Government and Communities. One of the projects allocated to Local Government and Communities was reallocated to the Department of Local Government, Sport and Cultural Industries. In summary, the Department of Communities administered 94 projects.

Indicates Project on original list however didn't proceed/project cancelled

Indicates Project status is in progress

Indicates Project on original list however didn't proceed/project cancelled

Projects administered by Child Protection and Family Support

Project No	Ministerial Portfolio	Organisation	Description	Amount Paid (b)	Date Paid	Acquittal Due Date	Date Acquitted	Unspent funds (c) & (d)	Status (a) & (e)
MET496	Prevention of Family and Domestic Violence	Uniting Church	Earthworks, construction of driveway and drainage works	\$10,000	8 February 2019	31 October 2019	11 September 2019	\$0	Completed
MET207	Community Services	Dungeon Youth Centre Inc (now transferred to Whitelion Youth Agency Ltd)	Youth drop-in centres	\$ 80,000	28 August 2017	31 July 2018	23 August 2018	\$0	Completed

<b>Project No</b>	<b>Ministerial Portfolio</b>	<b>Organisation</b>	<b>Description</b>	<b>Amount Paid (b)</b>	<b>Date Paid</b>	<b>Acquittal Due Date</b>	<b>Date Acquitted</b>	<b>Unspent funds (c) &amp; (d)</b>	<b>Status (a) &amp; (e)</b>
MET208	Community Services	Parkerville Children and Youth Care Incorporated	Painting of the George Jones Advocacy Centre and replacement of pavers and steps to the surrounding areas	\$30,000	9 February 2018	31 January 2019	1 October 2019	\$0	Completed
MET461	Community Services	Youth Futures WA	Purchase of items to support struggling young mothers in the northern suburbs, including mattresses, nappies, baby food and clothing	\$20,000	18 September 2017	31 July 2018	26 July 2018	\$0	Completed
MET375	Prevention of Family and Domestic Violence	Orana House Inc.	Upgrade of children's play areas and construction of storage shed at the Family and Domestic Violence Accommodation and Support Services	\$7,000	28 August 2017	31 August 2018	30 July 2018	\$0	Completed

Project No	Ministerial Portfolio	Organisation	Description	Amount Paid (b)	Date Paid	Acquittal Due Date	Date Acquitted	Unspent funds (c) & (d)	Status (a) & (e)
MET464	Prevention of Family and Domestic Violence	Patricia Giles Centre Inc.	Operation of a family holiday camp, mattresses, linen, pillows, covers, crockery, pots and pans, DVD players, vacuum cleaners, starter packs and a school uniform fund to women and children escaping family and domestic violence	\$40,000	21 August 2017	30 June 2019	20 September 2019	\$0	Completed
MET454	Prevention of Family and Domestic Violence	Starick Services	Purchase of a new car and upgrade to refuge	\$ 247,000	1 May 2018	30 June 2020			Acquittal date has been extended to June 2020.

Projects administered by Local Government and Communities

Project No	Ministerial Portfolio	Organisation	Description	Amount Paid	Date Paid	Acquittal Due Date	Date Acquitted	Unspent funds	Comments
	Community Services	Art of Living Foundation Ltd	Community yoga for children, seniors and other community sectors					\$1,000	Project cancelled. An alternative project was not identified.

Project No	Ministerial Portfolio	Organisation	Description	Amount Paid	Date Paid	Acquittal Due Date	Date Acquitted	Unspent funds	Comments
MET068	Community Services	Bassendean Community Men's Shed Inc.	Purchase of equipment	\$15,000	25 October 2017	31 December 2019			Grant provided with condition for organisation to confirm the location of new premises. Extension approved to 31 December 2019.
MET118	Community Services	Chidlow Family Playgroup & Community Kindergarten Inc.	Purchase of kids outdoor play equipment and building maintenance	\$10,000	25 October 2017	30 November 2018	7 December 2018	\$0	Completed
MET083	Community Services	City of Belmont	Establishment of garden beds and shade structures	\$10,000	25 January 2018	30 April 2018	1 June 2018	\$0	Completed
MET133	Community Services	City of Wanneroo	Establishment of community garden	\$50,000	16 August 2017	31 October 2019			Extension approved to 31 October 2019
MET223	Community Services	City of Wanneroo	Knit for Hope Campaign	\$3,000	16 August 2017	31 March 2018	28 March 2018	\$0	Completed

Project No	Ministerial Portfolio	Organisation	Description	Amount Paid	Date Paid	Acquittal Due Date	Date Acquitted	Unspent funds	Comments
MET147	Community Services	Dale Cottages Inc.	Garden seating and repairs to gym equipment	\$5,000	2 August 2017	31 December 2017	23 August 2018	\$0	Completed
MET174	Community Services	Ellenbrook and District Mens Shed Inc.	Construction of verandah enclosure and contribution to annual operating costs.	\$ 20,000	2 August 2017	28 February 2018	29 May 2018	\$0	Completed
MET179	Community Services	Environment House Inc.	Computer upgrades and purpose-built community food garden and workshop delivery area	\$45,000	16 August 2017	31 October 2018	24 April 2019	\$0	Completed
MET194	Community Services	Foothills Information & Referral Service	Computer upgrades, supply and installation of interior partitioning to allow for multiple use	\$50,000	2 August 2017	28/02/2018	29 November 2018	\$0	Completed

Project No	Ministerial Portfolio	Organisation	Description	Amount Paid	Date Paid	Acquittal Due Date	Date Acquitted	Unspent funds	Comments
MET231	Community Services	Hamersley Habitat Community Garden Inc.	Power upgrade and new upgrade facilities	\$40,000	30 June 2017 - paid \$30,000 26 October 2017 - paid \$10,000	31 August 2018	22 February 2018	\$0	Completed
MET195	Community Services	Heart & Soul Menshed Inc. Forrestdale	Solar panels	\$5,000	2 August 2017	30 November 2017	16 August 2017	\$0	Completed
MET248	Community Services	Highgate Forrest Park Playgroup Inc	Repairs and equipment	\$20,000	22 June 2018	31 August 2018	11 September 2018	\$0	Completed
MET182	Community Services	Joondalup Men's Shed Inc	Upgrade of materials and equipment and provision of Red Cross First Aid Kits	\$5,000	2 August 2017	30 November 2017	11 May 2018	\$0	Completed
MET298	Community Services	Langford Aboriginal Association Inc.	Facilities upgrade	\$50,000	2 August 2017	28 February 2019	14 May 2019	\$0	Completed
MET319	Community Services	.Marjorie Mann Lawley Day Care Centre Inc	Early learning for community-based child care centre and computer equipment upgrade	\$13,000	2 August 2017	30 November 2017	31 January 2018	\$0	Completed

Project No	Ministerial Portfolio	Organisation	Description	Amount Paid	Date Paid	Acquittal Due Date	Date Acquitted	Unspent funds	Comments
MET342	Community Services	North East Region Training Association Incorporated (Morley Training Centre)	Computer updates and other items.	\$20,000	2 August 2017	30 November 2017	21 May 2019	\$0	Completed
MET377	Community Services	Osborne Park Agricultural Society Inc.	Facility and equipment upgrade	\$20,000	2 August 2017	30 November 2017	10 September 2018	\$387 Retained by the organisation	Completed
MET428	Community Services	South East Regional Centre for Urban Landcare Inc .	Construction of toilet facilities	\$50,000	2 August 2017	31 August 2019	27 August 2019	\$0	Due to project delays, second variation was approved to 31 August 2019. Completed
MET382	Community Services	South Lake Ottey Family & Neighbourhood Centre Inc.	Capital upgrades	\$100,000	25 October 2017	31 October 2018	26 April 2019	\$0	Completed
MET449	Community Services	St Denis P & F Association	Nature playground and associated works	\$25,000	2 August 2017	28 February 2018	15 November 2017	\$0	Completed
MET475	Community Services	Swan View & District Agricultural Arts Society	Permanent infrastructure, staging and lighting, storage shed and signage	\$15,000	30 August 2017	31 December 2017	19 December 2018	\$0	Completed

Project No	Ministerial Portfolio	Organisation	Description	Amount Paid	Date Paid	Acquittal Due Date	Date Acquitted	Unspent funds	Comments
MET071	Community Services	The Baysie Rollers Inc.	Beautification of Bayswater Village Precinct	\$40,000	30 August 2017	28 February 2022			Project being delivered over multiple years.
MET127	Community Services	The Coastal Motor Cycle Club W.A. Incorporated	Upgrades to front of clubhouse and canteen and bar area	\$90,000	2 August 2017	31 January 2018	28 November 2018	\$0	Completed
MET161	Community Services	The Earlybirds Playgroup Incorporated	Upgrades, including improvements to playground.	\$20,000	30 August 2017	30 September 2018	9 May 2019	\$14 Retained by the Organisation	Completed
MET511	Community Services	The Northern Suburbs Men's Shed	Equipment upgrade	\$12,500	30 August 2017	31 December 2017	11 May 2018	\$0	Completed
MET525	Community Services	William Langford Community House Incorporated	Building extensions	\$50,000	25 October 2017	31 December 2018	15 April 2019	\$0	Completed
MET535	Community Services	Yokine Community Playgroup Inc.	Local advertising, operational costs and purchase of toys.	\$ 5,000	30 August 2017	28 February 2018	19 March 2018	\$0	Completed
MET361	Seniors and Ageing	City of Stirling	Facility upgrades and maintenance	\$50,000	28 July 2017	31 August 2018	3 September 2018	\$0	Completed



Project No	Ministerial Portfolio	Organisation	Description	Amount Paid	Date Paid	Acquittal Due Date	Date Acquitted	Unspent funds	Comments
MET376	Seniors and Ageing	City of Stirling	Floor and equipment upgrade	\$15,000	28 July 2017	31 August 2018	3 September 2018	\$0	Completed
MET212	Seniors and Ageing	City of Wanneroo	Upgrade of Girrawheen Seniors Community Hall and provision of a new sound system and exercise and gaming equipment	\$ 290,000	18 October 2017	28 May 2019	17 September 2019	*1\$2,119.93	Acquittal date extended to 30 August 2019.  Tax invoice sent and waiting for unspent fund of \$2,119.93 to be returned.
MET329	Seniors & Ageing	Melville Cares Inc.	Facilities upgrade, purchase of new equipment and vehicles	\$55,000	28 July 2017	30 November 2017	7 December 2017	\$0	Completed
MET459	Seniors and Ageing	Stock Road Senior Citizen's Club (Inc)	Facilities upgrade, purchase of new equipment	\$25,000	28 July 2017	31 December 2019			Due to project delays, acquittal date has been extended to 31 December 2019.

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<sup>1</sup> According to Grants policy and Procedures 2016, unexpended grant funds to a maximum of 10% or \$1,000, whichever is less, of the initial grant may be retained by the organisation, on the provisional approval of the delegated authority.

Project No	Ministerial Portfolio	Organisation	Description	Amount Paid	Date Paid	Acquittal Due Date	Date Acquitted	Unspent funds	Comments
MET130	Veterans Issues	Returned Services League City of Cockburn Sub-Branch	Construction of a patio and installation of rainwater tanks and solar panels	\$48,360	25 October 2017	30 June 2018	28 August 2018	*2\$5,745 Returned to Department	Completed
MET117	Veterans Issues	The Returned & Services League Australia WA Branch Inc. - Chidlow & District RSL	Finalisation of RSL memorial site and capital works to Chidlow Hall	\$20,000	28 July 2017	28 February 2018	25 January 2018	\$0	Completed
MET022	Youth	Girl Guides of Western Australia Inc. - Armadale Guide Unit	Flooring for clubrooms' patio	\$ 3,800	25 October 2017	31 December 2018	11 December 2018	\$0	Completed
MET313	Youth	Girl Guides of Western Australia Inc. - Maddington Guide Unit	Gear and training	\$3,000	25 October 2017	31 December 2018	11 December 2018	\$0	Completed
MET432	Youth	Girl Guides of Western Australia Inc. - Serpentine Jarrahdale Girl Guides	Equipment purchases	\$1,600	25 January 2018	28 February 2018	30 May 2018	\$0	Completed

<sup>2</sup> According to Grants policy and Procedures 2016, unexpended grant funds to a maximum of 10% or \$1,000, whichever is less, of the initial grant may be retained by the organisation, on the provisional approval of the delegated authority.

Project No	Ministerial Portfolio	Organisation	Description	Amount Paid	Date Paid	Acquittal Due Date	Date Acquitted	Unspent funds	Comments
MET445	Youth	Girl Guides of Western Australia Inc. - Spearwood Girl Guides	Upgrades to Spearwood Bowling Club and support for Girl Guides to attend a camp	\$10,000	25 January 2018	31 March 2018	2 May 2018	\$0	Completed
MET124	Youth	City of Wanneroo	Design of the Clarkson Youth Centre redevelopment	\$10,000	25 October 2017	31 December 2018	17 April 2019	\$0	Completed
MET374	Youth	Save the Children Australia Trust	One Step Closer initiative	\$220,000	11 August 2017	31 March 2019	29 March 2019	\$0	Completed
MET042	Youth	The Scout Association of Australia/ Western Australian Branch - Attadale Scout Group	Facilities upgrade and purchase of new equipment	\$6,000	11 August 2017	31 March 2018	26 March 2018	\$0	Completed
MET051	Youth	The Scout Association of Australia/ Western Australian Branch - Balcatta/Amelia Heights Scout Group	Upgrade to hall, grounds and equipment	\$10,000	11 August 2017	30 September 2018	25 September 2018	\$0	Completed

Project No	Ministerial Portfolio	Organisation	Description	Amount Paid	Date Paid	Acquittal Due Date	Date Acquitted	Unspent funds	Comments
MET060	Youth	The Scout Association of Australia/ Western Australian Branch - Ballajura Scout Group	New hall	\$ 50,000	11 August 2017	31 December 2018	1 August 2019	\$ 13,980- * <sup>3</sup> Returned to Department	Completed
MET102	Youth	The Scout Association of Australia/ Western Australian Branch - Byford Scout Group	Provision of gazebos and cool boxes	\$ 1,600	11 August 2017	30 September 2018	25 September 2018	\$0	Completed

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<sup>3</sup> According to Grants policy and Procedures 2016, unexpended grant funds to a maximum of 10% or \$1,000, whichever is less, of the initial grant may be retained by the organisation, on the provisional approval of the delegated authority.

Project No	Ministerial Portfolio	Organisation	Description	Amount Paid	Date Paid	Acquittal Due Date	Date Acquitted	Unspent funds	Comments
MET468	Youth	The Scout Association of Australia/ Western Australian Branch - Dianella Scout Group & Morley Scout Group	\$10,000 grant to both the Morley and Dianella Scouts to upgrade equipment, promote themselves and support kids who otherwise may not be able to afford to take part.	\$20,000	11 August 2017	31 March 2018	26 March 2018	\$687  Retained by the organisation	Completed
MET168	Youth	The Scout Association of Australia/ Western Australian Branch - Eastern Hills Scout Group	Purchase of canoes	\$3,000	11 August 2017	30 September 2018	25 September 2018	\$0	Completed
MET551	Youth	The Scout Association of Australia/ Western Australian Branch - Goollelal Greenwood Scout Group	Equipment	\$4,000	19 October 2017	31 March 2018	5 April 2018	\$0	Completed

Project No	Ministerial Portfolio	Organisation	Description	Amount Paid	Date Paid	Acquittal Due Date	Date Acquitted	Unspent funds	Comments
MET232	Youth	The Scout Association of Australia/ Western Australian Branch - Hammersley Scout Group	Facility and equipment upgrade	\$10,000	11 August 2017	31 March 2018	26 March 2018	\$0	Completed
MET304	Youth	The Scout Association of Australia/ Western Australian Branch - Liddelow Scout Group	Tents and camping support	\$2,000	11 August 2017	31 March 2018	26 March 2018	\$0	Completed
MET001	Youth	The Scout Association of Australia/ Western Australian Branch - Mundaring Scout Group	Installation of new front doors, security lights, alarm system and heaters	\$ 10,000	11 August 2017	31 May 2018	26 March 2018	\$0	Completed
MET403	Youth	Town of Bassendean	Purchase of a car for Ryde Program for Bassendean Youth Service	\$20,000	28 July 2017	31 December 2017	5 February 2018	\$10 Retained by the organisation	Completed
MET240	Community Services	Arche Health Ltd	Capital items for Headspace Armadale	\$ 5,000	28 June 2017	31 October 2017	2 November 2017	\$0	Completed

Project No	Ministerial Portfolio	Organisation	Description	Amount Paid	Date Paid	Acquittal Due Date	Date Acquitted	Unspent funds	Comments
MET026	Community Services	Armadale Community Men's Shed Inc.	Equipment upgrade	\$2,000	28 June 2017	30 November 2017	14 November 2017	\$0	Completed
MET033	Community Services	Asbestos Diseases Society of Australia Inc.	Patient waiting area and kitchen upgrade	\$25,000	28 June 2017	31 March 2018	9 May 2018	\$0	Completed
MET466	Community Services	Bayswater Child Care Association (Incorporated)	Equipment facility upgrade	\$25,000	28 June 2017	30 November 2017	13 March 2019	\$0	Completed
MET086	Community Services	Belmont Men's Shed Inc	Wood and metalwork project	\$20,000	28 June 2017	28 February 2018	17 May 2018	\$10 Retained by the organisation	Completed
MET094	Community Services	Bicton Men's Shed Inc.	Purchase of specialist equipment	\$10,000	28 June 2017	28 February 2018	11 September 2018	\$0	Completed
MET104	Community Services	Camillo Action Group Inc.	Camillo Community Garden	\$ 1,000	28 June 2017	31 October 2017	24 May 2018	\$0	Completed
MET123	Community Services	Citizens Advice Bureau of WA Inc.	Refurbishment of offices	\$ 5,000	28 June 2017	30 November 2017	1 November 2018	\$0	Completed
MET144	Community Services	Crossways Community Services	Men's Shed tool cabinets	\$1,000	28 June 2017	31 December 2017	31 May 2018	\$25 Retained by the organisation	Completed

Project No	Ministerial Portfolio	Organisation	Description	Amount Paid	Date Paid	Acquittal Due Date	Date Acquitted	Unspent funds	Comments
MET199	Community Services	Frank Konecny Community Centre Inc.	Sensory garden	\$10,000	28 June 2017	31 December 2017	28 August 2018	\$0	Completed
MET205	Community Services	Friends of the Community Inc.	Family affordable meals	\$40,000	28 June 2017	30 November 2018	18 December 2018	\$0	Completed
MET221	Community Services	Gosnells Community Men's Shed Inc.	Refurbishment of activity and meeting room	\$7,500	28 June 2017	30 November 2017	28 November 2017	\$0	Completed
	Community Services	Growing Change Australia Inc.	Community Farm Garden	\$ -	Not applicable	Not applicable	Not applicable	\$ 80,000	Project cancelled. An alternative project was not identified.
MET255	Community Services	Hope Community Services Ltd	Street signage	\$ 5,000	28 June 2017	31 October 2017	3 November 2017	\$0	Completed
MET269	Community Services	Joondanna Community Garden Inc.	Joondanna Community Share Space	\$40,000	28 June 2017	31 August 2019			Acquittal due 31 August 2019. Being followed up by the Grants.
MET273	Community Services	Kalamunda Men's Shed Inc.	CNC Router	\$1,000	28 June 2017	31 December 2017	17 July 2017	\$0	Completed
MET280	Community Services	Kelmscott Community Garden Inc.	Community garden	\$ 1,000	28 June 2017	31 October 2017	31 October 2017	\$0	Completed



Project No	Ministerial Portfolio	Organisation	Description	Amount Paid	Date Paid	Acquittal Due Date	Date Acquitted	Unspent funds	Comments
MET308	Community Services	Lions Club of Gosnells Inc.	Strengthening Communities	\$2,000	28 June 2017	31 August 2018	6 November 2018	\$1 Retained by organisation	Completed
MET327	Community Services	Meela Child Care Centre Inc.	Play equipment and resources	\$ 5,000	28 June 2017	30 November 2017	29 November 2017	\$0	Completed
MET335	Community Services	Midland Men's Shed Inc.	Establishment of Midland Men's Shed	\$10,000	28 June 2017	31 October 2017	1 September 2017	\$0	Completed
MET349	Community Services	Mount Lawley Neighbourhood Toy Library Inc.	Purchase of specialised toys	\$ 5,000	28 June 2017	30 November 2017	29 November 2017	\$0	Completed
MET346	Community Services	Mt Lawley Childcare Centre Inc.	Upgrade of outdoor play area	\$ 5,000	28 June 2017	28 February 2018	25 May 2018	\$0	Completed
MET318	Community Services	Mundarda Child Care Centre	Mundarda Community Garden	\$2,000	28 June 2017	31 December 2017	5 July 2018	\$0	Completed
MET411	Community Services	Riverdale Child Care & Community Centre Inc.	Bathroom renovations	\$ 2,000	28 June 2017	30 September 2017	25 July 2017	\$0	Completed
MET416	Community Services	Roleystone Community Garden Inc.	Purchase and installation of water tanks	\$7,000	28 June 2017	28 February 2018	30 May 2018	\$0	Completed
MET421	Community Services	Rotary Club of Mundaring Inc.	Mundaring Food Van	\$30,000	28 June 2017	30 November 2018	1 April 2019	\$0	Completed

Project No	Ministerial Portfolio	Organisation	Description	Amount Paid	Date Paid	Acquittal Due Date	Date Acquitted	Unspent funds	Comments
MET309	Community Services	Six054 Community Resource Association Inc.	Community Garden access for people with disability and water harvesting	\$9,600	28 June 2017	31 January 2018	21 March 2019	\$0	Completed
MET218	Community Services	St Vincent de Paul Society (WA) Inc.	SVDP Gosnells Conference	\$10,000	28 June 2017	31 May 2018	14 December 2018	\$22 Retained by organisation	Completed Funds retained by the organisation
MET463	Community Services	The Northern Suburbs Stroke Support Group Inc.	Purchase of t-shirts and equipment	\$5,000	28 June 2017	30 November 2017	18 September 2017	\$0	Completed
MET511A	Community Services	Wanneroo Community Men's Shed Inc.	Purchase of fork lift	\$12,500	28 June 2017	31 August 2018	7 July 2017	\$0	Completed
MET316	Seniors and Ageing	Council on the Ageing WA Inc.	Mall walking	\$ 25,000	28 June 2017	1 April 2019	16 April 2019	\$0	Completed
MET097	Veterans Issues	Bicton Palmyra Returned and Services League Sub Branch	Maintenance works	\$ 10,000	28 June 2017	31 December 2017	27 October 2017	\$0	Completed
MET294	Veterans Issues	Returned & Service League Kwinana Sub-Branch	Facility upgrade	\$ 60,000	28 June 2017	31 December 2017	4 December 2017	\$0	Completed

Project No	Ministerial Portfolio	Organisation	Description	Amount Paid	Date Paid	Acquittal Due Date	Date Acquitted	Unspent funds	Comments
MET380	Veterans Issues	Returned & Service League Osborne Park Sub Branch	Maintenance and upgrade of hall	\$ 18,000	28 June 2017	28 February 2018	5 September 2018	\$686	Completed
MET101	Youth	Byford Baptist Church	Byford Baptist Church Youth Group	\$2,800	28 June 2017	30 September 2017	29 January 2018	\$0	Completed

DRAFT

***Question 3- Please provide copies of the template grant agreement(s) used by your agency to administer LPLJ projects.***

Attached

**Document 1** – Template used for Grants over \$10,000 from the Non-Government Policy and Funding Unit (NGPF)

(Note this NGPF template was also used for the grant agreement with Orana House for \$7,000)

**Document 2** – Template used for grants over \$50,000 from Community Funding Unit

**Document 3** – Template used for grants under \$50,000 from Community Funding Unit

**THE CHILDREN AND COMMUNITY SERVICES MINISTERIAL BODY  
THROUGH THE DEPARTMENT OF COMMUNITIES (State Party)**

**and**

**ORGANISATION**

**for**

**GRANT TITLE/PROJECT**

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**DELIVERING COMMUNITY SERVICES  
IN PARTNERSHIP  
GRANT AGREEMENT**

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*(To be used for Grants \$10,000 and over)*

**(Insert contract term)**  
Agreement Term [Day Month Year] – [Day Month Year]

THIS GRANT AGREEMENT is made on                      day of                      20

**BETWEEN**

**THE CHILDREN AND COMMUNITY SERVICES MINISTERIAL BODY  
THROUGH THE DEPARTMENT OF COMMUNITIES (State Party)**

and

**ORGANISATION** (Organisation)

**Australian Business Number (ABN):** ...

## **RECITALS**

The Organisation has applied to the State Party for financial assistance to undertake the Approved Purpose and the State Party has agreed to provide a grant subject to the terms and conditions of this Agreement.

**THE PARTIES AGREE as follows:**

### **1. DEFINITIONS AND INTERPRETATION**

In this Agreement, unless the context otherwise requires:

**Agreement** means this Grant Agreement, including its recitals and any schedules or annexures (if any).

**Acquittal** occurs when the State Party has advised the Organisation that the reports and financial information provided by the Organisation in accordance with clause 3.6 are satisfactory.

**Approved Purpose** means the purpose or purposes set out in item 1 of Schedule 1.

**Auditor** means an accountant who is a member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants and who is independent from the Organisation.

**Auditor General** means the Auditor General for the State of Western Australia.

**Business Day** means a day other than a Saturday, Sunday or public holiday in Western Australia.

**Grant** means the amount or amounts specified in item 7 of Schedule 1.

**Party** means each of the State Party or the Organisation as the context requires and **Parties** means both of them.

**Project** means the initiative or activities to be undertaken with the Grant specified in item 2 of Schedule 1.

## **2. PAYMENT OF GRANT**

Subject to the terms and conditions of this Agreement, the State Party will pay to the Organisation the Grant amount in accordance with the payment schedule specified in item 8 of Schedule 1.

## **3. OBLIGATIONS OF ORGANISATION**

### **3.1 Use of Grant Payment**

The Organisation will use the Grant solely for the Approved Purpose.

### **3.2 No Changes**

The Organisation will not make any changes to the Approved Purpose without the prior written consent of the State Party.

### **3.3 No Endorsement**

The Organisation agrees that nothing in this Agreement constitutes an endorsement by the State Party of any goods or services provided by the Organisation.

### **3.4 Acknowledgement of State Party**

The Organisation will acknowledge the State Party in the manner set out in item 6 of Schedule 1.

### **3.5 Request for Information**

- (a) The Organisation is to provide the State Party with any documents or information relating to this Agreement or the Project within ten (10) business days of receiving such a request from the State Party.

### **3.6 Accounts and Reporting**

- (a) The Organisation is to provide the progress reports, evaluation reports and financial statements specified in Schedule 2.
- (b) The Organisation is to keep proper financial records in accordance with generally accepted accounting principles and practices.

### **3.7 Special Conditions of Grant**

The Organisation agrees to comply with the special conditions (if any) specified in item 4 of Schedule 1.

### **3.8 General Undertaking of Organisation**

The Organisation must:

- (a) at all times duly perform and observe its obligations under this Agreement and will promptly inform the State Party of any occurrence which might adversely affect its ability to do so in a material way;
- (b) undertake its responsibilities under this Agreement with integrity, good faith and probity in accordance with good corporate governance practices;
- (c) not, nor attempt to, sell, transfer, assign, mortgage, charge or otherwise dispose of or deal with any of its rights, entitlements and powers or obligations under this Agreement;
- (d) comply with all State and Commonwealth laws, rules, regulations and by-laws;
- (e) cooperate fully with the State Party in the administration of this Agreement; and
- (f) upon reasonable notice, provide the State Party or its agents, with access at any reasonable time and from time to time to the Organisation's premises, financial records, other documents, equipment and other property for the purpose of audit and inspection by the State Party in order to verify compliance by the Organisation with this Agreement.

## **4. REPAYMENT AND RETENTION OF GRANT**

The Organisation must repay to the State Party any amounts that the State Party has paid which are not used in accordance with this Agreement unless there has been written agreement otherwise between the parties.



## **5. LIMITATION OF LIABILITY**

The State Party does not accept any responsibility or liability for the success or otherwise of the Approved Purpose and is not liable for any losses which may be suffered by the Organisation in undertaking the Approved Purpose.

## **6. FREEDOM OF INFORMATION ACT 1992 AND FINANCIAL MANAGEMENT ACT 2006**

- (a) The Organisation acknowledges and agrees that this Agreement and information regarding it is subject to the *Freedom of Information Act 1992* and that the State Party may publicly disclose information in relation to this Agreement, including its terms and the details of the Organisation.
- (b) The parties acknowledge and agree that, despite any provision of this Agreement to the contrary, the powers and responsibilities of the Auditor General under the *Financial Management Act 2006* are not limited or affected by this Agreement.
- (c) The Organisation must allow the Auditor General, or an authorised representative, to have access to and examine the Organisation's records and information concerning this Agreement.

## **7. NOTICES**

### **7.1 Notices Generally**

Each notice or other communication given under this Agreement:

- (a) must be in writing;
- (b) must be signed by the party making it or (on that party's behalf) by the solicitor for, or an attorney, director, secretary or authorised officer of the Party giving notice; and
- (c) must be:
  - (i) delivered or sent by prepaid post to the address of the Party receiving the notice as set out in item 5 of Schedule 1; or
  - (ii) sent by email in the form of a PDF file letter to the email address of the Party receiving the notice as set out in item 5 of Schedule 1.
- (d) subject to paragraph (e), is taken to be received:
  - (i) in the case of prepaid post, on the third Business Day after posting to an address within Australia, and on the

- fifth Business Day after the date of posting by airmail to an address outside Australia;
- (ii) in the case of email, at the time in the place to which it is sent equivalent to the time shown on the automatic receipt notification received by the Party sending the email; or
- (iii) in the case of hand delivery, on delivery.
- (e) if the notice or other communication is taken to be received on a day which is not a Business Day or after 5.00pm, it is taken to be received at 9:00am on the next Business Day.

## **7.2 Notices Sent by Email**

With respect to a notice sent by email, the Parties agree that the following applies:

- (a) any text in the body of the email or the subject line will not form part of the notice; and
- (b) an attachment to the email will only form part of the notice if it is in .pdf format or such other format as may be agreed between the parties from time to time, and with respect to any notice sent by email under or in connection with this Agreement, each Party must ensure that:
  - (c) its firewall and/or email server (as applicable):
    - (i) allows messages of up to 10MB to be received;
    - (ii) in the case of the Organisation, does not trap any messages in the spam filter which have been sent from the State Party domain; and
    - (iii) automatically sends a receipt notification to the sender upon receipt of a message.
  - (d) its systems automatically send a notification message to each of the sender and the recipient when a message is received by the recipient's domain that cannot or will not be delivered to the recipient.

## **8. DEFAULT AND TERMINATION**

### **8.1 Event of Default by the Organisation**

An Event of Default occurs if:

- (a) the Organisation breaches any of its obligations under this Agreement which continues without remedy for ten (10) business days after notice in writing has been served on the Organisation by the State Party;
- (b) the Organisation becomes insolvent or is deemed to be insolvent under the *Corporations Act 2001* (Commonwealth); or
- (c) if the State Party has reasonable grounds to believe that the Organisation is unwilling or unable to comply with its obligations under this Agreement.

### **8.2 Effect of Event of Default**

If an Event of Default occurs, the State Party may either:

- (a) terminate the Agreement by providing a further ten (10) business days notice in writing to the Organisation of the Event of Default; or
- (b) suspend payment of the Grant amount until the Event of Default is remedied.

### **8.3 Recommencement of Grant Payment**

The State Party may, in its absolute discretion, recommence payment of the Grant amount if and when the Organisation has rectified the Event of Default.

### **8.4 Acquittal**

Unless earlier terminated, this Agreement will terminate at the time of Acquittal.

## **9. GOODS AND SERVICES TAX (GST)**

- (a) For the purposes of clause 9:
  - (i) “GST” means the goods and services tax applicable to any taxable supplies as determined by the GST Act;
  - (ii) “GST Act” means *A New Tax System (Goods and Services Tax) Act 1999* (Commonwealth) and includes all associated legislation and regulations; and
  - (iii) the terms “supply”, “tax invoice”, “taxable supply” and “value” have the same meanings as in the GST Act.

- (b) If the supply of anything under this Agreement is a taxable supply under the GST Act, the Grant amount shall be inclusive of GST.
- (c) The obligation of the State Party to pay the GST on any supply by the Organisation under this Agreement is conditional upon the prior issue by the Organisation to the State Party of a tax invoice, which complies with the GST Act. This provision applies notwithstanding any law to the contrary.
- (d) If the parties agree that the State Party will issue the Organisation with a Recipient Created Tax Invoice (RCTI), then the parties hereby agree that:
  - (i) the State Party will issue a RCTI in respect of GST payable on the supply of the Project and the Organisation will not issue a tax invoice in respect of that supply;
  - (ii) the Organisation warrants that it is registered for the purposes of GST and the Organisation will notify the State Party in writing if it ceases to be registered for the purposes of GST during the term of this Agreement (“the Term”);
  - (iii) the State Party warrants that it is registered for the purposes of GST and the State Party will notify the Organisation in writing if it ceases to be registered for the purposes of GST, or if it ceases to satisfy the requirements of the *GST Act* during the Term; and
  - (iv) the State Party will indemnify and keep indemnified the Organisation for GST and any related penalty that may arise from an understatement of the GST payable on the supply of the Project for which the State Party issues a RCTI under this Agreement.

## **10. RELATIONSHIP**

The Parties agree that nothing in this Agreement may be construed to make either of them a partner, agent, employee or joint venturer of the other.

## **11. WAIVER**

- (a) No right under this Agreement shall be deemed to be waived except by notice in writing signed by both parties.
- (b) A waiver by either party will not prejudice that party’s rights in relation to any further breach of this Agreement by the other party.
- (c) Any failure to enforce this Agreement, or any forbearance, delay or indulgence granted by one party to the other party will not be construed as a waiver of any rights.

## **12. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the parties and supersedes all communications, negotiations, arrangements and agreements, whether oral or written, between the parties with respect to the subject matter of this Agreement.

## **13. VARIATION**

Any modification, amendment or other variation to this Agreement must be made in writing duly executed by both parties.

## **14. DISPUTE RESOLUTION**

Before resorting to external dispute resolution mechanisms, the Parties shall in good faith attempt to settle by negotiation any dispute in relation to this Agreement, and where practical, each Party shall refer the matter to personnel who have authority to intervene and facilitate some form of resolution.

Executed by the Parties hereto:

**SIGNED** for and on behalf of  
**THE CHILDREN AND COMMUNITY SERVICES MINISTERIAL BODY  
THROUGH THE DEPARTMENT OF COMMUNITIES (State Party)**

by the Ministerial Delegate, Executive Director Contracting

\_\_\_\_\_  
Signature of Authorised Person

\_\_\_\_\_  
Print full name of Authorised Person

**For and on behalf of the Organisation:**

(Organisations should use common seal of a company or incorporated association, where appropriate.)

\_\_\_\_\_  
Signature of Authorised Person

\_\_\_\_\_  
Print full name of Authorised Person

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Position of Authorised Person

## SCHEDULE 1

### DEFINITION OF PROJECT OR SERVICE TO BE FUNDED

#### 1. **Approved Purpose of Grant**

*[Include full description of the Approved Purpose of the Grant.]*

#### 2. **Project Definition and/or Anticipated Activities**

*[Include full description of the project and/or anticipated activities to be undertaken with the Grant amount, including any specified stages of development/project requirements, contract management or implementation timeframes.]*

#### 3. **Agreement Term:** [Day Month Year] – [Day Month Year]

*[Note the effect of clause 8.4 whereby, unless earlier terminated, this Agreement will terminate at the time of Acquittal. In this context, Acquittal means the State Party has advised the Organisation that the reports and financial information provided by the Organisation in accordance with clause 3.6 are satisfactory.]*

#### 4. **Special Conditions of Grant**

*[Detail any specific conditions in relation to the unique requirements of this Grant, as appropriate. For example, special conditions that might be applied to a Grant could include issues, such as the maintenance of Quality Standards, management of intellectual property generated by the Grant or requirements for notification of a Serious Incident.]*

Organisations ensure criminal record screening of employees and volunteers occurs appropriate to their roles and responsibilities in the service and to the services' customers as detailed below.

- comply with the *Working With Children (Criminal Record Checking) Act 2004* if applicable. Please refer to the State Party's website for more information: <https://workingwithchildren.wa.gov.au/>.
- conduct criminal record checks for employees and volunteers appropriate to their roles and responsibilities in the service and to the services' customers.

**5. Notice Addresses**

(a) State Party: **THE CHILDREN AND COMMUNITY SERVICES MINISTERIAL BODY THROUGH THE DEPARTMENT OF COMMUNITIES (State Party)**

Registered Mail: **PO BOX 6334 EAST PERTH WA 6892**

Email:

(b) Organisation: **ORGANISATION**

Registered Mail:

Email:

**6. Acknowledgement of State Party**

**None specified**

**7. Payment Schedule**

**7.1 Total Amount of Grant**

Grant Amount: \$

GST: \$ (if not included in Grant Amount)

**8. Method of Payment**

Payment of the Grant amount (inclusive of GST) will be made in the amounts detailed below and within ten (10) business days of the dates listed below: *(If relevant, include details of the milestones to be achieved where achievement of milestones is linked to payments.)*

<b>Payment Dates</b>	<b>Amount to be Paid (GST inclusive)</b>



**REPORTING REQUIREMENTS**

1. Reports to be provided as at:

[Insert details of reports and dates. If appropriate, provide a template report populated with key project details for the Organisation to complete.]

2. Evaluation Arrangements

[Insert evaluation requirements, such as outcomes and outcomes measures/indicators, and obligations, as applicable.]

3. Provide a Statement of Income and Expenditure related to this Agreement by [insert date] as specified by the State Party.

4. Where the Grant amount is valued at under \$100,000 (GST exclusive), financial statements are to be certified by the Chairman, CEO or equivalent of the Organisation.

5. Where the Grant amount is valued at \$100,000 or more (GST exclusive), financial statements are to be certified by the Chairman, CEO of the Organisation, or equivalent AND certified by a professional auditor who is:

- (a) not an officer or employee of the Organisation;
- (b) registered as a company auditor or equivalent under a law in force in Western Australia; or
- (c) a member or fellow of the Institute of Chartered Accountants, the Australian Society of Certified Practising Accountants or the National Institute of Accountants.

**The State Of Western Australia Acting Through  
The Department of Communities**

**And**

**«Organisation»**

**For**

**«ProjectName»**

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**GRANT AGREEMENT**

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This Grant Agreement is made on  
Between:

day of 20

The State Of Western Australia Acting Through the Department of Communities (“Grantor”)

and

«Organisation» (“Organisation”)

Australian Business Number (ABN) «ABN»

## RECITALS

The Organisation has applied to the Grantor for financial assistance to undertake the Approved Purpose and the Grantor has agreed to provide a grant subject to the terms and conditions of this Agreement.

## THE PARTIES AGREE as follows:

### 1. DEFINITIONS AND INTERPRETATION

In this Agreement, unless the context otherwise requires:

**Agreement** means this Grant Agreement, including its recitals and any schedules or annexures (if any).

**Acquittal** occurs when the Grantor has advised the Organisation that the reports and financial information provided by the Organisation in accordance with clause 3.6 are satisfactory.

**Approved Purpose** means the purpose or purposes set out in item 1 of Schedule 1.

**Auditor** means an accountant who is a member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants and who is independent from the Organisation.

**Auditor General** means the Auditor General for the State of Western Australia.

**Business Day** means a day other than a Saturday, Sunday or public holiday in Western Australia.

**Grant Funds** means the amount or amounts specified in item 8 of Schedule 1.

**Party** means each of the Grantor or the Organisation as the context requires and **Parties** means both of them.

**Project** means the initiative or activities to be undertaken with the Grant Fund specified in item 2 of Schedule 1.

## **2. PAYMENT OF GRANT FUNDS**

Subject to the terms and conditions of this Agreement, the Grantor will pay to the Organisation the Grant Funds in accordance with the payment schedule specified in item 9 of Schedule 1.

## **3 OBLIGATIONS OF ORGANISATION**

### **3.1 Use of Grant Payment**

The Organisation will use the Grant Funds solely for the Approved Purpose.

### **3.2 No Changes**

The Organisation will not make any changes to the Approved Purpose without the prior written consent of the Grantor.

### **3.3 No Endorsement**

The Organisation agrees that nothing in this Agreement constitutes an endorsement by the Grantor of any goods or services provided by the Organisation.

### **3.4 Acknowledgement of Grantor**

The Organisation will acknowledge the Grantor in the manner set out in item 7 of Schedule 1.

### **3.5 Request for Information**

(a) The Organisation is to provide the Grantor with any documents or information relating to this Agreement or the Project within ten (10) business days of receiving such a request from the Grantor.

### **3.6 Accounts and Reporting**

(a) The Organisation is to provide the progress reports, evaluation reports and financial statements specified in Schedule 2.

(b) The Organisation is to keep proper financial records in accordance with generally accepted accounting principles and practices.

### **3.7 Special Conditions of Grant**

The Organisation agrees to comply with the special conditions (if any) specified in item 5 of Schedule 1.

### **3.8 General Undertaking of Organisation**

The Organisation must:

(a) at all times duly perform and observe its obligations under this Agreement and will promptly inform the Grantor of any occurrence which might adversely affect its ability to do so in a material way;

(b) undertake its responsibilities under this Agreement with integrity, good faith and probity in accordance with good corporate governance practices;

- (c) not, nor attempt to, sell, transfer, assign, mortgage, charge or otherwise dispose of or deal with any of its rights, entitlements and powers or obligations under this Agreement;
- (d) comply with all State and Commonwealth laws, rules, regulations and by-laws;
- (e) cooperate fully with the Grantor in the administration of this Agreement; and
- (f) upon reasonable notice, provide the Grantor or its agents, with access at any reasonable time and from time to time to the Organisation's premises, financial records, other documents, equipment and other property for the purpose of audit and inspection by the Grantor in order to verify compliance by the Organisation with this Agreement.

#### **4. REPAYMENT AND RETENTION OF GRANT FUNDS**

The Organisation must repay to the Grantor any funds that the Grantor has paid which are not used in accordance with this Agreement unless there has been written agreement otherwise between the parties.

#### **5. LIMITATION OF LIABILITY**

The Grantor does not accept any responsibility or liability for the success or otherwise of the Approved Purpose and is not liable for any losses which may be suffered by the Organisation in undertaking the Approved Purpose.

#### **6. FREEDOM OF INFORMATION ACT 1992 AND FINANCIAL MANAGEMENT ACT 2006**

- (a) The Organisation acknowledges and agrees that this Agreement and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Agreement, including its terms and the details of the Organisation.
- (b) The parties acknowledge and agree that, despite any provision of this Agreement to the contrary, the powers and responsibilities of the Auditor General under the *Financial Management Act 2006* are not limited or affected by this Agreement.
- (c) The Organisation must allow the Auditor General, or an authorised representative, to have access to and examine the Organisation's records and information concerning this Agreement.

#### **7. NOTICES**

Any notice or other communication that may or must be given under this Agreement:

- (a) must be in writing;
- (b) may be given by an authorised officer of the Party giving notice;

- (c) must be:
  - (i) hand delivered or sent by prepaid post to the address of the Party receiving the notice as set out in item 6 of Schedule 1; or
  - (ii) sent by facsimile to the facsimile number of the Party receiving the notice as set out in item 6 of Schedule 1;
- (d) subject to paragraph (e), is taken to be received:
  - (i) in the case of hand delivery, on the date of delivery;
  - (ii) in the case of post, on the third Business Day after posting; and
  - (iii) in the case of facsimile, on the date of transmission; and
- (e) if received after 5.00 pm or on a day other than a Business Day, is taken to be received on the next Business Day.

## **8. DEFAULT AND TERMINATION**

### **8.1 Event of Default by the Organisation**

An Event of Default occurs if:

- (a) the Organisation breaches any of its obligations under this Agreement which continues without remedy for ten (10) business days after notice in writing has been served on the Organisation by the Grantor;
- (b) the Organisation becomes insolvent or is deemed to be insolvent under the *Corporations Act (Cth)*; or
- (c) if the Grantor has reasonable grounds to believe that the Organisation is unwilling or unable to comply with its obligations under this Agreement.

### **8.2 Effect of Event of Default**

If an Event of Default occurs, the Grantor may either:

- (a) terminate the Agreement by providing a further ten (10) business days notice in writing to the Organisation of the Event of Default; or
- (b) suspend payment of the Grant Funds until the Event of Default is remedied.

### **8.3 Recommencement of Grant Payment**

The Grantor may, in its absolute discretion, recommence payment of the Grant Funds if and when the Organisation has rectified the Event of Default.

### **8.4 Acquittal**

Unless earlier terminated, this Agreement will terminate at the time of Acquittal.

## **9. GOODS AND SERVICES TAX (GST)**

- (a) For the purposes of clause 9:
  - (i) "GST" means the goods and services tax applicable to any taxable supplies as determined by the GST Act; and

- (ii) "GST Act" means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and includes all associated legislation and regulations;
  - (iii) the terms "supply", "tax invoice", "taxable supply" and "value" have the same meanings as in the GST Act.
- (b) If the supply of anything under this Agreement is a taxable supply under the GST Act, the Grant Funds shall be inclusive of GST.
  - (c) The obligation of the Grantor to pay the GST on any supply by the Organisation under this Agreement is conditional upon the prior issue by the Organisation to the Grantor of a tax invoice, which complies with the GST Act. This provision applies notwithstanding any law to the contrary.
  - (d) If the parties agree that the Grantor will issue the Organisation with a Recipient Created Tax Invoice (RCTI), then the parties hereby agree that:
    - (i) the Grantor will issue a RCTI in respect of GST payable on the supply of the Project and the Organisation will not issue tax invoice in respect of that supply;
    - (ii) the Organisation warrants that it is registered for the purposes of GST and the Organisation will notify the Grantor in writing if it ceases to be registered for the purposes of GST during the term of this Agreement ("the Term");
    - (iii) the Grantor warrants that it is registered for the purposes of GST and the Grantor will notify the Organisation in writing if it ceases to be registered for the purposes of GST, or if it ceases to satisfy the requirements of the *GST Act* during the Term ; and
    - (iv) the Grantor will indemnify and keep indemnified the Organisation for GST and any related penalty that may arise from an understatement of the GST payable on the supply of the Project for which the Grantor issues a RCTI under this Agreement.

## **10. RELATIONSHIP**

The Parties agree that nothing in this Agreement may be construed to make either of them a partner, agent, employee or joint venturer of the other.

## **11. WAIVER**

- (a) No right under this Agreement shall be deemed to be waived except by notice in writing signed by both parties.
- (b) A waiver by either party will not prejudice that party's rights in relation to any further breach of this Agreement by the other party.
- (c) Any failure to enforce this Agreement, or any forbearance, delay or indulgence granted by one party to the other party, will not be construed as a waiver any rights.

## **12. ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the parties and supersedes all communications, negotiations, arrangements and agreements, whether oral or written, between the parties with respect to the subject matter of this Agreement.

## **13. VARIATION**

Any modification, amendment or other variation to this Agreement must be made in writing duly executed by both parties.

**14. DISPUTE RESOLUTION**

Before resorting to external dispute resolution mechanisms, the Parties shall in good faith attempt to settle by negotiation any dispute in relation to this Agreement, and where practical, each Party shall refer the matter to personnel who have authority to intervene and facilitate some form of resolution.

**Executed by the parties hereto:**

**For and on behalf of the Grantor:**

\_\_\_\_\_  
**Ms Penny Kennedy**  
**DIRECTOR COMMUNITY FUNDING**  
**Department of Communities**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Print full name of Witness**

**For and on behalf of the Organisation:**

\_\_\_\_\_  
**Signature of Authorised Person**

\_\_\_\_\_  
**Print full name of Authorised Person**

\_\_\_\_\_  
**Position of Authorised Person**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Print full name of Witness**



## SCHEDULE 1

### DEFINITION OF PROJECT OR SERVICE TO BE FUNDED

1. **Approved Purpose of Grant**

«ProjectName»

2. **Project Definition and/or Anticipated Activities**

«ProjectDescription»

3. **Agreed Budget**

Budget	\$'s
<b>Revenue</b>	
«ProgramName»	«GrantAmount»
[Other revenue (list)]	
<b>Total Revenue</b>	
<b>Expenses</b>	
[Expenses (List)]	
<b>Total Expenses</b>	

4. **Agreement Term**

Term of project: **Enter term of project (i.e. date to date)**

Project acquittal period: **Enter acquittal period (provide up to 3 months from project end date)**

This agreement will terminate at the time of acquittal. Acquittal means the Grantor has advised the Organisation that the reports and financial information provided by the Organisation in accordance with clause 3.6 are satisfactory.

5. **Special Conditions of Grant (include as relevant)**

(a) If your project involves working with children you must ensure that your organisation and all employees and volunteers comply with the *Working with Children (Criminal Record Checking) Act 2006*. Please refer to this website for further information: [www.checkwwc.wa.gov.au](http://www.checkwwc.wa.gov.au).

(b) The Department of Communities is not liable for any accident or negligence resulting in any claim or damage arising from activities undertaken as part of the Grant. In this respect, recipient organisations are required to be appropriately incorporated and be responsible for their own insurances. This includes but is not limited to, Public Liability, Volunteer Insurance and Professional Indemnity.

(c) The parties agree that the State will not, by virtue of the Grant, obtain ownership of any intellectual property in or in relation to any material developed by the Organisation (other than material created by the State or provided to the Organisation by the State).

- (d) The Organisation grants to the State a perpetual, irrevocable, royalty-free, world-wide, non-exclusive licence to use, reproduce, adapt and publish the whole or any part or parts of all promotional materials and reports brought into existence by or for the Organisation in connection with this Agreement or the Organisation's use of the Grant.
- (e) You must ensure that participants in the project are not exposed to significant promotions for alcohol or unhealthy food and drinks during the project.

**6. Notice Addresses**

- (a) Grantor                    The State Of Western Australia Acting  
                                      Through The Department of Communities  
Registered Mail: Gordon Stephenson House, 140 William Street,  
                                      Perth WA 6000  
Email:                         [grants@communities.wa.gov.au](mailto:grants@communities.wa.gov.au)
- (b) Organisation:        «Organisation»  
Registered Mail:        «PostalAddress»  
Email:                        «EMail»

**7. Acknowledgement of Grantor (edit as relevant and as per policy)**

An acknowledgement of funding assistance provided by the Department of Communities must be included in any advertising and on any material relating to the project by using the words 'Supported by the Department of Communities'.

## PAYMENT SCHEDULE

**8. Total Amount of Grant Funds**

Grant Amount \$ «GrantAmount»  
GST \$ «GSTAmount»

**9. Method of Payment**

Payment of the Grant Funds (inclusive of GST) will be made in the amounts detailed below and within ten (10) business days of the Organisation meeting the condition(s) listed below:

<b>PAYMENT UPON</b>	<b>AMOUNT TO BE PAID (\$)</b>
Receipt of the signed agreements and endorsement by the Grantor	\$«TotalAmount»

**SCHEDULE 2**  
**REPORTING REQUIREMENTS**

1. Reports to be provided as at:

Enter date and the type of report required.

Example:

A final project report is required by 31 August 2013. The report must be provided in the format supplied by the Department of Communities.

2. Evaluation Arrangements

Enter any evaluation requirements or nil

Example 1:

The final project report as per Schedule 2, Section 1 shall include an assessment, conducted by the Organisation, of the success of the project against the identified outcomes.

Example 2:

An independent evaluation of the project against identified outcomes.

3. Provide a Statement of Income and Expenditure against the agreed budget as per Schedule 1, Section 3 OR related to this Agreement (choose relevant wording) by [Enter Date Due].
4. The Statement of Income and Expenditure is to be certified by the Chairman, Chief Executive Officer or equivalent of the Organisation.



**Office Use Only**

Grant Reference Number:	
Date Received:	
Acknowledged:	



# Local Projects Local Jobs: Project Submission

## Section One - Organisation Details

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### 1.1 Organisation

Legal name of organisation:			
Trading name (if applicable):			
Postal address:			
Suburb:		Postcode:	
Telephone:			

### 1.2 Entity type

Please tick the box that best describes your organisation:

- Incorporated association
- Local government authority
- Not-for-profit trust
- Organisation established under an Act of Parliament
- Not-for-profit company
- Aboriginal corporation
- Unincorporated group   
 (Must apply under auspice of an incorporated organisation)

or WA local government authority. See question 1.4.)

- Other   
Please detail:

### 1.3 Contact Person

Name the contact person responsible for the daily coordination of the project.

Name	
Position	
Telephone	
Mobile	
Email	

### 1.4 Administering organisation

If your organisation is incorporated please skip this question.

If your organisation is **not** incorporated, the grant must be applied for on your behalf by a not-for-profit incorporated organisation or a local government. The administering organisation will be responsible for accepting and adhering to the conditions of the grant, maintaining financial records and providing acquittal information, should your application be successful.

The administering organisation's legally authorised officer must sign the declaration in Section Five and the taxation and bank details in Section Six.

Legal name of incorporated sponsoring organisation:			
Trading name (if applicable):			
Contact person:			
Postal address:			
Suburb:		Postcode:	
Telephone:			
Facsimile:			
Email:			

# Section Two - Project Details

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**2.1 Project Name:** [Click here to enter text.](#)

**2.2 Outline the aims of your project and the expected benefits for the community**

**2.3 Describe your project and how you are planning to carry it out.**

Include the activities you will run to reach your aim(s). You may wish to include a copy of your project plan

**2.4 Timeline of your project.** Please indicate the dates you expect to start and finish your project.

Estimated project start date: [Click here to enter text.](#)

Estimated project end date: [Click here to enter text.](#)

**2.5 Please describe how you will show if your project has been successful, including measurable outcomes.**

[Click here to enter text.](#)

**2.6 Community partnerships**

What other groups, organisations local governments or other government agencies are involved in planning and implementing your project. Please list ALL the organisations involved, with contact details and how they are contributing.

Organisation Name	Contact Person/Phone	How is this organisation involved?
e.g. XYZ Council	John Smith, xxxx xxxx	On planning committee, free venue

## Section Three – Project Budget

It is important to show how you plan to spend the grant and whether you expect any other income to support your project.

Use the table below to show where the money for your project is coming from and how it will be spent. Include the Local Projects Local Jobs Grant Program funds and specifically **outline what areas the grant will be allocated to**. If you are getting funds from other sources to support your project, it is important you show evidence of where the money is coming from.

**Do not include GST in your costings.**

Note: Please also include your organisation’s cash and ‘in-kind’ contributions.

(1) Budget Items (i.e. what the money will be spent on.)	(2) This Grant Amount (\$ (excl. GST)	(3) Other Funding Amount (\$ (excl. GST)	(4) In-Kind Support - Please estimate the dollar value of the in-kind support (\$)	Source & Status of Other Funding or In-kind Support — Please state if confirmed or unconfirmed
<b>Example only:</b> <i>Production of Program Resources</i>	\$2,500.00	\$3,000.00	\$1,000	Shire of XYZ Confirmed
<b>Total:</b>		\$	\$	

**\*\*\* Quotes required?**



## Section Four - Grant Conditions

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The grant is provided under the following terms and conditions:

1. The grant is to be used solely for the specified purpose approved by the Department of Local Government and Communities during the funding period.
2. If you wish to change the approved purpose or seek an extension of the funding period you must obtain the Department of Local Government and Communities' prior written approval.
3. Any part of the grant funds that are not used in accordance with Condition 1 must be repaid to the Department of Local Government and Communities unless you obtain prior written approval.
4. If you cease carrying out the activities for which the grant was made or if the Department of Local Government and Communities has terminated the arrangement on account of your breach or breaches of these conditions then:
  - (a) the balance of the grant monies unspent must be repaid to the Department of Local Government and Communities; and
  - (b) any property acquired with the grant monies must be transferred to another not-for-profit organisation with similar objects and purposes to your organisation, provided the Department for Local Government and Communities' prior approval has been given.
5. Providing you with a grant does not mean you are entitled to any further funding.
6. The Department of Local Government and Communities will not be held responsible for the success of the approved purpose for which the grant is provided or for any losses or additional costs incurred that are associated with the approved purpose.
7. You must provide the Department of Local Government and Communities with any documents or information relating to the grant or the approved purpose that we ask for within ten (10) business days of receiving our request.
8. You must meet any payment conditions and/or reporting requirements as specified by the Department of Local Government and Communities.
9. You must allow the Auditor General for the State of Western Australia, or an authorised representative, to have access to and examine your records and information concerning this grant.
10. You must comply with all Local, State and Commonwealth laws applicable to the approved purpose.
11. If your project involves working with children you must ensure that your organisation and all employees and volunteers comply with the ***Working with Children (Criminal Record Checking) Act 2004***. Please refer to this website for further information: [www.checkwvc.wa.gov.au](http://www.checkwvc.wa.gov.au).

12. The Department of Local Government and Communities is not liable for any accident or negligence resulting in any claim or damage arising from activities undertaken as part of the grant.
13. Recipient organisations are required to be appropriately incorporated and be responsible for their own insurances. This includes, but is not limited to, Public Liability, Volunteer Insurance and Professional Indemnity.
14. An acknowledgement of funding assistance provided by the Department of Local Government and Communities must be included in any advertising and on any material relating to the project by using the words 'Supported by the Department of Local Government and Communities'.
15. You must ensure that participants in the project are not exposed to significant promotions for alcohol or unhealthy food and drinks during the project.
16. The total grant payment provided by the Department of Local Government and Communities includes an amount to cover any liability for GST, if applicable.
17. The Grantor will issue a Recipient Created Tax Invoice (RCTI) in respect of the grant payment and which complies with the GST Act. The Organisation will not issue a tax invoice in respect of the grant.

**[Note: The addition of this clause is a requirement of the Australian Taxation Office]**

18. (a) For the purposes of clause 16 and 17:
  - (i) "GST" means the goods and services tax applicable to any taxable supplies as determined by the GST Act; and
  - (ii) "GST Act" means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and includes all associated legislation and regulations;
  - (iii) the terms "supply", "tax invoice", "taxable supply" and "value" have the same meanings as in the GST Act.
- (b) If the supply of anything under this Agreement is a taxable supply under the GST Act, the Grant Funds shall be inclusive of GST.
- (d) If the parties agree that the Grantor will issue the Organisation with a Recipient Created Tax Invoice (RCTI), then the parties hereby agree that:
  - (i) the Grantor will issue a RCTI in respect of GST payable on the supply of the Project and the Organisation will not issue tax invoice in respect of that supply;
  - (ii) the Organisation warrants that it is registered for the purposes of GST and the Organisation will notify the Grantor in writing if it ceases to be registered for the purposes of GST during the term of this Agreement ("the Term");
  - (iii) the Grantor warrants that it is registered for the purposes of GST and the Grantor will notify the Organisation in writing if it ceases to be registered for

the purposes of GST, or if it ceases to satisfy the requirements of the GST Act during the Term; and

- (iv) the Grantor will indemnify and keep indemnified the Organisation for GST and any related penalty that may arise from an understatement of the GST payable on the supply of the project for which the Grantor issues a RCTI under this Agreement.

19. If you breach any of these terms and conditions, the Department of Local Government and Communities can terminate the arrangement at any time without giving you prior notice.

## Section Five - Declaration

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This declaration is made by the applicant (an eligible incorporated organisation or local government authority) or an appropriate sponsoring organisation on behalf of the applicant:

- I declare that I am currently authorised\* to sign legal documents on behalf of the organisation.
- I declare that all the information provided is true and correct.
- I declare that the organisation is financially viable and is able to meet all accountability requirements.
- I give permission to the Department of Local Government and Communities, if applicable, to contact any persons or organisations in the processing of this application and understand that information may be provided to other agencies, as appropriate.
- If a grant is provided, I am aware the Grant Conditions as outlined in section four will apply to ensure projects are appropriately completed and accountability requirements are met.
- If a grant is provided, I agree to ensure that appropriate insurances are in place (e.g. worker's compensation, volunteers, professional indemnity, public liability, motor vehicle etc.).

- If a grant is provided, I agree to run the project as stated and provide:
  - a final acquittal report, and
  - a statement of income and expenditure (signed by the authorised signatory)

to demonstrate how the grant funds were utilised to the Department of Local Government and Communities by the agreed date, which will be outlined in the payment advice letter.

- If a grant is provided, I confirm that this grant amount, combined with any other grants or funding received from the Department of Local Government and Communities, will/will not comprise more than 50% of my organisation's total annual income for the financial year in which the grant(s)/funding is provided. (Please circle as relevant. This acknowledgement is a requirement under the Financial Management Act 2006 and Treasurer's Instructions.)

Name of the organisation:	
Legally authorised officer name:	
Legally authorised officer position:	
Legally authorised officer email:	
Legally authorised officer telephone:	
Legally authorised officer signature:	
Witness name:	
Witness signature:	
Date:	

**\*Important:** The application must be signed by the person legally able to enter into contracts on behalf of the organisation. For incorporated organisations this is generally the chairperson, president or equivalent officer. For local government authorities this is generally the chief executive officer. The application may be signed by a formally authorised delegate, according to the organisation's constitution or as bound by law.

**Please note:** all formal correspondence will be sent directly to the legally authorised officer.

# Section Six - Taxation and bank details of the organisation managing the grant funds

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## Taxation details

ABN	
Is your organisation registered for GST?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Bank account details

Bank name	
Bank branch (suburb)	
Name of bank account (e.g. Youth Group Inc.)	
BSB number (must be 6 digits)	
Bank account number (up to 9 digits)	

**I confirm that the above taxation and banking details are true and correct.**

Signature:

Date:

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## Application Checklist

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**Before you send your application** – please ensure you have completed the following.

Check each item when you have completed or attached it.

Item	Check box
1. Completed all questions in the application form.	<input type="checkbox"/>
2. Legally authorised officer has read and completed the declaration in section five of the application form.  Where an application is being submitted by an organisation that has a sponsoring organisation, please ensure the sponsoring organisation signs the declaration (section five) and banking details (section six).	<input type="checkbox"/>
3. The confirmation of taxation and banking details in section six of the application form is signed.	<input type="checkbox"/>
4. Attach appendices to support your project (i.e. references, etc.), if applicable.  Please list:	<input type="checkbox"/>

## Enquiries

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Should you have any queries regarding this Application Form, please contact the Senior Grants Officer, on 6551 8700, or at [grants@dlgc.wa.gov.au](mailto:grants@dlgc.wa.gov.au).

**Please submit completed Application Form to:**

Email (preferred): [grants@dlgc.wa.gov.au](mailto:grants@dlgc.wa.gov.au)

Please ensure that a scanned copy of the signed Declaration page is included, or a hard copy is posted within 5 business days.

**Or**

Post: Grants Officer  
Department of Local Government and Communities  
GPO Box R1250  
PERTH WA 6844

**Or**

Fax: (08) 6552 1555

**This is an extract from Communities' policy 'DLGC Grants policy and Procedures' pages 36-40.**

**The following extract explains grant variation processes applied to all grants.**

## **Grant Variations**

Should a party wish to change any aspect of the Grant Agreement/Terms and Conditions of Grant, this may be affected through a variation request, agreed to by both parties.

Examples of matters that may be varied include:

- Name of assignee(s)
- Term of project
- Purpose of project
- Funded amount
- Budget
- Reporting dates
- Acquittal submission date

Variation requests must be in writing and submitted by the signatory to the Grant Agreement or his or her authorised delegate or a named Responsible Party.

Requests for a variation must be considered against the approved purpose of the grant and the intent of the grant program and with reference to the assessment criteria for the grant program.

Where relevant, variation requests will be referred to the Project Officer for advice.

The following delegations apply to approval of variation requests:

## Grant Variation Approvals and Notice

Grant Variation Type	Approval	Required Notice
Name of assignee	Grants of up to \$9,999 – Manager Grants	Signed transfer of auspice/grant form
	Grants of \$10,000 and above - Manager Grants	Signed transfer of auspice/grant form and negotiation of new grant agreement
Project extension of up to 6 months	Grants of up to \$9,999 – Grants Officer	Email approval
	Grants of \$10,000 and above - Manager Grants	Email approval
Project extension of over 6 months	Grants of up to \$9,999 – Manager Grants	Email approval
	Grants of \$10,000 and above - Manager Grants	Signed grant agreement variation
Purpose of project	Executive Director Community Building and Services	Signed grant agreement variation//terms and conditions variation
		Signed grant agreement variation//terms and conditions variation



Grant Variation Type	Approval	Required Notice
	Minister for Women's Interests for all Women's Interest related grants	
Project activities (e.g. changes to event dates, locations, specific activities) where the intent of the grant project is not affected	Grants of up to \$9,999 – Grants Officer	Email approval
	Grants of \$10,000 and above - Manager Grants	Email approval
Project outcomes	Grants of up to \$9,999 – Manager Grants	Email approval
	Grants of \$10,000 and above - Manager Grants	Signed grant agreement variation
Funded amount	Executive Director Community Building and Services	Signed grant agreement variation/terms and conditions variation
	Minister for Women's Interests for all Women's Interest related grants	Signed grant agreement variation/terms and conditions variation

Grant Variation Type	Approval	Required Notice
Budget	Grants of up to \$9,999 – Grants Officer	Email approval
	Grants of \$10,000 and above - Manager Grants	Signed grant agreement variation/terms and conditions variation
Reporting dates	Grants of up to \$9,999 – Grants Officer	Email approval
	Grants of \$10,000 and above – Manager Grants	Extension for a single report – email Changes to all scheduled reports - signed grant agreement variation/terms and conditions variation
Acquittal extension of up to 3 months	Grants Officer	Email approval
Acquittal extension over 3 months	Manager Grants	Email approval

**This is an extract from Communities' policy 'DLGC Grants Policy and Procedures pages 41 – 46 .**

**The following extract explains grant acquittal processes applied to all grants.**

## Acquittal of Grants

A grant must be formally acquitted to signify the end of the contract between Department of Communities and the grantee. Acquittal timeframes will be notified to the grantee at the time of payment. A 60 day acquittal timeframe will generally be set. The Manager Grants has discretion to set the acquittal timeframe.

Acquittal forms are developed as part of the grant program or the grant agreement may outline specific acquittal requirements.

All acquittals require a narrative report (which may include relevant data) and a statement of income and expenditure against the agreed project budget.

The statement of income and expenditure must be signed by the authorised signatory for the organisation and include a declaration that the statement of income and expenditure is a true and fair record of the transactions of the grant and that the grant provided by Communities has been spent in accordance with the purpose and conditions for which it was granted.

All receipts, tax invoices and expenditure statements pertaining to the grant should be retained by the grantee for two years following the acquittal of the grant and must be provided to Communities or its auditors upon request.

Communities may require an audit statement. This will be advised to the organisation in the grant agreement or approval letter. The audit statement must include an assurance that the project has been conducted in accordance with the grant agreement and an opinion on the financial reports submitted by the grantee.

Acquittals may be submitted through the on-line Community Funding Management System (CFMS) portal or by email, mail or fax.

Grantees will receive an on-line notification/email acquittal due date reminder one week after the project end date and two weeks before the acquittal due date.

## Acquittal review and compliance

Acquittal documentation will be reviewed by Grants Officers with reference to this policy, Report Review and Compliance. The review will include:

- review of income and expenditure statement against agreed budget

- review of project activities against application or grant agreement
- review of project outcomes against the intent of the grant program or project

The Grants Officer will liaise with the organisation to resolve any issues arising from the acquittal documentation.

When the acquittal documentation demonstrates the project has been delivered in accordance with the agreed project and where expenditure is consistent with the agreed budget and intent of the grant, an 'acquitted' status will be assigned to the grant.

The Senior Grants Officer has authority to approve the final acquittal status of 'acquitted' for grants of up to \$9,999.

The Manager Grants has authority to approve the final acquittal status of all grants.

Where a grantee has provided acquittal documentation which is non-compliant and the Grants Officer is unable to resolve any outstanding issues the Officer will make a recommendation to the Director Community Funding, through the Manager Grants, to request the repayment of grant funds and to assign a 'delinquent' status for the organisation. Refer to policy, Unexpended Grant Funds.

The Manager Grants has discretion to approve acquittal of the grant and assign an 'acquitted' status where the submitted documentation does not meet all acquittal requirements, however, the overall intent of the grant has been achieved. Such approval will be documented and the organisation will be advised that it has submitted a 'qualified acquittal' with the reason(s) why.

An acquittal checklist will be completed for all acquittals, countersigned by the authorised approver.

Unexpended grant funds must be received by Communities before the grant can be acquitted.

All grantees will be advised in writing of their final acquittal status.

## Delinquent Organisation

Where a grantee has not submitted their acquittal report by the due date, reminders will be generated as follows:

- CFMS system generated block to the organisation submitting new on-line applications
- reminder to the organisation of the outstanding acquittal and requesting submission within a 1 month timeframe

Where the organisation has not submitted the acquittal report or sought an acquittal extension within the above timeframes the Grants Officer will prepare a recommendation to the Manager Grants to assign the organisation a 'delinquent' status. The recommendation will include advice regarding the repayment of grant funds from the grantee.

Organisations who are assigned a 'delinquent' status will be advised in writing.

CFMS will block any future applications from organisations with a 'delinquent' status. Applications received via email, mail or fax will be screened for 'delinquent' status at intake.

Organisations may be given a 'delinquent' status due to not meeting reporting and/or acquittal requirements for Communities funded services, cadets and/or grants and funding provided through the Office of Multicultural Interests.

The Manager Grants has discretion to temporarily suspend a 'delinquent' status, allowing an organisation to make a new grant application. The reason for exercising this discretion must be documented.

A 'delinquent' status may be removed upon request from the organisation. The reasons for non-compliance, the organisation's current capacity to manage and acquit a new grant or other funding and the management of risk must be considered in a decision to remove this status. Approval of the removal of the status must be endorsed by the Manager Grants, Manager Service Contracting and Development or the Executive Director Office of Multicultural Interests, contingent on the area that originally assigned the 'delinquent' status.

A 'delinquent' status will be removed should the organisation subsequently provide acquittal documentation or refund the 'failed' grant in full.

A status of 'qualified acquittal' may be removed when the organisation has successfully acquitted two subsequent grants or fully met its funded service annual reporting requirements.

A request from the grantee to defer an acquittal must be addressed as a variation.

## Retention of Capital Equipment

Where the grantee purchases equipment with the grant funds, the grantee must not dispose of such equipment within three years of the project completion date without the written consent of Communities.

Where the grantee ceases operations the equipment must be transferred to another not-for-profit organisation, provided Communities has given prior approval.

## Unexpended Grant Funds

A grantee may be determined to have unexpended grant funds in the following circumstances:

- the project is not compliant with the agreement/terms and conditions
- a reporting requirement has not been met
- the grant has not been acquitted
- the grant has not been fully expended
- the grant has not been expended on eligible project costs.

When these circumstances arise, and a variation to use the money towards the eligible project cannot be negotiated, the unexpended grant funds must be calculated on the basis of eligible grant costs against the original grant amount.

Unexpended grant funds to a maximum of 10% or \$1,000, whichever is less, of the initial grant may be retained by the organisation, on the provisional approval of the Manager Grants.

Where unexpended grant funds exceed the above limits, a recommendation may be made to the Director Community Funding to provisionally approve the retention of unexpended grant funds. Exercise of this discretion must be documented providing the reason for retention of unexpended funds.

Unexpended grant funds approved for retention must be advised to the Director General each six months, outlining the organisation names, project title, amount of grant, amount of retained funds and the reason for retention. The Director General may approve the write-off of unreturned grant funds to a maximum of \$100,000 per grant.

Funds not approved for retention must be returned to Communities.

## Repayment of Grant Funds

The repayment of grant funds may be required in the following circumstances:

- the project is cancelled after the grant has been paid
- unexpended grant funds
- when Communities has determined the grant has not been spent in accordance with the grant agreement/terms and conditions
- failure to provide acquittal documentation
- termination of a grant agreement.

Where grant funds are to be returned, Communities will provide the grantee with a tax invoice for the total amount, including GST, where GST has been paid on the grant.

Repayments will be managed in accordance with the Communities Financial Management Manual.

## Feedback, Appeals and Complaints

Applicants are encouraged to obtain feedback on their application and the assessment decision.

Applicants are also encouraged to provide feedback on the grant program. This feedback will be recorded in the CFMS.

Complaints will be managed as per the Communities Complaints Management Policy.

An appeal of a grant decision will only be considered where there is an alleged breach of the assessment process as outlined in the grant guidelines and this policy.

A complaint should not impact on any subsequent applications received from the organisation.

Organisations may seek other avenues of recourse or lodge a grievance with another body such as the Ombudsman, Office of the Auditor General or Corruption and Crime Commission. These matters will be dealt with in accordance with relevant requirements and procedures.

### Non-Government Policy and Funding Unit

Acquittals are managed through the grant agreement.

For example, see page 13 of the Grant Template over \$10,000 for Non-Government Policy and Funding which states:

*Provide a Statement of Income and Expenditure related to this Agreement by [insert date] as specified by the State Party.*

**4.** *Where the Grant amount is valued at under \$100,000 (GST exclusive), financial statements are to be certified by the Chairman, CEO or equivalent of the Organisation.*

**5.** *Where the Grant amount is valued at \$100,000 or more (GST exclusive), financial statements are to be certified by the Chairman, CEO of the Organisation, or equivalent AND certified by a professional auditor who is:*

- (a) not an officer or employee of the Organisation;*
- (b) registered as a company auditor or equivalent under a law in force in Western Australia; or*
- (c) a member or fellow of the Institute of Chartered Accountants, the Australian Society of Certified Practising Accountants or the National Institute of Accountants.*





**Office Use Only**

Grant Reference Number:	
Date Received:	
Acknowledged:	

## Local Projects Local Jobs - Acquittal Report

### Section One - General Information

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#### 1.1 Grant Details

Name of project	Click here to enter text.
Grant amount	Click here to enter text.

#### 1.2 Applicant's Details

Legal name of organisation:	Click here to enter text.		
Trading name (if applicable):	Click here to enter text.		
Postal address:	Click here to enter text.		
Suburb:	Click here to enter text.	Postcode:	Click here to enter text.

**This is an extract from Communities’ policy ‘Title of Document’ pages X-Y.**

### 1.3 Contact Person – responsible for the daily co-ordination of the project

Name	Click here to enter text.
Position	Click here to enter text.
Telephone	Click here to enter text.
Email	Click here to enter text.

## Section Two - Declaration

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I declare that the Local Projects Local Jobs Grant funding of \$\_\_\_\_\_ (ex GST) provided by the Department of Local Government and Communities has been spent in accordance with the purpose and conditions for which it was granted and that the financial statements are a true and fair record of the transactions for this project.

I agree that all documentation pertaining to the program, including copies of receipts and audited financial statements, will be retained for a minimum of twelve months and be made available to the Department of Local Government and Communities or their auditors on request.

Legally authorised officer name:	Click here to enter text.
Legally authorised officer position:	Click here to enter text.
Legally authorised officer telephone:	Click here to enter text.
Legally authorised officer signature:	Click here to enter text.

## Section Four - Financial Reporting

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	BUDGET (\$)	ACTUAL (\$)
<b>INCOME</b>		
Local Projects Local Jobs Grant	Click here to enter text.	Click here to enter text.

**This is an extract from Communities’ policy ‘Title of Document’ pages X-Y.**

Other Grants	Click here to enter text.	Click here to enter text.
Other (include any in-kind support)	Click here to enter text.	Click here to enter text.
	Click here to enter text.	Click here to enter text.
<b>TOTAL INCOME</b>	Click here to enter text.	Click here to enter text.
<b>EXPENDITURE</b>		
Pre-fill with line items from budget	Click here to enter text.	Click here to enter text.
	Click here to enter text.	Click here to enter text.
	Click here to enter text.	Click here to enter text.
	Click here to enter text.	Click here to enter text.
	Click here to enter text.	Click here to enter text.
Insert any other expenses related to the project (include any in-kind expenditure)	Click here to enter text.	Click here to enter text.
	Click here to enter text.	Click here to enter text.
<b>TOTAL EXPENDITURE</b>	Click here to enter text.	Click here to enter text.
<b>SURPLUS*/DEFICIT</b>	Click here to enter text.	Click here to enter text.