

Grant Schedule

Organisation Id:	
Schedule Id:	
Activity Id:	

Grant

The amount of the Grant is \$ total.

Grant Information	
Milestone	Amount
Total	

Your grant funding can be used to purchase any item listed in Attachment A that is consistent with the purpose of your organisation. Organisations are not permitted to charge a fee for administering Volunteer Grants 2019. The Grant is solely for the purpose set out in the Letter of Agreement.

Further information about the requirements for spending the grant can be found in the Grant Opportunity Guidelines and in the acquittals fact sheet at Attachment B.

A remittance advice will be issued by the Department on payment.

Subject to the Grantee's compliance with this Agreement, payment(s) will be made into the following bank account:

Your bank account details	Financial Institution	
	BSB	
	Account Number	
	Account Name	

The Grant must be held in an account in the Grantee's name and which the Grantee controls, with an authorised deposit-taking institution authorised under the *Banking Act 1959* (Cth).

If you did not provide your organisation's bank account details on your Volunteer Grants 2019 Application Form, or the details provided were incorrect, details of the bank account must be submitted by 16 June 2020.

Providing false or misleading information is a serious offence under the Criminal Code 1995 and we will investigate any false or misleading information and may exclude your application from further consideration.

Grant Activity

Activity Information	
Activity Name	
Activity Start Date	
Activity End Date	
Activity Details (what you must do)	<p>The Volunteer Grants Activity is part of the Australian Government's work to support the efforts of Australia's volunteers. Volunteer Grants provides grants of between \$1,000 and \$5,000 to community organisations which they can use to help their volunteers.</p> <p>The Activity starts on 25 June and all funds must be spent by 30 June 2021.</p> <p>You agree to comply with all State, Territory or Commonwealth law relating to the employment or engagement of people who work or volunteer with children in relation to the Activity, including mandatory reporting and working with children checks however described.</p>

Executed as an Agreement

Organisation ID	
Schedule ID:	

Legal Entity Name ABN (the '**Grantee**') agrees to use the Grant to undertake the Grant Activity in accordance with this letter, the Grant Opportunity Guidelines and the Grant Schedule, which together form the Agreement between the Grantee and the Commonwealth in relation to the Grant. This agreement will commence on 25 June unless the Grantee has advised the department in writing by 16 June that it does not wish to enter into a grant agreement. In that event, no Grant payment(s) will be made to the Grantee.

1. Undertaking the Grant Activity

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

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, if asked, 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 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 for the Commonwealth to use, reproduce, publish and adapt all material that is provided to the Commonwealth under this Agreement.

10. Confidentiality

The parties agree not to disclose each other's confidential information without 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.

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.

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.

Volunteer Grants 2019 – Item Categories

In Volunteer Grants 2019, applicants are required to select the Categories that match the items you wish to buy. Each category lists examples of items that are usually bought with Volunteer Grants money. The examples are intended as a guide only to help you select the most appropriate category. If a specific item is not listed, select the category that most closely matches the item to be bought.

Volunteer Grants money can **only** be spent on eligible items.

Category Examples of eligible items	Category Examples of eligible items
Computer equipment Computer or laptop (incl. operating software) Computer Software (non-operating) External hard drive iPad / tablet Printer/multifunction centre/fax/scanner Spatial Vision Mapping	Contribution to costs of undertaking background screening checks of volunteers Contribute to the cost of police checks or working with vulnerable people checks
Contribution to the reimbursement of fuel costs Contribute to the reimbursement of volunteers' fuel costs who use their own car/vehicle when undertaking their volunteering activities.	Contribution to the reimbursement of volunteers' training costs Contribute to the costs of training courses for volunteers
Contribution to the transport costs of volunteers with disability Contribute to the reimbursement of transport costs incurred by volunteers with disability, who are unable to drive	Electronic/audio/video (non-computer related) Camera / video camera Dictaphone DVD / Blue-ray player / recorder GPS/UHF radio transceiver CD player / stereo / MP3 / iPod / dock Other portable audio equipment Headphones Microphones Motion sensor / camera Public address system Television / set top box Video / slide / data / overhead projector / screen

Category Examples of eligible items	Category Examples of eligible items
First aid and safety CPR manikin / training tools Defibrillator Dehumidifier Demountable fire hose Dust extractor / respirators Emergency oxygen EPIRB (Personal Location Beacons) Fire blanket / Fire extinguisher / Fire tools (portable) First aid kit High visibility vests Hot/cold pack Hydraulic lift for wheelchairs (demountable-portable) Pool test safety equipment Sterilising unit Stretchers / rescue boards Test and Tag machine Torches	Landscaping / Gardening Arena Rake (tow behind) Backpack sprayer Blower vac Brush cutter Other gardening / land care tools (e.g., spades, rakes, shears, secateurs, loppers, hoes) Hedge trimmer Hoses Ladder Mower / ride on mower Pump (portable) Rotary hoe Tree planting equipment Wheelbarrow Whipper snipper
Heating/Cooling Air Conditioner Evaporative Cooler Fan Heater (moveable) Sunshade/sail/marquee/umbrella	Leisure and Sporting (excludes items for the benefit of the organisation or players) Aqua wheelchair (portable) Aqua cube / stand and accessories Flags (Maritime) Karaoke equipment Line marker machines Electronic scoreboard Coach / referee kits
Household/cleaning items (non-kitchen) Broom / mop Carpet steam cleaner Hand dryer Step ladder Vacuum cleaner	Office equipment (non-computer and non-consumables) Binding machine Cash register Guillotine ID card printer laminator Photocopier Photographic/binders/ mounting materials Whiteboard
Indoor furniture and appliances Chairs Desk (non-fixture) Indoor lighting (portable) Sewing machine Sofa / lounge Tables	Outdoor furniture and equipment Barbeque (incl. initial gas bottle) Bench seats Canvas covers (BBQ trailers) Chairs Outdoor lighting (portable) Portable toilet Tables Trailer (up to 2.5x 6.1m) Water tank (incl. installation)

Category Examples of eligible items	Category Examples of eligible items
Kitchen Appliances Bain Marie Coffee maker Deep fryer Dough mixing machine Fairy floss machine Kitchen utensils Microwave Pie warmer Small kitchen appliances Water cooler / urn / thermos	Storage Bookcase Cupboard / cabinet (non-structural) Esky / cooler Filing Cabinet Lockers Shed (up to 4x4m portable) Shelving (demountable) Storage containers Trolley
Tools / power tools / construction tools Band saw / Table saw Chainsaw and accessories Cement mixer / tools Chain hoist Generator Hand drills (incl. bits and sharpener) High pressure cleaner Mill drill machine package (portable) Picket Post Driver Planer cutter Pump (portable; not for landscaping/gardening purposes) Sander Tool kits / tool boxes Work bench	Whitegoods and major appliances Clothes dryer Dishwasher Freezer Refrigerator Stove / oven portable (freestanding) Washing machine

Volunteer Grants 2019 Acquittals Fact Sheet

When do we have to spend the Volunteer Grant by?

Your Volunteer Grant must be fully spent by the Activity End date as stated in your Letter of Agreement – 30 June 2021.

Can we use the grant funding to purchase other items?

Yes. If you are unable to spend the Volunteer Grant on items sought in your application, or the items you have purchased cost less than anticipated, you may select alternative or additional items from the list at **Appendix A** of the Grant Opportunity Guidelines. The items must be for your volunteers and purchased before 30 June 2021.

What if I do not fully spend the grant by 30 June 2021?

You will need to return any unspent funds to the Department of Social Services (DSS).

To return unspent funds to the department, please email volunteering@dss.gov.au the amount of funding you have to return and we can send you an invoice. You will be able to return the funds by BPay or bank transfer.

When will I be asked to acquit?

You do not have to acquit/report on how you spend the money for Volunteer Grants unless DSS asks you to. If asked, DSS will require you to provide proof of purchase and to allow the Australian Government's auditors to look at your records. The original receipts showing what you have bought are required as proof and must be kept for **five years**.

You are responsible for keeping a complete set of records for this purpose, even if committee members/volunteers/contact officer details change. This includes receipts for fuel and transport costs. If you have misplaced receipts you may be asked to complete a statutory declaration.

More information is included in Section 11.2 of the [Grant Opportunity Guidelines](#).

Who do I contact if I have questions about spending the Grant?

Please email volunteering@dss.gov.au before 30 June 2021.