



# Australian Government

Dear

## Letter of Agreement

I am pleased to offer the following Grant to your organisation to undertake the following Activity under the following Program.

Note: the amounts in this table may have been rounded. For exact Milestone amount/s, see **Grant Payment**.

Program	Activity Name	Grant Amount (excl. GST)	GST (if applicable)	Total (incl. GST if applicable)
Building Excellence in Support and Training (BEST)	Building Excellence in Support and Training			
<b>Total</b>				

To accept this offer and enter into an agreement with the Commonwealth, represented by the [Commonwealth entity name], [Commonwealth entity ABN] in relation to the Grant, please sign the attached Grant Agreement and return the signed copy within [fifteen (15) business days] from [manually enter date] to the address below, otherwise this offer will lapse.

Provided the signed copy of the Grant Agreement is received by the Commonwealth within the timeframe specified, this letter and the Grant Agreement will form a legally enforceable agreement in relation to the Grant.

If you have any questions about this offer, please contact.

Yours sincerely

## Parties to this Agreement

### The Grantee

Full legal name of Grantee	
Legal entity type (e.g. individual, incorporated association, company, partnership etc.)	
Trading or business name	
Any relevant licence, registration or provider number	
Australian Company Number (ACN) or other entity identifiers	
Australian Business Number (ABN)	
Registered for Goods and Services Tax (GST)	
Date from which GST registration was effective	
Registered office (physical/postal)	
Relevant business place (if different)	
Telephone	
Fax	
Email	

### The Commonwealth

The Commonwealth of Australia represented by [Program Agency Organisation Legal Name]  
[Program Agency Organisation Physical Address]  
ABN [Program Agency Organisation ABN]

## Grant Details

<b>Organisation ID:</b>	
<b>Agreement ID:</b>	
<b>Program Schedule ID:</b>	

## Grant Activity

### Activity Information

<b>Activity Name</b>	Building Excellence in Support and Training –
<b>Activity Start Date</b>	31 August 2021
<b>Activity End Date</b>	31 August 2022
<b>Activity Details (what you must do)</b>	<p><b>Warranty</b> You warrant that you have the power to enter into this Agreement to deliver the funded Activity. In carrying out the Activity, you must:</p> <ol style="list-style-type: none"> <li>Comply with any codes of ethics, regulations or other industry standards relevant to the Activity;</li> <li>Comply with all relevant laws and in particular, take all reasonable actions to ensure no fraud occurs; and</li> <li>Comply with any Commonwealth or departmental policy notified to you in writing; including any new or altered Commonwealth or departmental policy.</li> </ol> <p><b>Activity Details</b> The Activity must support the work of military compensation advocates, wellbeing advocates, wellbeing support officers and administrative assistants supporting that work.</p> <p><u>Military Compensation Advocate</u> A military compensation advocate assists veteran and defence community members and their dependants to prepare and lodge compensation and benefits claims with the Department of Veterans' Affairs (DVA). Advocates must be either obtaining and/or maintaining appropriate levels of training under the Advocacy Training and Development Program (ATDP) or have previous qualifications under the Training and Information Program (TIP). They must also be accredited by their ex-service organisation (ESO). Military compensation advocates with higher level training may also be involved in preparing cases for review before the Veterans' Review Board (VRB) and/or the Administrative Appeals Tribunal (AAT).</p> <p><u>Wellbeing Advocate</u> A wellbeing advocate provides veteran and defence community members with information on, and assists with, access to health, housing and other community services and benefits. A wellbeing advocate officer must also be obtaining and/or maintaining appropriate levels of training under the ATDP or have previous qualifications under TIP and be accredited by their ESO.</p> <p><u>Wellbeing Support Officer</u> A wellbeing support officer provides companionship to veterans, makes home and hospital visits, and undertakes other non-advisory support tasks.</p>

Administrative Assistant

An administrative assistant provides general secretarial and administrative assistance and/or office management services to support the work of compensation and wellbeing advocates and wellbeing support officers.

The Activity must align with your proposal in your relevant application.

Practitioners

As outlined in the Grant Opportunity Guidelines, you may be required to provide a report regarding the practitioners providing advocacy services for your organisation.

Expenditure

As outlined in the Grant Opportunity Guidelines, you may be required to provide an expenditure report which includes evidence that the amount of the grant received to date has been spent in accordance with the grant project.

You do not have to acquit/report on how you spend the money unless the Community Grants Hub on behalf of DVA asks you to. If asked, the Community Grants Hub will require you to provide a Financial Declaration.

A Financial Declaration is a certification from the Grantee stating that funds were spent for the purpose provided as outlined in the Grant Agreement and in-which the Grantee is required to declare unspent funds. The Financial Declaration must be certified by your Board, the Chief Executive Officer or one of your officers, with authority to do so verifying that you have spent the funding on the Activity in accordance with the Grant Agreement.

**Funding**

You are required to use the funding as specified below:

**Salary:**

**Administration:**

**Total:**

**[OR]**

Sponsorship Arrangement

You are required to pay the full amount to the sponsored organisation listed below:

**Name of Sponsored organisation:**

**Salary:**

**Administration:**

**Total (GST exclusive):**

You agree to spend the Grant in compliance with COVID-19 restrictions imposed by the Australian or a State or Territory government that are in place when the Grant Activity is undertaken. Applications to vary the terms of the Agreement for any reason, including to comply with COVID-19 restrictions, must be submitted in writing to the Community Grants Hub.

	<p>Taxes, duties and government charges</p> <p>The Australian Taxation Office (ATO) advises that Department of Veterans' Affairs (DVA) grants are considered a Financial Assistance Payment and as such, are not subject to GST.</p> <p><b>Organisations Registered for GST:</b></p> <p>In accordance with ATO advice, the grant you receive from DVA is not considered as a taxable supply, therefore, there is no need to remit any GST to the ATO. You may wish to claim an input tax credit through your BAS Statement to the ATO for any GST component of purchased items or services.</p> <p><b>Organisations NOT Registered for GST:</b></p> <p>The full amount, including any GST component that may be paid to a third party, will be included in the grant amount. The total grant amount is a GST free payment.</p>
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## Deliverables

Description of Deliverable	Due Date
None Specified	None Specified

## Other conditions

### 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 requested), 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.

## Grant Payment

The total amount of the Grant is excluding GST (if applicable).

## Grant Information

Milestone	Anticipated Date	Amount (excl. GST)	GST (if applicable)	Total (incl. GST if applicable)
Full payment of 2021-22 funds	31 August 2021			
<b>Total Amount</b>				

The Grant will be paid by the Commonwealth in accordance with the agreed Milestones, and compliance by the Grantee with its obligations under this Agreement.

### Invoicing

The Grantee agrees to allow the Commonwealth to issue it with a Recipient Created Tax Invoice (RCTI) for any taxable supplies it makes in relation to the Activity.

The Grantee must ensure that the Grant is 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) to carry on banking business in Australia.

The Grantee's nominated bank account into which the Grant is to be paid is:

<b>Your bank account details</b>	<b>BSB Number</b>	
	<b>Financial Institution</b>	
	<b>Account Number</b>	
	<b>Account Name</b>	

<b>Organisation ID:</b>	
<b>Agreement ID:</b>	
<b>Program Schedule ID:</b>	

## Signatures

\*Note: See explanatory notes on the signature block over page

### Executed as an Agreement

Signed for and on behalf of the Commonwealth of Australia by the relevant Delegate, represented by and acting through , ABN in the presence of:

\_\_\_\_\_

(Name of Departmental Representative)

\_\_\_\_\_

(Signature of Departmental Representative)

.../.../.....

\_\_\_\_\_

(Position of Departmental Representative)

\_\_\_\_\_

(Name of Witness in full)

\_\_\_\_\_

(Signature of Witness)

.../.../.....

Signed for and on behalf of , ABN accordance with its rules, and who warrants they are authorised to sign this Agreement:

\_\_\_\_\_

(Name of Signatory)

\_\_\_\_\_

(Signature)

.../.../.....

\_\_\_\_\_

(Position of Signatory)

\_\_\_\_\_

(Name of second Signatory/Witness)

\_\_\_\_\_

(Signature of second Signatory/Witness)

.../.../.....

\_\_\_\_\_

(Position of second Signatory/Witness)

## Explanatory notes on the signature block

- If you are an **incorporated association**, you must refer to the legislation incorporating the association as it will specify how documents must be executed. This process may differ between each State and Territory. If an authorised person is executing a document on behalf of the incorporated association, you should be prepared to provide evidence of this authorisation upon request.
- If you are a **company**, generally two signatories are required – the signatories can be two Directors or a Director and the Company Secretary. Affix your **Company Seal**, if required by your Constitution.
- If you are a **company with a sole Director/Secretary**, the Director/Secretary is required to be the signatory in the presence of a witness (the witness date must be the same as the signatory date). Affix your **Company Seal**, if required by your Constitution.
- If you are a **partnership**, the signatory must be a partner with the authority to sign on behalf of all partners receiving the grant. A witness to the signature is required (the witness date must be the same as the signatory date).
- If you are an **individual**, you must sign in the presence of a witness (the witness date must be the same as the signatory date).
- If you are a **university**, the signatory can be an officer authorised by the legislation creating the university to enter into legally binding documents. A witness to the signature is required (the witness date must be the same as the signatory date).
- If you are a **trustee of a Trust**, the signatory must be a trustee (NOT the Trust) – as the trustee is the legal entity entering into the Agreement. The words ‘as trustee of the XXX Trust’ could be included at the end of the name