



Australian Government

**Commonwealth
Standard Grant Agreement**

between

the Commonwealth represented by
Department of Social Services

and

Organisation Legal Name

Grant Agreement

Once completed, this document, together with each set of Grant Details and the Commonwealth Standard Grant Conditions (Schedule 1), forms an Agreement between the Commonwealth of Australia (the Commonwealth) and the Grantee.

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 Department of Social Services
71 Athllon Drive, GREENWAY ACT 2900
ABN 36 342 015 855

Background

The Commonwealth has agreed to enter into this Agreement under which the Commonwealth will provide the Grantee with one or more Grants for the purpose of assisting the Grantee to undertake the associated Activity.

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

Scope of this Agreement

This Agreement comprises:

- (a) this document;
- (b) the Supplementary Terms from the Clause Bank (if any);
- (c) the Standard Grant Conditions (Schedule 1);
- (d) the Grant Details;
- (e) any other document referenced or incorporated in the Grant Details.

Each set of Grant Details, including Supplementary Terms (if any), only applies to the particular Grant and Activity covered by that set of Grant Details and a reference to the 'Agreement' in the Grant Details or the Supplementary Terms is a reference to the Agreement in relation to that particular Grant and Activity. If there is any ambiguity or inconsistency between the documents comprising this Agreement in relation to a Grant, the document appearing higher in the list will have precedence to the extent of the ambiguity or inconsistency.

This Agreement represents the Parties' entire agreement in relation to each Grant provided under it and the relevant Activity and supersedes all prior representations, communications, agreements, statements and understandings, whether oral or in writing.

Certain information contained in or provided under this Agreement may be used for public reporting purposes.

Grant Details

Organisation ID:	
Agreement ID:	
Program Schedule ID:	

A. Purpose of the Grant

The purpose of the Grant is to:

Strengthen relationships, support families, improve children's wellbeing and increase the participation in community life to strengthen family and community functioning, and reduce the costs of family breakdown.

This Grant is being provided under, and these Grant Details form part of, the Agreement between the Commonwealth and the Grantee.

The Grant is being provided as part of the Families and Communities program.

Intercountry Adoptee and Family Support Service (ICAFSS) – TBC

B. Activity

Activities delivered under the Intercountry Adoptee and Family Support Service (ICAFSS) aim to ensure the delivery of free, nation-wide intercountry adoption-specific support, including therapeutic care, community capacity building and a small grants and bursaries program.

The service must be free and accessible to young and adult adoptees, adoptive parents and families (including siblings) and prospective adoptive parents. This includes post-adoption support for adoptees and families formed by intercountry adoption, and for adoptees of expatriate Australian families formed while living overseas. The service may also support partners and children of adoptees where their need for support relates to the adoptee's experience of intercountry adoption.

The three core activities (Therapeutic Care, Community Capacity Building and Small Grants and Bursaries Program) of ICAFSS are detailed below.

Delivery of Community Capacity Building and the Small Grants and Bursaries Program is to be informed and guided by people with lived experience of intercountry adoption, including adoptees and adoptive parents, through a reference group or similar. This group will help to determine the primary needs in the intercountry adoption community, define and prioritise the types of activities to be funded and, where appropriate, engage in decision making regarding the allocation of small grants or bursaries.

Therapeutic Care

Therapeutic approaches must include:

1. counselling
2. psychoeducation
3. group work
4. peer or mentorship approaches
5. case management
6. working collaboratively with other service providers to ensure that the client/s can access other supports that are not available through the ICAFSS, including through provision of a warm referral.

Other therapeutic approaches based on client needs can be offered, including on a cost-recovery basis. You may also choose to financially support the target group to continue receiving support from their existing counsellor, if appropriate.

The approach to therapeutic care must be:

7. nationally accessible, including provision of outreach services, through both face-to-face and digital communication
8. intercountry adoption and trauma-informed.
9. aware of challenges related to identity, grief and loss
10. strengths-based and culturally responsive, including understanding the impacts of racism
11. able to cater to adoptees and families' different life stages, including adolescent years and adult adoptee experiences
12. competent in working with people with physical and intellectual disabilities, recognising that intercountry adoption to Australia increasingly supports people with special needs
13. evidence-informed and guided by professional best practice.

The provision of therapeutic care must be able to:

14. address challenges commonly associated with intercountry adoption for young and adult adoptees, including personal and cultural identity, mental health, trauma, loss and grief
15. address intercountry adoptive family-related challenges, including family formation, parenting difficult behaviours, family disruption and support for siblings
16. provide ongoing education and training for prospective/adoptive parents to support children with special needs
17. provide ongoing education and training for prospective/adoptive parents to support the adoptee in their development of connection to culture and country of origin
18. provide emotional and crisis support for search and reunion, including preparation, planning and post-tracing and reunion support
19. recognise and provide appropriate crisis support or referral for adoptees and adoptive families.

Client facing staff must be professional, appropriately qualified and receive supervision. Professional staff should include, but not be limited to, those with lived experience of adoption.

Community Capacity Building includes work to support:

1. Promotion and awareness of the ICAFSS across Australia (including regional and remote areas), through direct engagement with the intercountry adoption community, use of social media platforms, video conferencing platforms and frequent communication with support groups, community organisation and public spaces. The grantee must make the details of the ICAFSS publicly available, clear and accessible.
2. Development of guidance resources on search for origins, reconnection or reunion with family of origin, including after the initial reconnection, and other intercountry adoption-specific experiences.
3. Development and coordination of intercountry adoption-informed resources for parents, schools and allied health professionals.
4. Development of education and training for practitioners, including but not limited to counsellors, psychologists, speech therapists and teachers, to be intercountry-adoption aware (a cost-recovery model may be used for delivery of training to practitioners).
5. Training and resources for adoptees and adoptive families in mentoring or peer support. Potential peers, facilitators and mentors must be appropriately trained, assessed and screened, to ensure the safety of everyone involved.

Small Grants and Bursaries Program

This Grant Agreement also comprises the requirements detailed in the Small Grants and Bursaries Guideline, provided with this Grant Agreement. The Small Grants and Bursaries Guideline can also be found at Appendix A of the Grant Opportunity Guidelines.

Supporting principles of the ICAFSS

Collaboration

To ensure effective integration with appropriate services, the grantee must build and maintain collaborative and effective relationships with a broad network of relevant government agencies, non-government agencies and community organisations or groups within the intercountry adoption community that provide services or peer support for the target group. This is in accordance with section 2.7 of the Families and Communities Program – [Families and Children Guidelines Overview](#).

Client and staff diversity

The grantee must provide flexible, culturally responsive and accessible service delivery models and practices that ensure accessibility to anyone who may face barriers to receiving assistance, and have in place strategies to achieve this unless otherwise exempted by legislation. Services must be provided equitably, without bias or prejudgement about clients. The grantee must provide evidence of these strategies on request.

The Australian Government's *Multicultural Access and Equity Policy* obliges Australian Government agencies to ensure their policies, programs and services - including those provided by contractors and service delivery partners - are accessible to, and deliver equitable outcomes for, people from culturally and linguistically diverse (CALD) backgrounds.

You must ensure that cultural and linguistic diversity is not a barrier for people targeted by this Activity, by providing access to language services where appropriate. Services, projects, activities or events may require the use of professional translating or interpreting services in order to communicate with clients who have limited English proficiency. Based on an assessment of the client target group, costs for translating and interpreting services must be factored into the total funding.

It is highly desirable for personnel working on the grant activity to have lived experience of intercountry adoption, or have similar experiences or cultural background of those with lived experience of intercountry adoption.

Design principles

Services must be offered in a way that means:

- clients drive the type and direction of support
- clients are the expert in their own life
- service delivery is flexible and tailored to the individual needs of each person
- services are clear about what they do and how they do it
- feedback loops and ways to improve the service are built into its delivery.

The service is delivered by skilled staff who place importance in:

- developing trusting, empathetic and respectful relationships
- taking time to notice relevant information about clients, are curious, ask questions, are invitational to clients and do not dictate to clients
- using sensitive and informed language.

Complaints processes

The grantee must have an organisational complaints procedure in place that must be easily accessible. Clients must be made aware of the avenues available to them to make a complaint related to the ICAFSS by more than one method, for example in person, in writing, over the phone or via email. Complaints are to be treated professionally and responded to in a timely manner.

The grantee must notify the relevant Department of Social Services Funding Arrangement Manager about significant policy concerns, and sensitive or serious complaints related to the ICAFSS that may not be easily resolved. This includes actions taken by the organisation to resolve the client's issues and concerns.

If a complainant is not satisfied with the outcome of the grantee's complaints process, they can submit a formal complaint to us through the Complaints Management Process. More information on this process can be found on the [Department of Social Services website](#).

Section 6 of the Families and Communities Program, [Families and Children Guidelines Overview](#), outlines the process for dealing with complaints and escalation in more detail.

In addition to complaints, the grantee may also submit concerns to us that were raised with them or brought to their attention by clients, where appropriate or on request of the client.

Important requirements

You must comply with:

- Department of Social Services Departmental Policies*
- the relevant Guidelines*
- the Data Exchange Protocols* and
- any other service compliance requirements applicable for the Activities you are funded to deliver.

*Any or all of these may be amended by us from time to time. If we amend these we will notify you in writing at least one month prior to the changes coming into effect. The latest version can be found on the [Department of Social Services website](#).

Personnel working on the grant activity must maintain the following **qualifications and checks**:

- Compliance with requirements outlined in the Commonwealth Child Safe Framework in section 10.2 of the Grant Opportunity Guidelines
- Working with Vulnerable People Checks or jurisdictional equivalent.
- Qualifications appropriate to counselling, group work and other therapeutic approaches offered, including social work and psychology.
- Receive regular professional supervision.

Data Exchange Reporting

You are required to provide client level data and service delivery information from all recipients of this Activity in accordance with the [Data Exchange Protocols](#).

You must provide the data required within the Data Exchange through an approved mechanism as outlined in the Data Exchange Protocols.

You are required to finalise the submission of data within the Data Exchange for each reporting period within 30 days of the reporting period ceasing, as set out in the reporting schedule below.

For this Activity, participation in the "partnership approach" is a requirement of funding. By participating, you agree to provide some additional information in exchange for the receipt of regular and relevant reports. The main focus of the partnership approach is collecting information about the outcomes achieved by clients as a result of service delivery. The partnership approach also includes some extended data items that provide additional information about client demographics, needs and circumstances.

Activity Work Plan

The detailed deliverables and activities you will undertake to fulfil this Activity must be provided as part of your Activity Work Plan, to be developed in consultation with, and provided to the Department as specified in Item E. Once mutually agreed the Activity Work Plan will form part of the Agreement. You are required to report against any performance measures set out in the Activity Work Plan within 30 days of the reporting period ceasing.

Service Types

Where you are funded for more than one service type under this Activity, and you have met all requirements within one of these service areas, you may shift all or part of any remaining funds to another service type you support under this Activity. Before reallocating funding under the service areas, you must first consult with us. Where funding is above \$50,000 (GST excl) you must obtain our approval. You must advise us of resource attributions annually through the Activity Work Plan Report as detailed in Item E.

Outlet Locations

You must advise us of the outlet locations for this Activity within 3 months of the execution of this Agreement. Thereafter, you must advise us of any changes to outlet locations annually through the Activity Work Plan Report as detailed in Item E.

Service Areas

You must provide services across the service area as outlined in the table below.

Where you are funded for more than one service area, and you have met the requirements within one of these service areas, you may shift all or part of any remaining funds to another service area you support under this Activity. You must advise us of resource attributions annually through the Activity Work Plan Report as detailed in Item E.

Use of Location, Service Information and Attributed Funding Information

The information listed below on location, service area and any attributed Department of Social Services funding amounts will be used by us to provide reports, by region, on the Department of Social Services' funding.

Managing the Grant Activity

Grant Agreement variations

We recognise that unexpected events may affect your progress. In these circumstances, you can request a variation to your grant agreement. You can request a variation by contacting your Funding Arrangement Manager.

You should not assume that a variation request will be successful. We will consider your request based on provisions in the grant agreement and the likely impact on achieving outcomes.

Compliance visits

We may visit you during or at the completion of your grant activity to review your compliance with the grant agreement. We will provide you with reasonable notice of any compliance visit.

Record keeping

We may also inspect the records you are required to keep under the grant agreement.

Evaluation

We will evaluate the ICAFSS to see how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to one year after you finish your grant for more information to assist with this evaluation.

Acknowledgement

All materials or public statements related to the Intercountry Adoptee and Family Support Service must also acknowledge the Commonwealth by saying:

'This Intercountry Adoptee and Family Support Service receives grant funding from the Australian Government.'

For Information Only

Performance Indicators

The performance indicators for the Activity are outlined in the section below.

Additional performance indicators may be added, such as any other performance indicators agreed between us and your organisation, including information contained with the agreed Activity Work Plans and the Program Logic.

Performance Indicators

The Activity will be measured against the following Performance Indicator/s:

Performance Indicator Description	Measure
Number of clients assisted	Measured using benchmarking, comparing your achievement against similar service providers delivering comparable services, using characteristics defined in the Data Exchange Protocols.
Number of events / service instances delivered	Measured using benchmarking, comparing your achievement against similar service providers delivering comparable services, using characteristics defined in the Data Exchange Protocols.
Percentage of participants from priority target groups	Measured using benchmarking, comparing your achievement against similar service providers delivering comparable services, using characteristics defined in the Data Exchange Protocols.
Percentage of clients achieving individual goals related to independence, participation and well-being	Measured using benchmarking, comparing your achievement against similar service providers delivering comparable services, using characteristics defined in the Data Exchange Protocols.
Percentage of clients achieving improved independence, participation and well-being	Measured using benchmarking, comparing your achievement against similar service providers delivering comparable services, using characteristics defined in the Data Exchange Protocols.
Activities are completed according to scope, quality, timeframes and budget defined in the Activity Work Plan.	The Department and you agree that the Activity Work Plan has been completed as specified or, in case of divergence, to a satisfactory standard.

Location Information

The Activity will be delivered from the following site location/s:

	Location Type	Name	Address
1.			

Service Area Information

The Activity will service the following service area/s:

	Type	Service Area
1.	Australia 2016	Australia

C. Duration of the Grant

The Activity starts on 1 July 2021 and ends on 30 June 2026, which is the **Activity Completion Date**.

The Agreement ends on 30 November 2026 or when the Commonwealth accepts all of the reports provided by the Grantee and the Grantee has repaid any Grant amount as required under this Agreement, which is the **Agreement End Date**.

D. Payment of the Grant

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

A break down by Financial Year is below:

Financial Year	Amount * (excl. GST)
2021-2022	
2022-2023	
2023-2024	
2024-2025	
2025-2026	

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:

BSB Number	
Financial Institution	
Account Number	
Account Name	

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

Milestone	Anticipated date	Amount (excl. GST)	GST	Total (incl. GST)
Half yearly payment of 2021-22 funds	13 July 2021			
Half yearly payment of 2021-22 funds	1 December 2021			
Half yearly payment of 2022-23 funds	12 July 2022			
Half yearly payment of 2022-23 funds	1 December 2022			
Half yearly payment of 2023-24 funds	11 July 2023			
Half yearly payment of 2023-24 funds	1 December 2023			
Half yearly payment of 2024-25 funds	9 July 2024			
Half yearly payment of 2024-25 funds	2 December 2024			
Half yearly payment of 2025-26 funds	8 July 2025			
Half yearly payment of 2025-26 funds	1 December 2025			
Total Amount				

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.

E. Reporting

The Grantee agrees to create the following reports in the form specified and to provide the reports to the Commonwealth representative in accordance with the following.

Milestone	Information to be included	Due date
Other Report	ICAFSS Program Logic – Finalised, in consultation with us, the ICAFSS Program Logic will detail the inputs, goals and activities of the ICAFSS and the required resources and practices needed to achieve the objectives and outcomes as per Item E.4	15 August 2021
Activity Work Plan	Output-level detail for the funded Activity negotiated with us and captured in an Activity Work Plan as per Item E.2	15 August 2021

Milestone	Information to be included	Due date
Performance Report	Finalisation of Data Exchange period 1 data (1 July to 31 December), as set out in the Data Exchange Protocols, as per Item E.1	30 January 2022
Performance Report	Finalisation of Data Exchange period 2 data (1 January to 30 June), as set out in the Data Exchange Protocols, as per Item E.1	30 July 2022
Activity Work Plan Report	A report with progress against Activity Work Plan, compliance or other reporting as set out in Item E.4	15 August 2022
Other Report	ICAFSS Program Logic – Review/Revise, in consultation with us and an independent evaluator, as per Item E.4.	15 August 2022
Financial Acquittal Report	Financial Acquittal from 1 July 2021 to 30 June 2022 as per Item E.3	31 October 2022
Performance Report	Finalisation of Data Exchange period 1 data (1 July to 31 December), as set out in the Data Exchange Protocols, as per Item E.1	30 January 2023
Performance Report	Finalisation of Data Exchange period 2 data (1 January to 30 June), as set out in the Data Exchange Protocols, as per Item E.1	30 July 2023
Activity Work Plan Report	A report with progress against Activity Work Plan, compliance or other reporting as set out in Item E.4	15 August 2023
Other Report	Independent Evaluation and Review – Work with an independent evaluator for them to produce an independent program evaluation and review as per Item E.4	15 September 2023
Financial Acquittal Report	Financial Acquittal from 1 July 2022 to 30 June 2023 as per Item E.3	31 October 2023
Performance Report	Finalisation of Data Exchange period 1 data (1 July to 31 December), as set out in the Data Exchange Protocols, as per Item E.1	30 January 2024
Performance Report	Finalisation of Data Exchange period 2 data (1 January to 30 June), as set out in the Data Exchange Protocols, as per Item E.1	30 July 2024
Activity Work Plan Report	A report with progress against Activity Work Plan, compliance or other reporting as set out in Item E.4	15 August 2024

Milestone	Information to be included	Due date
Financial Acquittal Report	Financial Acquittal from 1 July 2023 to 30 June 2024 as per Item E.3	31 October 2024
Performance Report	Finalisation of Data Exchange period 1 data (1 July to 31 December), as set out in the Data Exchange Protocols, as per Item E.1	30 January 2025
Performance Report	Finalisation of Data Exchange period 2 data (1 January to 30 June), as set out in the Data Exchange Protocols, as per Item E.1	30 July 2025
Activity Work Plan Report	A report with progress against Activity Work Plan, compliance or other reporting as set out in Item E.4	15 August 2025
Financial Acquittal Report	Financial Acquittal from 1 July 2024 to 30 June 2025 as per Item E.3	31 October 2025
Performance Report	Finalisation of Data Exchange period 1 data (1 July to 31 December), as set out in the Data Exchange Protocols, as per Item E.1	30 January 2026
Performance Report	Finalisation of Data Exchange period 2 data (1 January to 30 June), as set out in the Data Exchange Protocols, as per Item E.1	30 July 2026
Activity Work Plan Report	A report with progress against Activity Work Plan, compliance or other reporting as set out in Item E.4	15 August 2026
Final Report	A report of outcomes for the funded Activity based on monitoring and data collection methods agreed with between the Parties as set out in Item E.4	15 August 2026
Financial Acquittal Report	Financial Acquittal from 1 July 2025 to 30 June 2026 as per Item E.3	31 October 2026

E.1 Performance Reports

Data Exchange Reports

You must provide client and service delivery information to the Community Grants Hub via the Data Exchange in accordance with the Data Exchange Protocols, within 30 days of the completion of a reporting period, as outlined in Item E.

For this Activity, you are required to participate in the Partnership Approach.

The Data Exchange Protocols can be found [here](#).

E.2 Activity Work Plan

The Activity Work Plan will be negotiated between you and us from time to time as agreed by both parties during the life of the Agreement. Using our Activity Work Plan template it will specify the Activity Details, deliverables, timeframes for delivery and measures of achievement. It may include a budget or other administrative controls intended to help manage Activity risks. Once the Activity Work Plan has been agreed by both parties it will form part of the Agreement.

E.3 Financial Acquittal Reports

Financial Declaration

A Financial Declaration must be submitted for each financial year funded under this Grant Agreement. 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.

Independently Audited Financial Acquittal Report

We may also ask you to provide an Independently Audited Financial Acquittal Report. An Audited Financial Acquittal Report will verify that you spent the grant in accordance with the grant agreement and your Financial Declaration.

You are required to provide an Annual Independently Audited Financial Acquittal Report for each financial year funded under this Grant Agreement covering the Activity/ies in this Schedule (in accordance with Clause 9 of the Commonwealth General Grant Conditions). If SACS Supplementation has been paid, confirmation must be provided that the funding was spent in accordance with the Grant Agreement.

E.4 Other Reports

Activity Work Plan Report

For the purposes of this Agreement, Activity Work Plan Report means a document to be completed by you, on a template or system provided by us. The preferable way to submit the Report is through the Grant Recipients Services Portal when it becomes available.

The Activity Work Plan Report template asks for progress on requirements in the Activity Work Plan for the reporting period including any compliance requirements.

Program Logic

Within the first three months of the activity start date, the grantee must work with us to finalise and the ICAFSS Program Logic. This Program Logic will detail the inputs, goals and activities of the ICAFSS and the required resources and practices needed to achieve the objectives and outcomes. It will be used to report and measure against in all following Progress Reports.

During the second year of delivery, the grantee will be required to work with us and a contracted independent evaluator to review/revise the Program Logic.

Independent evaluation and review

The ICAFSS will run across five financial years from 1 July 2021 to 30 June 2026, with an independent program evaluation and review completed at three years. If the program delivery does not meet satisfactory performance of the obligations under the Grant Agreement, we may terminate or reduce the scope of the Agreement.

The grantee is expected to work with us and the selected independent evaluator to provide data and information for the evaluator to produce an effective evaluation of the ICAFSS. We will fund the evaluation and review.

Final Report

The Final Report must:

- identify if and how outcomes of the Grant Agreement have been achieved
- report against all items and metrics agreed in the Program Logic include the agreed evidence as specified in the Grant Agreement
- identify the total eligible expenditure incurred.

Ad-hoc reports

We may ask you for ad-hoc reports on your grant. This may be to provide an update on progress, or any significant delays or difficulties in completing the grant activity.

F. Party representatives and address for notices

Grantee's representative and address

Grantee's representative name	
Position	
Business hours telephone	
E-mail	

Commonwealth representative and email address

Business hours telephone	
E-mail	

The Parties' representatives will be responsible for liaison and the day-to-day management of the Grant, as well as accepting and issuing any written notices in relation to the Grant.

Organisation ID:	
Agreement ID:	
Program Schedule ID:	

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 The Department of Social Services, ABN 36 342 015 855 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 TBC, ABN TBC in accordance with its rules, and who warrants they are authorised to sign this Agreement:

(Name and position held by Signatory)	(Signature)
	.../.../.....

(Name and position held by second Signatory/Name of Witness)	(Signature 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.