

## ATTACHMENT A to Commonwealth Standard Grant Agreement

*[This is the template for an Activity Work Plan and its Appendices (Activity Budget and Milestone Schedule). Activity Work Plans are used to more clearly define the requirements of the grant, such as deliverables, focus or timeframes. The requirement to use an Activity Work Plan is stipulated in grant agreements. Not all sections will be required, and may be negotiated with Grant Activity Managers.]*

### Activity Work Plan

<b>Organisation name</b>	
<b>Grant activity name</b>	
<b>Grant activity ID</b>	
<b>Agreement ID</b>	
<b>Schedule ID</b>	

<b>Activity Start Date</b>		<b>Activity End Date</b>	
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<b>ACTIVITY DETAILS</b>
<b>Detailed Activity Description</b>

<b>Community/ies</b>
<b>Location and name of community/ies where the activity will be delivered.</b>
Program Community or Communities, State

**Activity Budget**

See Appendix A

**Activity Milestones****Milestone Report**

For the purposes of this Agreement, a Milestone Report means a document to be completed by the Grantee, on a template provided by the Commonwealth outlining progress against the milestones in the Activity Work Plan, including expenditure reporting and progress against the Activity.

Milestone Reports will include a Declaration that all elements of the Activity have been conducted in accordance with the Activity Work Plan and all funds were spent for the purpose provided as outlined in the Agreement.

See Appendix B for Milestone Schedule

**Assets**

Item Number	Description	Date of Acquisition	Grant Contributions	Other Contributions Grantee	Other Contributions Third Party	Total Cost
<i>Insert Reference</i>	<i>Description of expenditure item</i>		<i>Amount of grant contributed to this budget item</i>	<i>Amount of Grantees own funds contributed to this budget item</i>	<i>Amount of other sources of funding contributed to this budget item</i>	<i>total amount cost of the budget item</i>