



Australian Government

Department of Social Services

**Commonwealth
Standard Grant Agreement**

between
the Commonwealth represented by
Department of Social Services
and
[Organisation Legal Name]

Grant Agreement [Agreement Id]

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 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)	
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:	
Schedule ID:	

A. Purpose of the Grant

Consistent with the overall objectives of the *National Plan to Reduce Violence against Women and their Children 2010-2022* (the National Plan), this Grant will support innovative and community-led primary prevention activities for particular cohorts, groups or communities that challenge the underlying social, economic and political conditions, as well as historical and cultural factors that allow violence-supportive attitudes and behaviours to thrive.

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 National Initiatives program.

B. Activity

Projects should be aligned to, embed, and support national primary prevention frameworks:

- [Change the Story: A shared framework for the primary prevention of violence](#)
- [Changing the Picture: preventing violence against Aboriginal and Torres Strait Islander women and](#)
- [Counting on Change: A guide to prevention monitoring.](#)

The expected outcomes of this Grant are:

- Outcome 1. Projects will be community-led.
 - A community-led approach ensures the people, groups and communities impacted by a project are actively involved in the development, implementation and evaluation of the project. This approach means responses will be designed by the communities they are intended to support, and that women from all communities are listened to and involved in the development of policies and solutions that impact them.
- Outcome 2. Projects will promote gender equality, and address behaviours, attitudes or other social and cultural factors that contribute to violence against women and children. For primary prevention interventions to be effective, they must also promote gender equality, and address the underlying complexities and forms of discrimination and marginalisation experienced by particular groups or communities.
- Outcome 3. Projects will be implemented in a culturally appropriate way and targeted to the specific needs of a chosen community. Priority cohorts for this grant opportunity include:
 - Children and young people;
 - Aboriginal and Torres Strait Islander communities;
 - Women with disabilities;
 - Women living in rural and remote communities;
 - Culturally and linguistically diverse communities; and
 - People with diverse sexual orientation, gender identity or intersex status.
- Outcome 4. Projects will be innovative and/or expand and build on existing effective programs, frameworks or campaigns.
- Outcome 5. Projects will be impactful and measurable as the Community-led Projects for Preventing Violence against Women and their Children Grant will be evaluated to see how well the outcomes and objectives have been achieved

Example only. The Activity will be tailored to your specific project.

Eligible grant activities will be designed to support men to take a leadership role to address the structural and gendered factors that drive and reinforce violence against women, such as those outlined in [Change the Story: A shared framework for the primary prevention of violence](#), including activities that:

- challenge condoning of violence against women.
- promote women’s independence and decision-making in public life and relationships.
- foster positive personal identities and challenge gender stereotypes and roles.
- strengthen positive, equal and respectful relations between and among women and men, girls and boys.
- promote and normalise gender equality in public and private life.
- challenge the normalisation of violence as an expression of masculinity or male dominance.
- prevent exposure to violence and support those affected to reduce its consequences through leadership activities that address structural drivers of violence.
- address the intersections between social norms relating to alcohol and gender.
- reduce backlash by engaging men and boys in gender equality, building relationship skills and social connections.
- promote broader social equality and address structural discrimination and disadvantage.

Performance Indicators

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

Performance Indicator Description	Measure

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.		

C. Duration of the Grant

The Activity starts on (Day/Month/Year).

The Activity (other than the provision of any final reports) ends on 30 June 2022, which is the Activity's Completion Date.

The Agreement ends on 31 October 2022 or when the Grantee has provided all of the reports and repaid any Grant amount as required under this Agreement.

D. Payment of the Grant

The total amount of the Grant is [Overall Agreement Value for all financial years]* (GST exclusive).

A break down by Financial Year is below:

Financial Year	Amount * (excl. GST)
2019-20	
2020-21	
2021-22	

*This amount may include Social, Community, Home Care and Disability Services Industry Award 2010 Supplementation (SACS).

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)
Full payment of 2019-20 funds	On execution			
Half yearly payment of 2020-21 funds	July 2020			
Half yearly payment of 2020-21 funds	December 2020			
Half yearly payment of 2021-22 funds	July 2021			
Half yearly payment of 2021-22 funds	December 2021			
Total Amount				

Invoicing

TBC

Taxes, duties and government charges

TBC

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
Activity Work Plan	Output-level detail for the funded Activity negotiated with the Department and captured in an Activity Work Plan as per Item E.2	(one month after signing)
Performance Report	A report with progress against the Activity Work Plan, compliance or other reporting as set out in Item E.1 for the period from execution to 30 June 2020	August 2020
Financial Acquittal Report	Financial Report as per Item E.4	October 2020
Performance Report	A report with progress against the Activity Work Plan, compliance or other reporting as set out in Item E.1 for the period 1 July 2020 to 31 December 2020	January 2021
Performance Report	A report with progress against the Activity Work Plan, compliance or other reporting as set out in Item E.1 for the period 1 January 2021 to 30 June 2021	August 2021
Financial Acquittal Report	Financial Report as per Item E.4	October 2021
Performance Report	A report with progress against the Activity Work Plan, compliance or other reporting as set out in Item E.1 for the period 1 July 2021 to 31 December 2021	January 2022
Performance Report	A report with progress against the Activity Work Plan, compliance or other reporting as set out in Item E.1 for the period 1 January 2022 to 30 June 2022	August 2022
Financial Acquittal Report	Financial Report as per Item E.4	October 2022
Final Report	Final Report as set out in Item E.5	TBC

E.1 Performance Reports

Six monthly Performance Report on the Activity that outline the activities and the deliverables agreed to in the Activity Work Plan that have been completed to date.

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, deliverable, 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 Annual Report

TBC

E.4 Accounting for the Grant

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 verified 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.

E.5 Other Reports

TBC

F. Party representatives and address for notices

Grantee's representative and address

Grantee's representative name	
Position	
Postal/physical address(es)	
Business hours telephone	
Mobile	
Fax	
E-mail	

Commonwealth representative and address

Name of representative	
Position	
Postal/physical address(es)	GPO 9820 CANBERRA ACT 2601
Business hours telephone	
Mobile	
Fax	
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.

G. Activity Material

Activity Material means any material, other than Reporting Material, created or developed by the Grantee as a result of the Activity and includes any Existing Material that is incorporated in or supplied with the Activity Material.

Signatories

Organisation ID:	
Agreement ID:	

Executed as an Agreement

Signed for and on behalf of the Commonwealth of Australia by the relevant Delegate, represented by and acting through 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 [Organisation Legal Name], ABN [Organisation ABN] in accordance with its rules, and who warrants that he/she is 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)
...../...../.....

Notes about 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. 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.
- If you are an **individual**, you must sign in the presence of a witness.
- 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.