



Australian Government

[Program Agency Organisation Legal Name]

Dear **[Program Schedule Primary Contact Title]** **[Program Schedule Primary Contact Last Name]**

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

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

Program	Activity Name	Grant Amount (excl. GST)	GST (if applicable)	Total (incl. GST)
Total				

This letter, the enclosed document titled *Commonwealth Standard Grant Agreement*, Grant Details, Supplementary Terms from the Clause Bank (if any) and any documents incorporated by reference into this document form the Agreement. The Agreement can only be varied by written agreement between you and us.

A separate set of Grant Details, including any Supplementary Terms from the Clause Bank (if any) is provided for each Program, each set of Grant Details may contain one or more Activities. Additional Grant Details may be added to this Agreement by means of variation.

Provision of this Grant is subject to the Agreement being signed by both you and us. The Grant will be paid to you as set out in the Grant Details dependent upon your ongoing compliance with the Agreement.

This offer of a Grant does not imply any commitment to further funding.

You are provided with the Agreement, which must be printed and signed by you. The signature block is contained within the Agreement. By signing the Agreement you have agreed to enter into the Agreement.

To accept this offer and enter into an agreement with the Commonwealth, represented by the Department of Agriculture, Water and the Environment, ABN 34 190 894983 in relation to the Grant, please sign the attached Grant Agreement and return the signed copy within **30** business days from **[Date]** to the address below, otherwise this offer will lapse.

When we receive the signed Agreement, we will sign, date and return a copy of the Agreement to you for your organisation's records.

If you believe that you will have difficulties complying with any part of the Agreement, then you will need to resolve these before signing this Agreement. If you are uncertain about any aspects of this Agreement you should seek independent legal advice before execution.

If you have any questions about this offer, please email [\[Email\]](#).

Yours sincerely

[\[Signatory\]](#)

[\[Date\]](#)