



Australian Government

**Commonwealth
Standard Grant Agreement**

between

the Commonwealth represented by

[Program Agency Organisation Legal Name]

and

**[Program Schedule 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 [Program Agency Organisation Legal name]
[Program Agency Organisation physical address]
ABN [Program Agency Organisation ABN]

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:

Improve outcomes for Australian women in six key focus areas, including: women's job creation; women's economic security; women's workforce participation; women's leadership; women's safety; and international engagement.

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 Women's Leadership and Development program.

SAMPLE

[Scholarships for Women in Finance and Economics: Administration Service – Activity ID]

B. Activity

The Scholarships for Women in Finance and Economics: Administration Service Activity is to administer and manage the delivery of Scholarships for Women in Finance and Economics (the scholarships) across Australia.

Funding of \$1.5 million (GST exclusive) must be distributed for scholarships. Funding of \$150,000 will be provided for the administration of the scholarships.

The objective of the Activity is to encourage more women to study accounting, business, finance and economics, or to renew, upskill or refresh their skills in these areas. This will assist more women to enter, re-enter and achieve leadership roles in the economics and financial services industry.

In undertaking this Activity and in adherence of the requirements outlined in *the Women's Leadership and Development Program - Scholarships for Women in Finance and Economics: Administration Service Grant Opportunity Guidelines* (the Guidelines), you must:

- identify and select suitable scholarship candidates and distribute the scholarship funding;
- administer and manage the delivery of the scholarships to women across Australia; and
- assess and report on the outcomes of the scholarships at the conclusion of the grant period.

Funding may be distributed to:

- educational and/or other institutions that provide formal education, career development programs, internship opportunities or other work experience opportunities; or
- directly to a scholarship recipient for costs directly associated with their chosen opportunity, in limited circumstances (for example, where a travel bursary is desired).

A scholarship recipient is not eligible for reimbursement from their employer.

Scholarships must be awarded to women who, for the duration of the scholarship, meet all of the following criteria:

- a new student – i.e. not currently studying economics or finance
- an Australian citizen
- able to demonstrate financial need
- intending to upskill or refresh their skills in finance and economics to help them enter, re-enter and achieve leadership roles in these industries
- intending to undertake one of the following activities:
 - formal education
 - career development programs
 - internship opportunities
 - other work experience programs.

An additional focus should be on applicants demonstrating intersecting sources of disadvantage, including but not limited to, women who:

- are re-entering the workforce
- have low socio economic status
- are mature age or young
- are Aboriginal and Torres Strait Islander
- are new migrants
- are living in rural and remote areas.

It is strongly encouraged that scholarships are awarded for a diverse range of activities (formal education, career development programs, internships, work experience) and funding levels (up to \$50,000).

Reallocation of scholarships

If a scholarship recipient discontinues their study or loses eligibility during the course of the scholarship period, no additional scholarship funding should be paid to, or in respect of, the recipient. In this case, any future year funding associated with that scholarship can be reallocated to a different applicant who meets the eligibility criteria.

Payment of administration service funds

Funding for the administration service component will be paid to the Grantee by the Department of the Prime Minister and Cabinet. The Grantee must issue a Tax Invoice to the Department of the Prime Minister and Cabinet to release the funds. Timing of these payments are detailed in D. Payment of the Grant.

Performance Indicators

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

Performance Indicator Description	Measure
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.	Direct Funded		

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 April 2021** and ends on **30 June 2023**, which is the **Activity Completion Date**.

The Agreement ends on **30 November 2023** 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 \$**Overall Activity Value for all financial years** excluding GST (if applicable).

A break down by Financial Year is below:

Financial Year	Amount (excl. GST if applicable)
2020-21	
2021-22	

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 in relation to the Scholarships Activity 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 (if applicable)	Total (incl. GST if applicable)
Full payment of 2020-21 funds for scholarships	1 April 2021			
Full payment of 2021-22 funds for scholarships	13 July 2021			
Total Amount				

The Grant in relation to the Administration Service Activity will be paid in instalments by the Commonwealth in accordance with the agreed Milestones on acceptance of a correctly rendered tax invoice to the Department of the Prime Minister and Cabinet, and compliance by the Grantee with its obligations under this Agreement.

Milestone	Anticipated date	Amount (excl. GST)	GST (if applicable)	Total (incl. GST if applicable)
1. Full payment of 2020-21 funds for the administration service component	1 April 2021			
2. Full payment of 2021-22 funds for the administration service component	30 November 2021			
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 scholarships Activity.

The Grantee agrees to issue the Department of the Prime Minister and Cabinet with a Tax Invoice for any taxable supplies in relation to the administration service 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
Progress Report	A report of progress and outcomes for the funded Activity based on monitoring and data collection methods agreed with the Department as set out in Item E.4	30 September 2021
Financial Acquittal Report	Financial Acquittal from 1 July 2020 to 30 June 2021 as per Item E.3	31 October 2021
Progress Report	A report of progress and outcomes for the funded Activity based on monitoring and data collection methods agreed with the Department as set out in Item E.4	31 March 2022
Progress Report	A report of progress and outcomes for the funded Activity based on monitoring and data collection methods agreed with the Department as set out in Item E.4	30 September 2022
Financial Acquittal Report	Financial Acquittal from 1 July 2021 to 30 June 2022 as per Item E.3	31 October 2022
Progress Report	A report of progress and outcomes for the funded Activity based on monitoring and data collection methods agreed with the Department as set out in Item E.4	31 March 2023
Final Report	A final report of outcomes for the funded Activity based on monitoring and data collection methods agreed with the Department as set out in Item E.4	31 July 2023
Financial Acquittal Report	Financial Acquittal from 1 July 2022 to 30 June 2023 as per Item E.3	31 October 2023
Evaluation Report	An evaluation of the project that details the outcomes and achievements against the Activity Work Plan and its performance indicators for each Activity as set out in Item E.4	31 October 2023

E.1 Performance Reports

None Specified

E.2 Activity Work Plan

None Specified

E.3 Financial Acquittal Reports

Audited Financial Acquittal Report

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 10 of the Commonwealth Standard Grant Conditions).

E.4 Other Reports

Progress Report

For the purposes of this Agreement, Progress Report means a document to be completed by you, on a template negotiated with us and must include:

- progress against agreed milestones and outcomes;
- contributions of participants directly related to the scholarships;
- expenditure of the Grant;
- scholarship recipients – data including:
 - ID/reference number
 - age
 - course of study
 - diversity and inclusion (e.g. does the student identify as Aboriginal or Torres Strait Islander, a person with disability, first in family, ad/or from a culturally and linguistically diverse background)
- the number of potential women who showed interest, but were not allocated a scholarship;
- the marketing methods you believe were most effective;
- the amount of funding expended on scholarships and other eligible expenditure to date.

Final Report

For the purposes of this Agreement, Final Report means a document to be completed by you, on a template negotiated with us. The report must:

- identify if and how outcomes have been achieved;
- include the agreed evidence as specified in the Activity Work Plan;
- identify the total eligible expenditure incurred.

Evaluation Report

For the purposes of this Agreement, Evaluation Report means a document to be completed by you and must provide an evaluation of the outcomes and achievements against the Activity Work Plan including any relevant feedback from participants, significant achievements, and potential areas for improvement for the 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	08 8318 2194
E-mail	OFW.Manage@communitygrants.gov.au

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 [Program Agency Organisation Legal Name], ABN [Program Agency Organisation 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 [Program Schedule Organisation Legal Name], ABN 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.