

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

Organisation name	
Grant activity name	
Grant activity ID	
Agreement ID	
Schedule ID	

Activity Start Date		Activity End Date	
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ACTIVITY DETAILS
Detailed Activity Description

Community / Communities
Location and name of community / communities where the activity will be delivered

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