



Regional Programmes

Letter of Acceptance

Ref: [project id]

I, [name], [title], for and on behalf of [proponent name], [ABN and/or ACN as appropriate], accept the offer of a grant approved by Senator the Hon Fiona Nash, Minister for Regional Development, of \$[AG amount] (GST exclusive) for the project and purpose stated in our application (Reference No. [project id]) for the [name of project], [street address], [suburb], [state] and:

- (a) agree that the grant and any asset formed as a result of the grant will be used solely for the purpose specified in the Minister’s letter of offer of grant, and expenditure as detailed in this Letter of Acceptance;
- (b) the project to be delivered includes the [construction/upgrade/purchase/planning for a [insert a brief description of the project].
- (c) agree that [proponent name] bears full responsibility, including liability, for all activities carried out in relation to this project;
- (d) this Agreement commences on the Date of this Agreement and continues until the completion date, unless terminated earlier;
- (e) state that the project completion date is [date];
- (f) confirm that the following co-contributions have been received/confirmed [Reserve if fully AG funded];

Name of contributor/s	\$[amount] (GST exclusive)
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- (g) confirm the project Budget is;

	Cost Item	Description	\$ (GST Exclusive)
Australian Government	Construction, Upgrade, Purchase and/or Planning		
Name of other contributor/s	Construction, Upgrade, Purchase and/or Planning	[delete row if fully AG funded, add further rows if more than one contributor]	
Total Project Cost			

- (h) confirm the [proponent name] bank account details:

Name of Bank	
BSB	
Account Name	
Account Number	

- (i) note that the payment of Australian Government funds will be paid on completion of the project and acceptance of the Completion Report, to be provided in accordance with paragraph (n), by the Department of Infrastructure and Regional Development (the Department);

OR IF THE APPLICANT CANNOT COVER THE COST OF THE PROJECT TILL COMPLETION

note that the payment of Australian Government funds will be paid on completion of the milestones and acceptance of the Reports, to be provided in accordance with paragraph (n), by the Department of Infrastructure and Regional Development (the Department);

Progress Report Number	Milestone(s) / Information covered by the Report	Milestone Completion Date	Payment amount (GST Exclusive)	Due Date for Report	Due Date for Funding Payment
1	Evidence acceptable to the Commonwealth that the Recipient has completed the following identified activities: <ul style="list-style-type: none"> an Event Invitation has been submitted to the Department as required at Clause X; *** per cent of the Project is completed and certified by the Project Manager, Quantity Surveyor, or similar. 				
2	Evidence acceptable to the Commonwealth that the following have been achieved: <ul style="list-style-type: none"> confirmation that the project is completed. 				

- (j) agree that if there is any significant change to the project or items to be purchased through this grant (as detailed in this Letter of Acceptance), [proponent name] shall seek written approval from the Department to vary the grant;
- (k) agree to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when requested;
- (l) note the Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee;
 - i. has breached this Agreement; or
 - ii. has provided false or misleading statements in their application for the Grant; or
 - iii. has become bankrupt or insolvent, entered in to a scheme of arrangement with creditors, or come under any form of external administration;
- (m) agree to give the Commonwealth, the Auditor-General and any Information Officer under the Australian Information Commissioner Act 2010 (Cth), or their authorised representatives access to premises where the Project is being performed and to permit those persons to inspect and take copies of any material relevant to the Project;
- (n) agree to acquit the grant within three months of the project completion date stated above (Completion Report/Report attached);
- (o) agree to request written approval from the Department for any extension to the project completion date stated above or date of acquittal;
- (p) note the Operational Period commences on the date the Commonwealth accepts the Acquittal Report specified, to the Commonwealth's satisfaction. The duration of the Operational Period is one year;

- (q) agree to retain and, if required, provide to the Department, all records (including receipts) relating to this grant and the project, for which the grant was awarded, for a period no less than five (5) years from the date this Letter of Acceptance is signed;
- (r) agree that any surplus funds will be remitted to the Department;
- (s) agree that any cost overruns will be funded by the [proponent name];
- (t) agree to provide the Department with a high resolution image or copy of anything produced as a result of the grant (e.g. photographs of items purchased and/or events held, books, orders of service, etc) and that these may be used, where appropriate, by the Department in its publications, including websites and brochures;
- (u) agree to acknowledge that the project is supported by funding from the Australian Government under the Community Development Grants Programme;
- (v) agree to include the Commonwealth logo in all signage, publications and promotional activities related to the Activity. The Recipient must not use the Commonwealth's logo without the Commonwealth's approval. If the Commonwealth provides approval for the Recipient's use of the Commonwealth's logo, the Recipient must use it in accordance with the Commonwealth's branding guidelines (available on the Department of Infrastructure and Regional Development website);
- (w) If the Recipient erects or maintains any signage in relation to the Project, the signage must be approved by the Commonwealth prior to use and contain an acknowledgement of the Funding as required under Clause X of this Agreement. Any signage must remain in place during the Operational Period for the Project as specified in Clause P. Signage for the Activity may be paid from the Budget if approved by Us. Signage for any other part of the Project must be at the Recipient's own cost. If a Federal, State or Local Government election is announced, the Recipient must cover any sign that is displayed within 100 metres of a polling place with an opaque (impenetrable to sight), durable and water repellent material from a period not less than 48 hours before the commencement of polling at that polling place until the polls close;
- (x) Agree to conduct an official opening of the completed Project unless otherwise agreed by the Commonwealth. The recipient must, through the Commonwealth's contact officer:
 - i. Seek the Commonwealth's agreement for the date of official openings or any other official functions relating to the Project, providing to the Commonwealth at least three options for dates, at least 56 days prior to the first proposed date, for the official opening or function;
 - ii. Invite the Commonwealth's representative to officiate at any official opening or other official function relating to the Project; and
 - iii. Clear all the signage, publications, promotional activities, publicity, announcements and media releases relating to the Project, with at least 14 calendar days' notice, before release.
- (y) agree to disclosure of the recipient's name and details of the project as required under Commonwealth Government grant publication requirements on the Department's website for at least two years, in media releases, letters announcing the grant to Members of the Parliament of Australia, the Australian National Audit Office and as required to meet Government accountability requirements;
- (z) agree to attempt settlement of any dispute by negotiation with the Department before resorting to external dispute resolution processes;
- (aa) note that this offer should not be seen as a precedent for future grants; and
- (bb) affirm that I am authorised to sign on behalf of the [proponent name].

SIGNED for and on behalf of the
COMMONWEALTH OF AUSTRALIA, as
represented by and acting through the
**Department of Infrastructure and Regional
Development**: ABN 86 267 354 017

Executed on behalf of [**INSERT
RECIPIENT'S NAME HERE**], ABN [**insert
ABN here**] or ACN [**insert ACN here**] who by
signing warrants they are authorised to bind the
[**name of Recipient**]

Name
Programme Manager
Regional Programmes Branch

Name and Title
[**proponent name**]

Signed
In the presence of:

Signed
In the presence of:

Name
Regional Programmes Branch

Name of witness

Signed
Date:

Signed
Date:



REGIONAL PROGRAMMES – COMPLETION REPORT

Table with 2 columns: Field Name and Value. Fields include Programme Name, Project Name, Project ID Number, Total Project Cost, Total AG funding, Funding Recipient Name, and Project Officer (Australian Government) with Name and Email sub-fields.

Project Status Report

Table with 5 columns: Milestone Description, Date Due, Completion Report, Description of Evidence Provided, and For Office Use Only Satisfied (Yes/No).

Project Financial Report (all amounts to be GST exclusive)

Table with 7 columns: Australian Government Funding (Amount Due, Expenditure), Other Recipients Funding (Received, Expenditure), Total Expenditure, Description of Evidence Provided, and For Office Use Only Satisfied.

Table with 2 columns: For Office Use Only (If the answer to any of the above is no, what action is to be taken) and a large empty space for response.

Certified

In relation to the Funding Agreement between the Commonwealth of Australia as represented by the Department of Infrastructure and Regional Development and [INSERT NAME OF PROPONENT] for [INSERT NAME OF PROJECT] executed on [INSERT DATE OF AGREEMENT EXECUTION] (and subsequently varied on [INSERT DATE OF VARIATION EXECUTION]) (the Agreement), I certify that all the information in this Report is true and correct.

Signed _____

Name (Funding Recipient) _____

Date _____

Title _____

This Progress Report is to be signed by (or, if in electronic form, submitted by) the Chief Executive Officer, Chief Financial Officer, or a person authorised by the organisation to complete and submit this form on its behalf.

Table with 4 columns: Verified/Approved, Project Officer's/Programme Manager's Name, Signature, and Date.



Regional Programmes

Acquittal Form

Ref: [project id]

Programme Manager
Regional Programmes Branch
Department of Infrastructure and Regional Development
GPO Box 594
CANBERRA ACT 2601

Name of Project: [name of project]
Organisation: [proponent name], [ABN and/or ACN/ARBN as appropriate]
Purpose: [name of project], [suburb], [state]
AG Funding: \$[AG amount] (GST exclusive)
Total Project Funding: \$[AG amount] (GST exclusive)

I certify that the above grant:
(please tick appropriate box)

has been spent in full solely for the specified project;

OR

has been spent in part for the specified project and the Completion Report accurately reflects actual total project expenditure;

AND

all terms of the Letter of Acceptance have been complied with and that the Project has been completed

AND

that the records relating to this project will be kept for a period of no less than five (5) years from the date of the Minister for Regional Development letter offering the grant.

Yours sincerely

Signature:

Name:

Date:

This Statement must be signed by (or, if in electronic form, submitted by) the Chief Executive Officer, General Manager or Equivalent, or a person authorised by your organisation to complete and submit this form on their behalf.