



Australian Government
**Department of Industry,
Innovation and Science**

Your reference no: <project number>

<title> <first name> <last name>
<position>
<organisation name>
<organisation postal address 1>
<organisation postal address 2>
<organisation postal address 3>

GPO Box 2013
Canberra ACT 2601
p: <state office phone number>
e: IA.NSWGrants@industry.gov.au
w: www.business.gov.au
abn: 74 599 608 295

NB: This is an example grant agreement intended for use with National Science Week grant opportunity. The Commonwealth reserves the option to amend or adjust the form of the grant agreement.

Dear <title> <first name> <last name>

Letter of Agreement

Your application is successful

I am writing to offer you a National Science Week Grants 2020 - grant.

The Agreement

This letter is an offer to enter into a binding grant agreement (Agreement) between <organisation name> ABN <organisation ABN> (Grantee/you) and the Commonwealth of Australia as represented by the Department of Industry, Innovation and Science (Commonwealth/we).

The Agreement includes:

- this letter
- the grant schedule (attachment A)
- the letter of agreement terms and conditions (attachment B)
- your application
- the grant opportunity guidelines applicable on the date you submitted your application.

We may use information contained in this Agreement for public reporting purposes, including the grantee name and grant amount.

What you must do

To accept this offer and enter into this Agreement with the Commonwealth, complete the attached Accounts Payable – Supplier Details form and sign attachment A. Then send or email a scanned copy of this letter, the Supplier Details form, attachment A and attachment B to the address above

by [insert date]. We may withdraw the offer if you do not provide these documents by this date. The Agreement takes effect from the date we receive your signed attachment A.

You must undertake the project in line with this Agreement. You must only spend the grant on eligible activities to undertake the project.

If you spend any amount of the grant on activities not identified in the project, or if you have a grant amount unspent at the project end date, you will need to repay those amounts to the Commonwealth.

You must provide the report set out in the reporting table of the grant schedule (attachment A) by the due date. You can find the sample report attached to this Agreement. You may be required to provide evidence of the grant expenditure.

You must ensure that anyone who has direct, unsupervised contact with children as part of your project under this Agreement has undertaken and passed a working with children check, if required under relevant state or territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

You must provide us with a statement of compliance with working with children legislation if requested.

If you make a public statement, publish any material or erect any signage in relation to your project you must acknowledge the funding you received from this grant by using the following: 'This project received grant funding from the Australian Government.'

You will need to use National Science Week branding in the promotion of events, and register the event on the National Science Week website.

You must notify us about events relating to the project and provide an opportunity for the Minister or their representative to attend.

What we will do

We will pay the grant into the bank account that you nominate in the Supplier Details form within 20 days of receiving your signed agreement documents.

Any questions?

If you have any questions please contact <CSM name> on <CSM phone number>.

Yours sincerely,

<CSM name>

<signature block 2>

<signature block 3>

<date>



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Attachment A - Grant Schedule

Program	<program name>
Grantee	<organisation name>
Grantee ABN	<organisation ABN>
Project title	<project name>
Project number	<project number>
Project description (Grant Activity)	<project activities> <project outcome>
Project start date	<project start date>
Project end date	<project end date>
Total eligible expenditure	\$(total eligible expenditure)
Grant percentage	Up to <grant ratio> per cent
Total/maximum grant	\$(funding amount) (plus GST where applicable)
Capped amount in financial year <yyyy-yy>	\$(amount year) (plus GST where applicable)
Agreement end date	<project end date + 160 days>

Reporting table

Report type	Agreed evidence	Report due date

Signatures

I agree to the terms and conditions outlined in this grant

Full legal name of the grantee	<organisation name> ABN <organisation ABN>
Director's name (print)	
Signature	
Date	
Director/Company Secretary name (print)	
Signature	
Date	

Or

Full legal name of the grantee	<organisation name> ABN <organisation ABN>
Public Officer's name (print)	
Signature	
Date	
Committee member/Secretary name (print)	
Signature	
Date	

Or

Full legal name of the grantee	[insert name of the grantee and any ABN]
Signature	

Date	
Witness name (print)	
Signature	
Date	

SAMPLE

Attachment B - Letter of Agreement Terms and Conditions

1. Undertaking the Grant Activity

The Grantee agrees to use the Grant and undertake the Grant Activity in accordance with this Agreement.

2. Acknowledgements

The Grantee agrees to acknowledge the Commonwealth's support in any material published in connection with this Agreement and agrees to use any form of acknowledgment the Commonwealth reasonably specifies.

3. Notices

The Grantee agrees to promptly notify the Commonwealth of anything reasonably likely to affect the performance of the Grant Activity, including any actual, perceived or potential conflict of interest which could affect the Grantee's performance of this Agreement and to take action to resolve the conflict.

4. Payment of the Grant

4.1 The Commonwealth agrees to pay the Grant to the Grantee in accordance with this Agreement.

4.2 The parties agree that the amount of the Grant is inclusive of any GST payable and the Grantee agrees to pay all taxes, duties and government charges in connection with the performance of this Agreement. The Grantee must on request provide the Commonwealth with a tax invoice before the Commonwealth is obliged to pay any amount under this Agreement.

4.3 Where applicable, the parties acknowledge and agree that they are each registered for GST purposes, have each quoted their Australian Business Number to the other and must notify the other of any changes in their GST status. The Grantee agrees that the Commonwealth will issue the Grantee with a recipient created tax invoice, and the Grantee will not issue any tax invoices, for any taxable supply the Grantee makes under this Agreement.

5. Spending the Grant

The Grantee agrees to spend the Grant for the sole purpose of undertaking the Grant Activity, and to provide a statement, in the form required by the Commonwealth and signed by the Grantee, verifying that the Grant Activity has been undertaken and the Grant was spent in accordance with this Agreement.

6. Repayment

If any of the Grant amount has been spent other than in accordance with this Agreement or on expiration or termination of this Agreement is additional to the requirements of the Grant Activity, the Grantee agrees to repay that amount to the Commonwealth, unless the Commonwealth agrees in writing otherwise.

7. Record keeping

The Grantee agrees to maintain records of the performance of the Grant Activity and the expenditure of the Grant for two years after completing the Grant Activity and to make them available to the Commonwealth on request.

8. Privacy

When dealing with Personal Information (as defined in the *Privacy Act 1988*) in carrying out the Grant Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of the *Privacy Act 1988*.

9. Grant Activity material

The Grantee gives (or procures for) the Commonwealth a non-exclusive, irrevocable, royalty-free licence to use, reproduce, communicate, publish and adapt all material that is provided to the Commonwealth under this Agreement. This includes a right to sub-license that material.

10. Confidentiality

A party agrees not to disclose the other's confidential information without its prior written consent unless required or authorised by law or Parliament.

11. Insurance

The Grantee agrees to maintain adequate insurance for the duration of this Agreement and provide the Commonwealth with proof when requested.

12. Licences and approvals

The Grantee must ensure that all persons engaged to work on the Grant Activity obtain and maintain all relevant licences, registrations or other approvals required by applicable laws or as directed by the Commonwealth, including but not limited to police checks, Working With Children checks and Working with Vulnerable People checks.

13. Dispute resolution

13.1 The parties agree not to initiate legal proceedings in relation to a dispute unless they have tried and failed to resolve the dispute by negotiation.

13.2 The parties agree to continue to perform their respective obligations under this Agreement where a dispute exists.

13.3 The procedure for dispute resolution does not apply to action relating to termination or urgent litigation.

14. Termination for default

The Commonwealth may terminate this Agreement by notice where it reasonably believes the Grantee:

- (a) has breached this Agreement; or
- (b) has provided false or misleading statements in their application for the Grant; or
- (c) has become bankrupt or insolvent, entered into a scheme of arrangement with creditors, or come under any form of external administration.

The Commonwealth will not be required to make any further payments of the Grant after the termination of the Agreement.

15. General provisions

15.1 A party is not by virtue of this Agreement an employee, agent or partner of the other party.

15.2 This Agreement may only be varied by the parties' signed written agreement.

15.3 Clauses 5 (Spending of the Grant), 6 (Repayment), 7 (Record keeping), and 9 (Grant Activity material) survive the expiry or termination of this Agreement.

15.4 This agreement is governed by the law of the Australian Capital Territory.

Attachment C

**National Science Week Grants -
end of project report**

Project number	
Grantee name	
Project title	

1. Event type and locations

- a Which of the following eligible activities best describes your event?
- events relating to existing exhibitions (including travelling exhibitions)
 - cinema and theatre
 - debates
 - quizzes
 - open days
 - interactive workshop
 - presentations
 - online events
 - forums
 - events that relate to the theme for this particular International Year
 - events that relate to the National Science Week school theme

- b In which states and territories were your event/s held?
- ACT NSW NT QLD
SA TAS VIC WA

- c In which sort of location was your event held?
- Capital city CBD
Other city or town
Suburbs
Remote
Online
Other

If you selected 'other', please specify:

- d When did you hold your event(s)?

Start Date

End Date

e Have you had any project partners?

Yes

No

f If you had a project partner, briefly describe the project partner/s' role?

g How many people attended your event?

▪ < 500 attendees

▪ 500-1000 attendees

▪ > 1000 attendees

h Was the event specifically aimed at engaging any of the groups listed below with the sciences?

▪ Primary school students

▪ High school students

▪ University students

▪ Young families

▪ The elderly

▪ Indigenous Australians

2. Project evaluation

a Write a brief overview (250 words or less) about how your project went. Include comments on planning, implementation and outcomes.

b What method(s) did you use to gather feedback about the effectiveness of your event?

Exit survey of participants

Informal discussions with participants

Informal discussions with event organisers

Informal discussions with event presenters

Informal discussions with event venue

Written responses (e.g. letters, email, online, etc.)

Word of mouth

Other

If you selected 'other', please specify:

SAMPLE

c Write a brief summary (250 words or less) of what you learned from your event evaluation.

d How many people participated in your event/s?

e How many of each type of participant listed below attended your event/s?

- Early childhood (before school)
- Primary school students
- Secondary school students
- Tertiary students
- Adults (18-34)
- Adults (35-60)
- Adults (over 60)
- Other

If you selected 'other, please specify:

f What geographical reach did your event(s) have? Give an approximate percentage for each applicable region.

- Suburb
- Whole city
- State

Beyond home state

g Did your event do the following?

Celebrate Australian achievements and capabilities in science, engineering, technology, mathematics and/or innovation?

Yes No

Showcase the relevance of science to daily life, society and the economy?

Yes No

Encourage young people to consider continuing studies in science?

Yes No

Assist in making the connection between studying science and science-based career opportunities?

Yes No

Foster partnerships between the community, research organisations and industry?

Yes No

Attract new audiences who may not have previously had an interest in science engagement activities?

Yes No

Attract participants who may not have previously had access to an event in National Science Week?

Yes No

h Have you received funding through National Science Week Grants in the past?

Yes No

If yes, was the funding for the same or similar National Science Week event?

Yes No

If no, please provide a brief description of your previous National Science Week events that have been supported through National Science Week Grants.

i What benefits has your organisation seen since holding a National Science Week event?

(250 words or less)

3. Promotional materials and publicity

a Please describe your promotional activities for the event.

b Please tell us which promotional activities did or did not work well and why.

c What publicity did your event receive?

If you have copies of the publicity that your event received (e.g. online stories, media clippings) you can provide them with your final report as attachments.

4. Beyond National Science Week

a Are there any continuing relationships between you and other organisations as a result of this event?

Yes No

b Has this event led to other science engagement activities that will continue beyond National Science Week?

Yes No

c Do you intend to hold an event in National Science Week next year?

Yes No

d Please tell us a little more about the legacy of your event

5. Financial report on eligible expenditure

Amounts must be GST exclusive.

Eligible cost item	FY 2019-20	FY 2020-21	Total
Travel and accommodation	\$	\$	\$
External venue and equipment hire	\$	\$	\$
External presenter fees and travel	\$	\$	\$
Consumable materials used during your event (workbooks, chemicals etc.)	\$	\$	\$
Event advertising and promotion	\$	\$	\$
Prizes	\$	\$	\$
Displays	\$	\$	\$
Total	\$	\$	\$

Note that the [National Science Week Grants – grant opportunity guidelines](#) details the types of ineligible expenditure.

In particular, National Science Week Grants does not support infrastructure and costs associated with ongoing activities, general administration, salaries, internal charges such as venue hire, training programs or professional development for teachers, teaching resources and curriculum development materials.

Please outline any other financial or in-kind support that you received from other organisations for the project.

6. Certification

Ibeing a person duly authorised by the grantee hereby certify that:

- the information listed above is accurate, complete and not misleading and that I understand that giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth).
- the grant was spent in accordance with the grant agreement.
- I am aware of the grantee's obligations under their Agreement, including the need to keep the Commonwealth informed of any circumstances that may impact on the objectives, completion and/or outcomes of the agreed project.
- I am aware that the Agreement empowers the Commonwealth to terminate the Agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the agreement.

SignedDate

[Position/ title]