



Your reference no: <reference number>

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

<department address 1>
<department address 2>
<department postal address 1>
<department postal address 2>
p: <state office phone number>
e: <program mailbox address>
w: xxxxxx.gov.au
abn: xx xxx xxx xxx

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

Your application has been successful

I am writing to offer you a Grant under Round 2 of the Women in STEM and Entrepreneurship program.

The grant 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 Grant terms and conditions (attachment B)
- your application
- the Program 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, sign attachment A. Then send or email a scanned copy of this letter, attachment A and attachment B to the WISE2@industry.gov.au by [insert date], otherwise this offer will lapse.

You also need to fill out the supplier details form at attachment C and return it to the address stated on the form so we can pay the grant.

The Agreement takes effect from the date you sign attachment A.

You must undertake the Project in line with this Agreement. You must only spend the Grant on the Project or 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 a final report, including a statement that you spent the Grant in accordance with this Agreement, by the due date. You can find a sample report template at attachment D. We will send you a report template to complete after you finish your Project.

You must notify us about events relating to the Project and provide an opportunity for the Minister or their representative to attend. You must acknowledge the Australian Government support in any published material in connection with the project.

What the Commonwealth will do

We will pay the Grant into the bank account that you nominate in attachment C within 28 days of receiving your signed agreement documents.

We may notify you of issues or concerns with the Project and withhold the Grant if we consider that you are unable to undertake the Project in accordance with this Agreement. We will pay the Grant once you have corrected the issues raised in the notice.

Any questions?

If you have any questions please call me on <phone number>.

Yours sincerely

<signature block 1>
<signature block 2>
<signature block 3>
<date>

Attachment A - Grant schedule

Program	Women in STEM and Entrepreneurship
Grantee	<organisation name>
Grantee ABN	<organisation ABN>
Project	<project name>
Project number	<project number>
Project description	<project activities> <project outcome>
Project start date	<project start date>
Project end date	<project end date>
Total eligible expenditure	\$<total eligible expenditure>
Grant ratio	Up to <grant ratio>
Total/Maximum Grant (GST excl)	\$<funding amount>(plus GST as applicable)
Capped amount in financial year <yyyy-yy 1>	\$<amount year 1> (plus GST as applicable)
Final report due date	<project end date + 3 months>
Agreement end date	<project end date + 160 days>

Signatures

I agree to the terms and conditions outlined in this grant

If grantee is a company

Full legal name of the Grantee and ABN or ACN	<organisation> <ABN>
Director's name (print)	
Signature and date	
Director/ Company Secretary's name (print)	
Signature and date	

Or

If grantee is an Incorporated Association

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

SAMPLE

Attachment B Grant Terms and Conditions

1. Notices

The Parties agree to notify the other Party of anything reasonably likely to affect the performance of the Project or otherwise required under this Agreement.

A notice under this Agreement must be in writing, signed by the Party giving notice and addressed to the other Party's representative.

2. Variation

Variations of this Agreement may only occur in writing and must be agreed by both Parties.

3. Payment of the Grant

The Grantee must ensure that the Grant is held in an account in the Grantee's name that is controlled by the Grantee.

4. Record keeping

The Grantee agrees to maintain records of how the Grant was used.

5. Insurance

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

6. Termination for default

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

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

7. Recipient Created Tax Invoice

The Grantee allows the Commonwealth to issue it with a Recipient Created Tax Invoice (RCTI) for any taxable supplies it makes in relation to the Project.

The Grantee agrees not to issue tax invoices in respect of any taxable supplies.

Where applicable, the Parties acknowledge that they are registered for Goods and Services Tax (GST) and will notify the other Party if they cease to be registered for GST.

8. Access

The Grantee agrees 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 performed. The Grantee also permits those persons to inspect and take copies of any Material relevant to the Project.

9. Applicable Laws

The Grantee agrees to comply with all applicable laws.

10. Repayment

10.1 If any of the Grant has been spent other than in accordance with this Agreement or any amount of the Grant is additional to the requirements of the Activity,

the Grantee agrees to repay that amount to the Commonwealth unless agreed otherwise.

10.2 The amount to be repaid under clause 10.1 may be deducted by the Commonwealth from subsequent payments of the Grant.

11. Privacy

When dealing with Personal Information in carrying out the Activity, the Grantee agrees not to do anything which, if done by the Commonwealth, would be a breach of an Australian Privacy Principle.

12. Confidentiality

The Parties agree not to disclose each other's confidential information without prior written consent unless required or authorised by law or Parliament.

13. Indemnities

13.1 The Grantee indemnifies the Commonwealth, its officers, employees and contractors against any claim, loss or damage arising in connection with the Activity.

13.2 The Grantee's obligation to indemnify the Commonwealth will reduce proportionally to the extent any act or omission involving fault on the part of the Commonwealth contributed to the claim, loss or damage.

14. Survival

Clauses 10, 11, 12, 13 and 15 continue to apply after termination, cancellation or expiry of this Agreement

15. Definitions

In this Agreement, unless otherwise stated:

- **Agreement** means the Letter, these Grant Terms and Conditions, the Grantee's application for funding and the relevant program guidelines.
- **Commonwealth** means the Commonwealth of Australia as represented by the Commonwealth entity specified in the Agreement and includes, its officers, employees, contractors and agents.
- **Grant** means the money, or any part of it, payable by the Commonwealth to the Grantee as specified in the Grant schedule.
- **Grantee** means the legal entity specified in the Grant schedule and includes, where relevant, its officers, employees, contractors and agents.
- **Grant schedule** means Attachment A to the Letter titled 'Grant schedule'.
- **Grant Terms and Conditions** (Attachment B) means these terms and conditions.
- **Letter** means the letter notifying the Grantee that its application has been successful and offered funding, which forms part of this Agreement.
- **Material** includes documents, equipment, software (including source code and object code versions), goods, information and data stored by any means including all copies and extracts of them.
- **Party** means the Grantee or the Commonwealth.
- **Program** means the program described in the Grant schedule and described in your application.

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Attachment C Supplier details form – details to come

Attachment D Women in STEM and Entrepreneurship – final project report

Project number	
Grantee name	
Project title	
Progress period	

1. Eligible expenditure summary

- i. Please provide a breakdown of expenditure for the reporting period. All figures should be rounded to the nearest dollar.

	Eligible expenditure	Project investment
	Expenditure on eligible items as described in G2.1 in the Grant Agreement and 5.4 in the Program Guidelines (\$, GST excl.)	Eligible expenditure + any ineligible project-related expenditure (\$, GST excl.)
Total - Project to Date		

- ii. Please comment on the reported expenditure for this report period. This may include providing the reasons why no expenditure was incurred.

2. Project activities and outcomes

- i. Briefly outline the project activities.

- ii. Briefly outline the project outcomes.

- iii. Describe how the project either:

- a. increased the number of girls and women participating in STEM education and careers at schools, in universities and in research organisations; and/or

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- b. increased participation by girls and women in other parts of the innovation ecosystem such as innovative businesses, start-ups and other entrepreneurial activities and careers; and/or
- c. increased the awareness of the range of opportunities for girls and women arising from STEM education; and/or
- d. increased the number of women role models in STEM and entrepreneurial sectors; and/or
- e. contributed to the evidence base for future policies by providing data on girls' and women's participation in STEM education and careers, or other entrepreneurial activities and/or
- f. produced effective strategies for improving gender equity in STEM-based organisations.

iv. Were all the activities as specified in the grant agreement completed?

Yes No

If no, explain why.

v. Project Expenditure.

Project costs	FY2017-18	FY2018-19	FY 2019-20	Total
Salaries for staff directly employed for the project				
Contractor costs				
Costs of developing and distributing educational materials				
Costs of developing and delivering events (including courses).				
Travel costs				

Project costs	FY2017-18	FY2018-19	FY 2019-20	Total
Overseas costs				
Other eligible costs				
Total eligible expenditure				
Ineligible costs (including in-kind)				
Total				

vi. How much cash and in-kind support was invested in your project? Include all investment except this grant. This includes any private sector, other government, your own contributions or partner contributions.

	Grantee contribution	Private sector	Other government	Project partners joint application	Philanthropic organisations
Cash contributions					
In-kind contributions					

vii. Describe the in-kind support you received on the project.

viii. How many events have occurred due to the project?

ix. How many people did your project reach? E.g. how many people attended the event?
What percentage were women/girls?

x. Explain how your project will continue to have an impact now that the grant project has finished. Include any relevant feedback received from participants or flow on benefits you expect.

xi. Please attach any reports, publications or material that resulted from the project.

3. 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 grant 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 grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

SignedDate

[Position/ title]