

National Landcare Programme Community Grants 2017/18

Sample Project Funding Agreement

This Agreement establishes conditions for the expenditure of National Landcare Programme funds that have been delivered via New England North West Landcare Network Chairs Inc. (NENW Landcare) for capacity building activities.

The Agreement is between the Funding Recipient and the Grant Administrator listed below. It begins and ends on the project start and completion dates shown below.

Funding Recipient Details

Agreement Number:			
Legal Business Name:			
Trading Name:			
ABN:		GST Registered?	Yes / No
Contact Name:			
Address:			
Local Government Area:			
Local Government Area:		Postcode:	
Phone:		Email:	

Grant Administrator Details

Organisation Name:			
Organisation ABN:			
Organisation Address:			
Contact Name:			
Phone:		Email:	

Term of Agreement

Project Start Date:	
Project Completion Date:	\$

Funding Allocation

Grant Amount	GST	Total (inc. GST)
\$	\$	\$

General Conditions

The Funding Recipient Agrees:

1. That funding is based on The Project(s) being carried out according to what was approved by the Project Assessment Panel and any non-approved variation to The Project design may affect the funding received.
2. To carry out The Project(s) according to Schedule 1.
3. To notify NENW Landcare of any variation to the Project Budget(s) as described in Schedule 1.
4. To match the subsidy received for The Project(s) to at least equal value with their own funds or other co-contributions as indicated in Schedule 1.
5. To invoice NENW Landcare on the due date for the amount indicated in the Milestone Payments table in Schedule 2.
6. To utilise the subsidy made available through The Project(s) as effectively as possible.
7. To ensure appropriate insurances are in place to conduct The Project(s), namely Workers' Compensation and Public Liability Insurance.
8. To indemnify NENW Landcare against any liability arising out of the implementation of The Project(s).
9. To abide by any relevant Commonwealth, State and local natural resource management and environment legislation that may apply.
10. To permit representatives from Northern Tablelands Local Land Service and/or NENW Landcare to view The Project(s) at all reasonable times by appointment with the Funding Recipient.
11. To allow Northern Tablelands Local Land Service and/or NENW Landcare to photograph The Project(s) and publish The Project(s) outcomes in information for education, public awareness and additional funding applications.
12. To monitor, evaluate and report on The Project(s) by the due date as outlined in Schedule 3.

The Grant Administrator agrees:

1. To provide the funding amount agreed to by the NLP Community Grants 2017/18 Assessment Panel as a single payment upon receipt of a tax invoice.
2. To answer questions and provide support for The Project(s) if required.

Schedule 1. Project(s) & Budget(s)

Project ID	Project Title	Group / Individual (if different from the Funding Recipient)	Co-Contribution (\$)	Grant Amount (\$)	Total (exc GST) (\$)
INSERT					
INSERT if >1					

Schedule 2. Milestone Payments

Payment	Milestone	Date	Amount	GST	Amount (inc GST)
1 st & Final Payment	Signing of Contract & receipt of tax invoice	INSERT DATE	\$	\$	\$

Note – payments will be made to the account nominated on your tax invoice.

Schedule 3. Project Reporting

The Funding Recipient agrees to provide a Final Report on The Project(s) on the template provided by **5 pm Friday 22nd June 2018**, and that it shall contain evidence including:

- Number of people attending, number of new participants attending, any indigenous attendance;
- Evaluation/feedback from those who attended;
- Achievement of objectives;
- Receipts for project expenditure;
- At least 2-3 photographs of (each of) The Project(s), with permission to publish;
- Delivery partners, if applicable;
- A copy of promotional material(s) used for The Project(s), including fliers, media articles or advertisements; and
- A copy of (or weblink) to any written materials or visual displays supplied to participants.

Funding recipients that do not satisfactorily complete the required documentation may not be eligible for future funding.

Declaration

In order to validate this agreement, please sign this declaration, initial each page and return both copies to New England North West Landcare by **5 pm Thursday 30th November 2017**.

Return mailing address: *Regional Landcare Facilitator, 2017 NLP Community Grants Project Manager, NENW Landcare C/- Northern Tablelands LLS, 126-130 Taylor Street, Armidale, NSW 2350*

Funding Recipient's Undertaking:

I/we _____ (name of representative)

Of _____ (address)

have read this Agreement and agree to perform The Project(s) outlined in this Agreement according to Attachment 1 & 2 and within the proposed time frame.

Signed _____ Date _____

Grant Administrator's Undertaking:

I, _____ (name of representative)

authorised representative of New England North West Landcare Network Chairs Inc. agree to the above conditions for the provision of funds to conduct The Project(s) within the agreed time frame.

Signed _____ Date _____

New England North West Landcare Network Chairs Inc. neither acquires nor retains any rights to any products derived from The Project(s), nor any materials purchased with the funds once The Project(s) has been completed.