



AUSTRALIAN CAPITAL TERRITORY

# DEED OF GRANT



<b>Dated</b>	_____
<b>Parties</b>	<b>AUSTRALIAN CAPITAL TERRITORY</b>  <b>**Organisation Name****</b> <b>ABN:</b> _____  <b>Project Title:</b> _____
<b>Prepared by</b>	Environment Planning and Sustainable Development Directorate Level 1 Dame Pattie Menzies House North 16 Challis Street Dickson ACT 2602 Ph: _____  Ref: _____
<b>Version</b>	Version _____

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**PARTIES:** **AUSTRALIAN CAPITAL TERRITORY**, the body politic established by section 7 of the *Australian Capital Territory (Self-Government) Act 1988* (Cwlth) (**Territory**) represented by the **Environment and Planning Directorate**

**\*\*Organisation Name\*\***

**ABN:** \_\_\_\_\_

**Address:** \_\_\_\_\_ -

**(Recipient).**

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## **BACKGROUND**

The Territory has agreed to make and the Recipient has agreed to accept the Grant for the purpose of the Funded Activity on the terms and conditions of this Deed.

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**IT IS AGREED** by the parties as follows.

## **1. Interpretation**

### **1.1 Definitions**

The following definitions apply in this Deed, unless the context otherwise requires.

**Contact Officer** means, in relation to each party, the representatives whose names and contact details are specified in **Item 5 Schedule 1**, or as notified in writing from time to time by one party to the other.

**Funded Activity** means the activity described in **Schedule 2**.

**Grant** means the amount specified in **Item 2 Schedule 1** and any interest accruing on that amount after it has been paid to the Recipient.

**Grant Material** means all material created, written or otherwise brought into existence as part of, or for the purpose of carrying out the Funded Activity including all reports (whether in draft or final form), documents, equipment, information and data stored by any means.

**Grant Period** means the period specified in **Item 1 Schedule 1**, and if extended, the initial period and the extended period.

**GST** has the same meaning as it has in the GST Act.

**GST Act** means the *A New Tax System (Goods and Services Tax)*

*Act 1999 (Cwlth).*

**Invoice**

means an invoice that:

- (1) if GST is payable in respect of any taxable supply made under this Deed, is a valid tax invoice for the purposes of the GST Act;
- (2) clearly sets out the details of the Funded Activity undertaken or to be undertaken and the amount that is due for payment, is correctly calculated and is in respect of the Funded Activity;
- (3) sets out or is accompanied by any other details or reports required under this Deed; and
- (4) is rendered at the times specified in **Item 2 Schedule 1** (if any) and addressed to the Territory's Contract Officer.

**Special Condition**

means any provision set out in **Schedule 3**.

**Territory**

means:

- (1) when used in a geographical sense, the Australian Capital Territory; and
- (2) when used in any other sense, the body politic established by section 7 of the *Australian Capital Territory (Self-Government) Act 1988* (Cwlth).

**1.2 General**

In this Deed, unless a contrary intention is expressed:

- (1) references to "Recipient" includes any employees, agents or subcontractors of the Recipient;
- (2) references to legislation or to provisions in legislation include references to amendments or re-enactments of them and to all regulations and instruments issued under the legislation;
- (3) words importing a gender include the others; words in the singular number include the plural and vice versa; and where a word or phrase is given a particular meaning, other parts of speech and grammatical forms of that word or phrase have corresponding meanings;

- (4) “include” is not to be construed as a word of limitation;
- (5) headings have no effect on the interpretation of the provisions; and
- (6) an obligation imposed by this Deed on more than one person binds them jointly and severally.

## **2. Payment and Use of Grant**

### **2.1 Payment of Grant**

The Territory must pay the Recipient the Grant following its receipt of an Invoice and otherwise in accordance with **Item 2 Schedule 1**.

### **2.2 Use of Grant**

The Recipient must:

- (1) use the Grant only for the Funded Activity;
- (2) undertake the Funded Activity diligently and otherwise in accordance with this Deed; and
- (3) complete the Funded Activity by the end of the Grant Period.

## **3. Grant Period**

This Deed is for the Grant Period unless extended or terminated under the provisions of this Deed.

## **4. Separate accounting for Grant**

### **4.1 Separately account for Grant**

The Recipient must, within its accounting system, account for the Grant separately from any other funds of the Recipient.

### **4.2 Bank account**

If required by the Territory, the Recipient will deposit and hold in a separate bank account the Grant, and must:

- (1) promptly notify the Territory of:
  - (a) the details of that account, and
  - (b) any change to that account.

- (2) not cause or allow any funds other than the Grant to be deposited into that account.

## **5. GST**

If the Recipient is registered under the GST Act, the Territory will, on receipt of an Invoice, pay to the Recipient an amount equal to the GST under the GST Act lawfully payable by the Recipient in respect of supplies to the Territory that are taxable supplies under the GST Act.

## **6. Records**

### **6.1 Obligation to keep records**

The Recipient must:

- (1) keep all records necessary to substantiate expenditure of the Grant in compliance with applicable laws;
- (2) provide a complete and detailed record and explanation of:
  - (a) expenditure of the Grant,
  - (b) other money received and spent on the Funded Activity,
  - (c) the progress of the Funded Activity, and
  - (d) any other records in respect of the Funded Activity, that the Territory may reasonably require from time to time; and
- (3) retain the records referred to in this clause for at least 7 years following the completion of the Funded Activity or the expiration or termination of this Deed, whichever occurs first.

### **6.2 Access**

- (1) To audit the Recipient's compliance with this Deed, the Territory may, at reasonable times and on reasonable notice, enter the Recipient's premises and inspect the records kept by the Recipient and the progress of the Funded Activity.
- (2) The Recipient must:
  - (a) give the Territory access to those facilities and such assistance as may reasonably be necessary to enable the Territory to conduct an audit under **clause 6.2(1)**, and

- (b) permit the Territory, at its own cost, to take copies of any records which it reasonably considers relevant to its audit.

### **6.3 Territory's Auditor-General**

Any of the Territory's rights under this **clause 6** may be exercised by the Territory's Auditor-General, her delegate or any relevantly qualified person engaged to perform any functions of the Auditor-General.

## **7. Reporting of progress and expenditure**

### **7.1 Progress reports**

The Recipient must provide written reports to the Territory relating to the progress of the Funded Activity and expenditure of the Grant in the manner and at the times required in **Item 3 Schedule 1**.

### **7.2 Other notifications**

The Recipient must keep the Territory reasonably informed about all matters which are likely to materially and adversely affect the timing, scope or cost of the Funded Activity or the Recipient's ability to carry on or complete the Funded Activity in accordance with this Deed.

## **8. Acknowledgement of Funding**

### **8.1 Acknowledgement of Territory support**

The Recipient must in relation to the Funded Activity:

- (1) acknowledge the support of the Territory in any public event, media release or media coverage; and
- (2) include an acknowledgement in the form set out in **Item 6 Schedule 1** in all documents, brochures, books, articles, newsletters, other artistic works or literary works or advertising.

### **8.2 Other obligations**

The Recipient must:

- (1) in relation to the material referred to in **clause 8.1(2)**, promptly provide to the Territory:
  - (a) if requested by the Territory, a draft of that material at least 10 days prior to publishing or printing, and



- (b) a copy of that material; and
- (2) on reasonable notice, invite the Territory to participate in any public event, media release or media coverage related to the Funded Activity.

## **9. Intellectual Property Rights**

### **9.1 Ownership of Grant Material**

Ownership of all Grant Material, including any intellectual property rights, vests on its creation in the Recipient.

### **9.2 Licence to Territory**

The Recipient grants to the Territory an irrevocable, non-exclusive, royalty-free licence to use the intellectual property in the Grant Material.

### **9.3 Meaning of “use”**

For the purpose of **clause 9**, “use” includes supply, reproduce, publish, perform, communicate, broadcast, adapt and copy.

## **10. Insurance and Indemnity**

### **10.1 Recipient’s insurance**

The Recipient must effect and maintain for the Grant Period:

- (1) all insurance coverage required by it by law;
- (2) public liability insurance with coverage in the amount of not less than the amount specified in **Item 4(1) Schedule 1** in respect of each claim, including voluntary workers insurance cover if volunteers are engaged by the Recipient; and
- (3) any other insurance specified in **Item 4(2) Schedule 1**,

with an insurer having a Standard and Poor’s or Best’s Rating A- or better and must produce evidence of that insurance as required by the Territory.

### **10.2 Indemnity**

The Recipient indemnifies the Territory, its employees and agents against liability in respect of all claims, costs and expenses in relation to all loss, damage, injury or death to persons or property caused by the Recipient, its employees, agents or contractors in connection with the use of the Grant or the conduct of the Funded Activity except to the extent that the Territory caused the relevant loss, damage or injury.

## **11. Termination of Grant**

### **11.1 Breach**

The Territory may terminate this Deed at any time by written notice to the Recipient, if the Recipient:

- (1) is or becomes bankrupt or insolvent, enters into voluntary administration or makes any arrangement with its creditors or takes advantage of any statute for the relief of insolvent debtors;
- (2) fails to:
  - (a) commence the Funded Activity in a timely manner,
  - (b) undertake the Funded Activity diligently, or
  - (c) meet any timeframes specified in this Deed; or
- (3) commits any other breach of a provision of this Deed, where that breach:
  - (a) if capable of being remedied, is not remedied within the period specified in a written notice by the Territory, or
  - (b) is not capable of being remedied.

### **11.2 Termination or reduction of funding for any reason**

The Territory may, at any time by written notice to the Recipient, terminate this Deed or reduce the funding for the Funded Activity for any reason, and in that event the Recipient must:

- (1) in the event of termination, comply with the notice and **clause 12**; or
- (2) in the event of a reduction in funding, continue to undertake the Funded Activity in accordance with the notice.

### **11.3 No prejudice**

Nothing in this **clause 11** prejudices any other rights or remedies of the Territory in respect of any breach of this Deed.

## **12. Refund of Grant**

### **12.1 Repayment of unacquitted funds**

At the end of the Grant Period, or earlier termination of this Deed, the Recipient must:

- (1) unless otherwise required under this Deed, within 30 days, provide the Territory with a statement of expenditure of the whole of the Grant; and
- (2) promptly repay any or all of the Grant that remains unacquitted.

## **12.2 Meaning of unacquitted funds**

For the purposes of **clause 12.1**, the Grant remains unacquitted if it:

- (1) is not spent and is not contractually committed to be spent; or
- (2) has been spent in breach of this Deed.

## **13. Dispute Resolution**

### **13.1 Negotiation and Mediation of Dispute**

- (1) If a difference or dispute (**Dispute**) arises in relation to this Deed, then either party may give written notice to the other that a Dispute exists, which specifies details of the Dispute, and the parties agree that they will endeavour to resolve the Dispute by negotiations, or, if the Dispute has not been resolved within 28 days of the issue of the notice, undertake a mediation process.
- (2) If a mediation process is undertaken in accordance with **clause 13.1(1)** the mediator will be an independent mediator agreed by the parties or, failing agreement, nominated by the chairperson of The Institute of Arbitrators and Mediators Australia, ACT Chapter. Unless otherwise agreed, the parties will equally share the costs of the engagement of the mediator.

### **13.2 No prejudice**

Nothing in this **clause 13** will prejudice the rights of either party to institute proceedings to enforce the Deed or to seek injunctive or urgent declaratory relief in respect of any Dispute.

## **14. Variation**

### **14.1 Variation to Funded Activity**

The Recipient must obtain the Territory's prior written approval for any variation to the Funded Activity, including:

- (1) the Funded Activity or work programs;
- (2) the Funded Activity's objectives or outcomes;

- (3) variation of more than 10% in expenditure for a specified item of the approved budget that forms part of the Recipient's application for a grant for the Funded Activity; and
- (4) the Grant Period.

#### **14.2 Variation to Deed**

This Deed may only be varied by the written agreement of the parties prior to the expiration of the Grant Period.

### **15. General**

#### **15.1 No assignment**

The Recipient must not assign the whole or any part of this Deed without the prior written consent of the Territory. If the Territory gives its consent, the Territory may impose any conditions.

#### **15.2 Conflict of interest**

The Recipient warrants that at the start of the Grant Period no conflict of interest exists or is likely to arise in the performance of the Funded Activity and of its other obligations under this Deed and must, if a conflict or risk of conflict of interest arises during the Grant Period, notify the Territory immediately in writing and comply with any requirement of the Territory to eliminate or otherwise deal with that conflict or risk.

#### **15.3 No employment, partnership or agency relationship**

Nothing in this Deed constitutes the Recipient, or its employees, agents or subcontractors as employees, partners or agents of the Territory or creates any employment, partnership or agency for any purpose and the Recipient must not represent itself, and must ensure its employees, agents and subcontractors do not represent themselves, as being employees, partners or agents of the Territory.

#### **15.4 Entire Agreement**

This Deed comprises the entire agreement between the parties in relation to the Grant and the Funded Activity and supersedes any prior representations, negotiations, writings, memoranda and agreements.

#### **15.5 Severability**

Any provision of this Deed that is illegal, void or unenforceable will not form part of this Deed to the extent of that illegality, voidness or unenforceability. The remaining provisions of this Deed will not be invalidated by an illegal, void or unenforceable provision.

#### **15.6 No waiver**

Failure or omission by the Territory at any time to enforce or require strict or timely compliance with any provision of this Deed will not affect or impair that provision in any way or the rights and remedies that the Territory may have in respect of that provision.

#### **15.7 Compliance with laws and governing law**

- (1) The Recipient must comply with the laws from time to time in force in the Territory in performing the Funded Activity.
- (2) This Deed is governed by and construed in accordance with the law for the time being in force in the Territory and the parties submit to the non-exclusive jurisdiction of the courts of the Territory.

#### **15.8 Notices**

Any notice, including any other communication, required to be given or sent to either party under this Deed must be in writing and given to the relevant Contact Officer. A notice will be deemed to have been given:

- (1) if delivered by hand, on delivery;
- (2) if sent by prepaid mail, on the expiration of two days after the date on which it was sent;
- (3) if sent by electronic mail, on the other party's acknowledgment of receipt by any means.

#### **15.9 Forms and statements**

The Territory may reasonably require any form, record or statement required under this Deed to be in a particular form.

#### **15.10 Special Conditions**

In the event of any inconsistency between any Special Condition and any other provision of this Deed then, to the extent of any inconsistency, the Special Condition will prevail.

#### **15.11 Survival of clauses**

**Clauses 6, 7.1, 9.2, 10.2 and 12** will survive the expiration or earlier termination of this Deed.

## SCHEDULE 1

### GRANT DETAILS

- Item 1. Grant Period**  
*See clauses 1.1 and 3*
- For a period of 12 months from the date of signing of the Agreement.
- Item 2. Grant**  
*See clauses 1.1 and 2.1*
- (1) Grant: \$\_\_\_\_\_ (including GST)
- (2) The Grant is payable as a lump sum. An Invoice may be rendered on or after the date of this Deed.
- (3) Except if otherwise stated in this Deed, the Grant is:
- (a) payable within 30 days of receipt by the Territory of an Invoice; and
- (b) inclusive of GST and all other taxes, duties and charges.
- Item 3. Reporting and Acquittal**  
*See clause 7.1*
- (1) A quarterly report is required to be completed at 3 month intervals from the date that Grant funding is received containing all of the information and substantially in the form of the document annexed to this Deed and marked "Annexure A"
- (2) A completed evaluation and financial report is required within 30 days of the end of the Grant period or earlier termination of this Deed
- (3) The completed evaluation and financial report must contain all of the information and be substantially in the form of the document annexed to this Deed and marked "Annexure B".
- Item 4. Other insurance requirements**  
*See clause 10.1*
- (1) Public Liability Insurance: \$10,000,000
- (2) Other Insurance: Not used.

**Item 5. Contact Officers**  
*See clauses 1.1 and 15.8*

For the Territory:

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Sustainability Programs  
Environment, Planning and Sustainable  
Development Directorate  
Level 2 Dame Pattie Menzies House North  
16 Challis St  
Dickson ACT 2602  
Phone:  
Email:

For the Recipient:

Recipient contact details:

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**Item 6. Form of Acknowledgement**  
*See clause 8.1*

With assistance from the ACT Government under the ACT Community Zero Emissions Grants Program.





**Item 2. Budget**

As per application annexed to this Deed and marked "Annexure C" taking into account variation of dates of current project timeline (12 months from date of signing of deed).

<b>Item</b>	<b>Basis of Costing</b>	<b>CZE Grant Funding (\$)</b>	<b>Other sources (\$)</b>	<b>Total (\$)</b>
<b>Total (excluding GST):</b>				

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## SCHEDULE 3

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### SPECIAL CONDITIONS

*See clauses 1.1 and 15.10*

Not used.

**SIGNED AS A DEED ON 2018**

**SIGNED** for and on behalf of the )  
**AUSTRALIAN CAPITAL TERRITORY** in the ) .....  
presence of: ) Signature of Territory delegate

.....  
Signature of witness

.....  
Print name

.....  
Print name

**SIGNED** for and on behalf of )  
**\*\* Organisation name\*\*** )  
**ABN:** \_\_\_\_\_ )  
in the presence of:

.....  
Signature of Recipient or authorised officer\*  
\*delete whichever is not applicable (see note below)

.....  
Signature of witness

.....  
Print name and position

.....  
Print name

.....  
Signature of second authorised officer\*  
\*see note below

.....  
Print name and position



**Note:**

Date: Must be dated on the date the last party signs the Deed or, if signed counterparts of the Deed are exchanged, the date of exchange. Also date the cover page.

Individual: Must be signed by the individual Recipient and witnessed.

Incorporated Association: Must be signed in accordance with the Recipient's constitution, which may or may not require the common seal to be affixed. As a minimum, 2 authorised officers must sign.

Company: Must be signed in accordance with section 127 of the *Corporations Act 2001* (Cwlth), for example, by 2 directors or a director and a secretary. Common seal may be affixed if required under the Recipient's constitution.

## **Annexure A**

### **Community Zero Emissions Grants Program Quarterly Report**

Question 1.

Have you met all the milestones that your project plan (Schedule 2, Item 1) marked for completion by this date?

Question 2.

Have any issues arisen that have delayed your project or decreased the potential of your project?

Question 3.

Do you have any good news stories to report about your project? Please provide photos.

## **Annexure B**

### **Community Zero Emissions Grants Program Evaluation and Financial Report**

Please provide:

- (a) a summary of all actions taken in relation to the Funded Activity;
- (b) a summary of progress or achievements made against the activities, milestones and key dates in the Approved Plan;
- (c) a description of how the Funded Activity was carried out;
- (d) the results of the Funded Activity against the Funded Activity outcomes;
- (e) a summary of what difficulties in performing the Funded Activity (if any) have been encountered by the Recipient and the action taken to remedy these difficulties;
- (f) any significant promotional material used or created in the course of the Funded Activity;
- (g) any statistics collected in the course of the Funded Activity;
- (h) a financial statement specifying the manner in which, and the purpose for which the Grant Recipient's contribution and other contributions were expended accompanied by documentary evidence substantiating this financial statement; and
- (i) certification that the Grant was expended in accordance with this deed.

**Annexure C**  
**Community Zero Emissions Grants Project Application Form**

(Project application form attached here)