



**Australian Government**

**Department of Social Services**

# **Commonwealth Standard Grant Agreement**

between  
the Commonwealth represented by  
Department of Social Services  
and  
[Organisation Legal Name]

## Grant Agreement [Agreement Id]

Once completed, this document, together with each set of Grant Details and the Commonwealth Standard Grant Conditions (Schedule 1), forms an Agreement between the Commonwealth and the Grantee.

### Parties to this Agreement

#### The Grantee

Full legal name of Grantee	
Legal entity type (e.g. individual, incorporated association, company, partnership etc)	
Trading or business name	
Any relevant licence, registration or provider number	
Australian Company Number (ACN) or other entity identifiers	
Australian Business Number (ABN)	
Registered for Goods and Services Tax (GST)	
Date from which GST registration was effective	
Registered office (physical)	
Relevant business place (if different)	
Telephone	
Fax	
Email	

#### The Commonwealth

The Commonwealth of Australia represented by Department of Social Services  
71 Athllon Drive, GREENWAY ACT 2900  
ABN 36 342 015 855

#### Background

The Commonwealth has agreed to enter into this Agreement under which the Commonwealth will provide the Grantee with one or more Grants for the purpose of assisting the Grantee to undertake the associated Activity.

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

## Scope of this Agreement

This Agreement comprises:

- (a) this document;
- (b) the Supplementary Terms from the Clause Bank (if any);
- (c) the Standard Grant Conditions (Schedule 1);
- (d) the Grant Details;
- (e) any other document referenced or incorporated in the Grant Details.

Each set of Grant Details, including Supplementary Terms (if any), only applies to the particular Grant and Activity covered by that set of Grant Details and a reference to the 'Agreement' in the Grant Details or the Supplementary Terms is a reference to the Agreement in relation to that particular Grant and Activity. If there is any ambiguity or inconsistency between the documents comprising this Agreement in relation to a Grant, the document appearing higher in the list will have precedence to the extent of the ambiguity or inconsistency.

This Agreement represents the Parties' entire Agreement in relation to each Grant provided under it and the relevant Activity and supersedes all prior representations, communications, Agreements, statements and understandings, whether oral or in writing.

Certain information contained in or provided under this Agreement may be used for public reporting purposes.

## Grant Details

Organisation ID:	
Agreement ID:	
Schedule ID:	

### A. Purpose of the Grant

Consistent with the overall objectives of the *National Plan to Reduce Violence Against Women and their Children 2010-2022* (the National Plan), this Grant will support organisations to design and deliver primary prevention programs that engage and encourage men to be positive role models in their communities and to take a lead role in preventing violence against women.

This grant opportunity responds directly to feedback from the national consultations on the Fourth Action Plan of the National Plan which highlighted the need to promote respectful relationships, and continue to support men to build healthy, safe and respectful family relationships and reject violence-supportive attitudes, and to be positive role models at home, at work, in the community, and online.

This Grant is being provided under, and these Grant Details form part of, the Agreement between the Commonwealth and the Grantee.

The Grant is being provided as part of the National Initiatives program.

### B. Activity

Projects should be aligned to, and support, national primary prevention frameworks:

- [Change the Story: A shared framework for the primary prevention of violence](#)
- [Changing the Picture: preventing violence against Aboriginal and Torres Strait Islander women](#) and
- [Counting on Change: A guide to prevention monitoring](#).

The expected outcomes of the grant program are:

- Outcome 1. Projects will involve men to promote gender equality, and drive changes in attitudes and behaviours in their community, at home, at work or online.
- Outcome 2. Projects will address behaviours, attitudes or other social and cultural factors that contribute to violence against women and children. For primary prevention interventions to be effective, they must focus on reducing the drivers of violence against women, which include:
  - Condoning of violence against women.
  - Men's control of decision-making and limits to women's independence.
  - Rigid gender roles and identities.
  - Male peer relations that emphasise aggression and disrespect towards women.
- Outcome 3. Projects will be innovative and/or complement and expand on existing effective projects, frameworks and campaigns.
- Outcome 4. Projects will be impactful and measurable as the Men as Role Models for Preventing Violence against Women and their Children Grant will be evaluated to see how well the outcomes and objectives have been achieved.

**Example only. The Activity will be tailored to your specific project.**

- Provide training for influencers of young people who can identify and respond to attitudes and behaviours contributing to gender based violence without stigmatising them from seeking help and changing their behaviours.

- Develop and promote materials to drive changes in awareness, attitudes and behaviours and promoting positive male role models who have an attitude of respect and equality toward men, women and children.
- Increase community involvement in primary prevention through cooperation, sincere collaboration with specialist service providers and information sharing across organisations to share experiences, improve delivery of programs, and build community and organisational capacity.

### Performance Indicators

The Activity will be measured against the following Performance Indicator/s:

Performance Indicator Description	Measure

### Location Information

The Activity will be delivered from the following site location/s:

	Location Type	Name	Address
1.			

### Service Area Information

The Activity will service the following service area/s:

	Type	Service Area
1.		

### C. Duration of the Grant

The Activity starts on (Day / Month) 2020.

The Activity (other than the provision of any final reports) ends on 30 June 2022, which is the Activity's Completion Date.

The Agreement ends on 31 October 2022 or when the Grantee has provided all of the reports and repaid any Grant amount as required under this Agreement.

### D. Payment of the Grant

The total amount of the Grant is [Overall Agreement Value for all financial years]\* (GST exclusive).

A break down by Financial Year is below:

Financial Year	Amount * (excl. GST)
2019-20	
2020-21	
2021-22	

\*This amount may include Social, Community, Home Care and Disability Services Industry Award 2010 Supplementation (SACS).

The Grantee must ensure that the Grant is held in an account in the Grantee's name and which the Grantee controls, with an authorised deposit-taking institution authorised under the Banking Act 1959 (Cth) to carry on banking business in Australia.

The Grantee's nominated bank account into which the grant is to be paid is:

<b>BSB Number</b>	
<b>Financial Institution</b>	
<b>Account Number</b>	
<b>Account Name</b>	

The Grant will be paid in instalments by the Commonwealth in accordance with the agreed Milestones, and compliance by the Grantee with its obligations under this Agreement.

<b>Milestone</b>	<b>Anticipated date</b>	<b>Amount (excl. GST)</b>	<b>GST</b>	<b>Total (incl. GST)</b>
Full payment of 2019-20 funds	On execution			
Half yearly payment of 2020-21 funds	July 2020			
Half yearly payment of 2020-21 funds	December 2020			
Half yearly payment of 2021-22 funds	July 2021			
Half yearly payment of 2021-22 funds	December 2021			
<b>Total Amount</b>				

#### **Invoicing**

TBC

#### **Taxes, duties and government charges**

TBC

#### **E. Reporting**

The Grantee agrees to create the following reports in the form specified and to provide the reports to the Commonwealth representative in accordance with the following.

<b>Milestone</b>	<b>Information to be included</b>	<b>Due Date</b>
Activity Work Plan	Output-level detail for the funded Activity negotiated with the Department and captured in an Activity Work Plan as per Item E.2	(one month after signing)
Performance Report	A report with progress against the Activity Work Plan, compliance or other reporting as set out in Item E.1 for the period from execution to 30 June 2020	August 2020
Financial Acquittal Report	Financial Report as per Item E.4	October 2020
Performance Report	A report with progress against the Activity Work Plan, compliance or other reporting as set out in Item E.1 for the period 1 July 2020 to 31 December 2020	January 2021
Performance Report	A report with progress against the Activity Work Plan, compliance or other reporting as set out in Item E.1 for the period 1 January 2021 to 30 June 2021	August 2021

<b>Milestone</b>	<b>Information to be included</b>	<b>Due Date</b>
Financial Acquittal Report	Financial Report as per Item E.4	October 2021
Performance Report	A report with progress against the Activity Work Plan, compliance or other reporting as set out in Item E.1 for the period 1 July 2021 to 31 December 2021	January 2022
Performance Report	A report with progress against the Activity Work Plan, compliance or other reporting as set out in Item E.1 for the period 1 January 2022 to 30 June 2022	August 2022
Financial Acquittal Report	Financial Report as per Item E.4	October 2022
Final Report	Final Report as set out in Item E.5	TBC

### **E.1 Performance Reports**

Six monthly Performance Report on the Activity that outline the activities and the deliverables agreed to in the Activity Work Plan that have been completed to date.

### **E.2 Activity Work Plan**

The Activity Work Plan will be negotiated between you and us from time to time as agreed by both parties during the life of the Agreement. Using our Activity Work Plan template it will specify the Activity details, deliverable, timeframes for delivery and measures of achievement. It may include a budget or other administrative controls intended to help manage activity risks. Once the Activity Work Plan has been agreed by both parties it will form part of the agreement.

### **E.3 Annual Report**

TBC

### **E.4 Accounting for the Grant**

A Financial Declaration must be submitted for each financial year funded under this Grant Agreement. A Financial Declaration is a certification from the Grantee stating that funds were spent for the purpose provided as outlined in the Grant Agreement and in-which the Grantee is required to declare unspent funds. The Financial Declaration must be verified by your Board, the Chief Executive Officer or one of your officers, with authority to do so verifying that you have spent the funding on the Activity in accordance with the Grant Agreement.

### **E.5 Other Reports**

TBC

## F. Party representatives and address for notices

### Grantee's representative and address

<b>Grantee's representative name</b>	
<b>Position</b>	
<b>Postal/physical address(es)</b>	
<b>Business hours telephone</b>	
<b>Mobile</b>	
<b>Fax</b>	
<b>E-mail</b>	

### Commonwealth representative and address

<b>Name of representative</b>	
<b>Position</b>	
<b>Postal/physical address(es)</b>	GPO 9820 CANBERRA ACT 2601
<b>Business hours telephone</b>	
<b>Mobile</b>	
<b>Fax</b>	
<b>E-mail</b>	

The Parties' representatives will be responsible for liaison and the day-to-day management of the Grant, as well as accepting and issuing any written notices in relation to the Grant.

## G. Activity Material

Activity Material means any material, other than Reporting Material, created or developed by the Grantee as a result of the Activity and includes any Existing Material that is incorporated in or supplied with the Activity Material.

## Signatories

Organisation ID:	
Agreement ID:	

### Executed as an Agreement

Signed for and on behalf of the Commonwealth of Australia by the relevant Delegate, represented by and acting through Department of Social Services, ABN 36 342 015 855 in the presence of:

\_\_\_\_\_  
(Name of Departmental Representative)

\_\_\_\_\_  
(Signature of Departmental Representative)

....../....../.....

\_\_\_\_\_  
(Position of Departmental Representative)

\_\_\_\_\_  
(Name of Witness in full)

\_\_\_\_\_  
(Signature of Witness)

....../....../.....

Signed for and on behalf of [Organisation Legal Name], ABN [Organisation ABN] in accordance with its rules, and who warrants that he/she is authorised to sign this Agreement:

\_\_\_\_\_  
(Name and position held by Signatory)

\_\_\_\_\_  
(Signature)

....../....../.....

\_\_\_\_\_  
(Name and position held by second Signatory/Name of Witness)

\_\_\_\_\_  
(Signature of second Signatory/Witness)

....../....../.....

### Notes about the signature block

- If you are an incorporated association, you must refer to the legislation incorporating the association as it will specify how documents must be executed. This process may differ between each State and Territory. If an authorised person is executing a document on behalf of the incorporated association, you should be prepared to provide evidence of this authorisation upon request.
- If you are a **company**, generally two signatories are required – the signatories can be two Directors or a Director and the Company Secretary. Affix your **Company Seal**, if required by your Constitution.
- If you are a **company with a sole Director/Secretary**, the Director/Secretary is required to be the signatory in the presence of a witness. Affix your **Company Seal**, if required by your Constitution.
- If you are a **partnership**, the signatory must be a partner with the authority to sign on behalf of all partners receiving the grant. A witness to the signature is required.
- If you are an **individual**, you must sign in the presence of a witness.
- If you are a **university**, the signatory can be an officer authorised by the legislation creating the university to enter into legally binding documents. A witness to the signature is required.