### Parties

### <Department Name>

### (ABN <number>)

### and

###

### <Organisation Name>

### (<ABN or ACN> <number>)

### Date: <DD/MM/YYYY>

###

### Parts of this Agreement

This Agreement is made up of the following parts:

* Details
* Schedule
* Terms and Conditions
* Attachments (if any)

### Background

1. The Organisation and the Department acknowledge their partnering approach to working together in good faith to achieve the objectives of this Agreement.
2. <Specific Department Recital> The Organisation and the Department share a vision to improve the outcomes for people in Victoria. Through this Agreement, the Organisation and the Department will engage with each other cooperatively and collaboratively to achieve this vision.
3. The Department will provide the Funding to the Organisation to deliver the Activity.
4. The Organisation will accept the Funding and use it for the delivery of the Activity in accordance with the terms of this Agreement.

<Additional Department Background>

**EXECUTED** for and on behalf of the STATE OF VICTORIA represented by and acting through the Department of <Department Name>, ABN <number>, by:

Name and position of authorised representative <Name>

 <Position>

Sign here: ..................................................................... Date: <DD/MM/YYY>

**Witness**

Name of Witness <Name>

Sign here: ..................................................................... Date: <DD/MM/YYY>

**EXECUTED** for and on behalf of <Organisation Name> <ABN or ACN> <number>, by the following authorised delegate of <Organisation Name>.

**Complete this section including your name and position details**

Name and position of authorised representative <Name>

 <Position>

Sign here: ..................................................................... Date: <DD/MM/YYY>

Name and position of second authorised representative <Name>

 <Position>

Sign here: ..................................................................... Date: <DD/MM/YYYY>

### Details

|  |  |
| --- | --- |
| 1. Department (clause 1.1)
 | The State of Victoria as represented by the Department of <Department Name> (ABN <number>) |
| 1. Organisation (clause 1.1)
 | <Organisation Name> (<ABN or ACN> <number>) |
| 1. Start Date (clause 1.1)
 | <DD/MM/YYYY> |
| 1. End Date (clause 1.1)
 | <DD/MM/YYYY> |
| 1. Dispute Resolution Officer (clause 1.1)
 | <select Director/Regional Director/Executive Director of the Department/Not Nominated> |
| 1. Organisation's Primary Contact (clause 1.1)
 | <Name> |
| 1. Organisation's address
 | <Address> |
| 1. Organisation's phone number
 | <Number> |
| 1. Organisation's email address
 | <Address> |
| 1. Organisation's facsimile
 | <Optional: Insert number OR n/a |
| 1. Department's Primary Contact (clause 1.1)
 | <Name> |
| 1. Department's address
 | <Address> |
| 1. Department's phone number
 | <Number> |
| 1. Department's email address
 | <Address> |
| 1. Department's facsimile
 | <Optional: Insert number OR n/a |

### Schedule

Re: <Activity Name>

Schedule no: <Optional: Insert number OR n/a>

### Item 1: Activity details

(read with 'Terms and conditions' clause on *Funding*)

#### What the Funding is for

<Insert Service/Project description being funded, OR the description the applicant submitted on their application form if applicable, OR briefly describe the Activity>

#### Why the Department is Funding this Activity

<Describe objectives of Activity and/or associated policy>

#### Activity start date and end date

The Activity described in this Schedule starts on <DD/MM/YYYY> and ends on <DD/MM/YYYY>.

#### The people/groups who are intended to benefit most from this Activity are:

<Insert Beneficiaries>

#### This Activity is intended to benefit people or groups living in the following places:

<Insert Name of LGAs, whole of Government regions or statewide>.

* <Insert optional Clause Bank items – bulleted>

### Item 2: Funding

(read with 'Terms and conditions’ clause on *Funding*)

* The funding for the Activity comes from <Program Name/Funding Source>.
* The total funding for the Activity is $<Amount>. This amount is excluding GST.
* <Insert optional Clause Bank items – bulleted>

### Item 3: Activity deliverables and payments

(read with 'Terms and conditions' clause on *Funding*)

[SAMPLE TABLE PROVIDED – Email cfaproject@dhhs.vic.gov.au for replacement with a specific Activity table]

|  |
| --- |
| Activity Deliverables and Payments Table |
| Deliverable or milestone | Demonstrating the deliverable is complete | Evidence due date | Payment amount (excluding GST) |
| <Deliverable – free text> | <Indicator – free text> | <DD/MM/YYYY> | $<Amount> |
| <Add rows as needed> | <Add rows as needed> | <DD/MM/YYYY> | $<Amount> |
| <Add rows as needed> | <Add rows as needed> | <DD/MM/YYYY> | $<Amount> |
| <Add rows as needed> | <Add rows as needed> | <DD/MM/YYYY> | $<Amount> |
| <Add rows as needed> | <Add rows as needed> | <DD/MM/YYYY> | $<Amount> |

* <Insert optional Clause Bank items – bulleted>

### Item 4: Budget

(read with 'Terms and conditions' clause on *Funding*)

* <Insert optional Clause Bank items – bulleted>

<BUDGET TABLE IS OPTIONAL. SAMPLE TABLE PROVIDED – Email cfaproject@dhhs.vic.gov.au for replacement with a specific Activity table OR deletion>

|  |
| --- |
| Budget Forecast Table |
| Activity Income | $ (excluding GST) |
| Funds from the Department | $<Amount>  |
| Funds from your Organisation | $<Amount>  |
| Funds from other contributors or partners | $<Amount>  |
| * Grants (Commonwealth)
 | $<Amount>  |
| * Grants (State)
 | $<Amount>  |
| * Grants (Other)
 | $<Amount>  |
| * <Insert item>
 | $<Amount>  |
| Total Activity Income | $<Amount>  |
| Activity Expenditure (Aligned to National Standard Chart of Accounts Headings) | $ (excluding GST) |
| Expenditure against total Activity income | $<Amount>  |
| * <Insert item>
 | $<Amount>  |
| * <Insert item>
 | $<Amount>  |
| * <Insert item>
 | $<Amount>  |
| Total Activity Expenditure | $<Amount>  |
| Activity costs met through in-kind contributions (approximate value) | $ (excluding GST) |
| Total in-kind support | $<Amount>  |

### Item 5: Reporting requirements

(read with 'Terms and conditions' clauses on *Reporting* and *Assets*)

* <Insert optional Clause Bank items – bulleted>

### Item 6: Activity specific requirements

* Acknowledgement and Publicity (to be read with clause 4.17)
	1. The Organisation will acknowledge any financial and other support from the Victorian Government according to the *Acknowledgement and Publicity Guidelines* as amended from time to time, which can be found at <at: Attachment X OR on the Department’s website at <URL>.
	2. The Department reserves the right to publicise and report on awarding the Funding to the Organisation.
	3. <Insert optional Department/program specific acknowledgment clause from the Clause Bank>.
* <Insert optional Clause Bank items – bulleted>

### Item 7: Attachments (optional)

* Insert text: There are no Attachments OR list Attachment number and name/s, eg. Attachment 1 – Report Template