



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: <programme mailbox address>  
w: business.gov.au  
abn: 74 599 608 295

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

## Your application has been successful

I am writing to offer you a Grant under Maker Projects – Stream A, an element of the Inspiring Australia – Science Engagement Programme.

### 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 Inspiring Australia – Science Engagement Programme 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, complete the bank account details and sign attachment A. Then send or email a scanned copy of this letter, attachment A and attachment B to the address above by [insert date], otherwise this offer will lapse. 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, and if not, the amounts repayable to the Commonwealth.

You can find a sample report template at attachment C. We will send you a report template to complete after you finish your Project.

If you make a public statement or publish any material about the projects you must acknowledge the funding you received from this grant.

**What the Commonwealth will do**

We will pay the Grant into the bank account that you nominate in attachment A (Grant schedule) 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**

|  |   |
|--|---|
| <b>Programme</b>                               | Inspiring Australia – Science Engagement Programme: Maker Projects - Stream A |
| <b>Grantee</b>                                 | <organisation name>   |
| <b>Grantee ABN</b>                             | <organisation ABN>  |
| <b>Project</b>                                 | <project name>  |
| <b>Project number</b>                          | <project number>  |
| <b>Project description</b>                     | <project activities> <project outcome>  |
| <b>Project start date</b>                      | <project start date>  |
| <b>Project end date</b>                        | <project end date>  |
| <b>Total eligible expenditure</b>              | \$<total eligible expenditure>  |
| <b>Total/Maximum Grant (GST excl)</b>          | \$<funding amount>(plus GST as applicable)                                    |
| <b>Capped amount in financial year 2016-17</b> | \$<amount year 1> (plus GST as applicable)                                    |
| <b>Final report due date</b>                   | <project end date + 60 days>  |
| <b>Agreement end date</b>                      | <project end date + 150 days>   |

**Grantee bank account details**

I provide the following bank account details for payment of Grant funds for the project detailed above. I understand that payment is subject to compliance with this Agreement.

|                       |  |
|-----------------------|--|
| <b>Account name</b>   |  |
| <b>Account number</b> |  |
| <b>BSB number</b>     |  |
| <b>Bank name</b>      |  |

## Signatures

I agree to the conditions of the Grant including

- this letter
- this Grant schedule (attachment A)
- the Grant terms and conditions (attachment B)
- my application
- the programme guidelines in place when the application was submitted.

|   |                      |
|---|----------------------|
| <b>Full legal name of the Grantee and ABN</b> | <organisation> <ABN> |
| <b>Name (print)</b>                           |                      |
| <b>Position (print)</b>                       |                      |
| <b>Signature and date</b>                     |                      |
| <b>Witness Name (print)</b>                   |                      |
| <b>Signature and date</b>                     |                      |

## 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.

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 programme 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.
- **Programme** means the programme described in the Grant schedule and described in your application

**Attachment C - Final report template**

**Maker Projects - Stream A**

|                |       |
|----------------|-------|
| Project number |       |
| Grantee name   |       |
| Applicant name |       |
| Project title  |       |
| Report         | Final |

**1. School details**

- a. How many students attend your school?
- b. What percentage of students at your school have Indigenous or Torres Strait Islander backgrounds?      %
- c. What percentage of students at your school speak a language other than English at home?      %
- d. Is your school located in a metropolitan or a regional/remote area?
  - Metropolitan
  - Regional/remote
- e. Had your students participated in a maker fair or used a maker space before your school's maker space was created?
  - Yes
  - No

**2. Maker space details**

- a. What field/s of STEM best describes the focus of your school's maker space? Please tick all that apply.
  - Astronomy
  - Chemistry
  - Earth science
  - Physics
  - Material sciences
  - Biology
  - Agricultural and environmental science
  - Technological and computer science
  - Engineering
  - Mathematics
  - Other- please specify

b. What age groups are you targeting with the maker space? Please tick all that apply.

- 5-10 years
- 11-12 years
- 13-14 years
- 15-16 years
- 17-18 years
- all ages

c. How often is the maker space used by your students?

- Once a month
- Once a fortnight
- Once a week
- More than once a week
- It is not yet in use

d. When is the maker space used? Select all that apply

- Before or after school
- During lesson time
- During lunch time

e. On average how many students use the maker space when it is available?

f. What activities do the students participate in when using the maker space?

g. If you submitted a joint application in partnership with other schools, how often do the partner schools utilise the maker space?

h. Outline how your students will be encouraged to continue using your school's maker space in the future.

i. What was the final cost of the project (GST exclusive)?

\$

### 3. Certification

I .....being 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 obligations under the 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 Agreement empowers the Commonwealth to terminate the Agreement and to request repayment of the Grant paid to the Grantee where the Grantee directly, or the Applicant acting on behalf of the Grantee, breaches the agreement.

Signed .....Date

[Position/ title]