



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

# DEED OF GRANT

**Dated**

\_\_\_\_\_ 2018

**Parties**

**AUSTRALIAN CAPITAL TERRITORY**  
**Represented by the Chief Minister, Treasury**  
**and Economic Development Directorate**

**And [organisation name]**  
**ABN**

**2018 ACT [NAME OF GRANT] PROGRAM**

**Version**

**MARCH 2018**

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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 Chief Minister, Treasury and Economic Development Directorate.

[organisation name, ABN], of (**Recipient**).

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## BACKGROUND

- A.     The Recipient submitted a proposal in a competitive funding process undertaken by the Territory in relation to the Application Guidelines 2018 ACT [Name of Grant] Program.
- B.     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 of Grant (this Deed).

**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.

<b>WIT</b>	means the 2018 Women in Trades (WIT) Grants Program
<b>Completion Date</b>	means the date specified in <b>Item 3 Schedule 1</b> , and if a later date is subsequently agreed by the parties then that later date.
<b>Contract Officer</b>	means, in relation to each party, the representatives whose names and contact details are specified in <b>Item 6 Schedule 1</b> , or as notified from time to time by one party to the other.
<b>Eligible Items of Expenditure</b>	means the items of expenditure specified in <b>Item 2 Schedule 2</b> .
<b>Funded Activity</b>	means the activity described in <b>Item 1 Schedule 2</b> .
<b>Grant</b>	means the amount specified in <b>Item 2(1) Schedule 1</b> and any interest accruing on that amount after it has been paid to the Recipient.
<b>Grant Material</b>	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.
<b>GST</b>	has the same meaning as it has in the GST Act.

<b>GST Act</b>	means the <i>A New Tax System (Goods and Services Tax) Act 1999</i> (Cwlth).
<b>Ineligible Items of Expenditure</b>	means the items specified in <b>Item 3 Schedule 2</b> .
<b>Invoice</b>	means an invoice that: <ol style="list-style-type: none"> <li>(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;</li> <li>(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;</li> <li>(3) sets out or is accompanied by any other details or reports required under this Deed; and</li> <li>(4) is rendered as specified in <b>Item 2 (2) Schedule 1</b> (if any) and addressed to the Territory's Contract Officer.</li> </ol>
<b>Reporting Period</b>	means the period in <b>Item 3 Schedule 1</b> , and if extended, the initial period and the extended period.
<b>Special Condition</b>	means any provision set out in <b>Schedule 3</b> .
<b>Territory</b>	means: <ol style="list-style-type: none"> <li>(1) when used in a geographical sense, the Australian Capital Territory; and</li> <li>(2) when used in any other sense, the body politic established by section 7 of the <i>Australian Capital Territory (Self-Government) Act 1988</i> (Cwlth).</li> </ol>

## 1.2 General

In this Deed, unless a contrary intention is expressed:

- (1) references to "Recipient" includes any employees, agents and/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**

- (1) The Territory must pay the Recipient the Grant upon receipt of a correctly rendered Tax Invoice in accordance with the **Item 2 Schedule 1**.
- (2) The Territory will pay the Recipient an additional sum of \$10 (minimum) for each completed participant survey received in accordance with clause 8.1(3).
- (3) Nothing in this Deed is to be construed as creating an obligation, commitment or undertaking by the Territory to provide additional or further funding or assistance beyond that provided for in this Deed.

### **2.2 Use of Grant**

The Recipient must:

- (1) use the Grant only for the Funded Activity;
- (2) expend the Grant only on Eligible Expenses and not expend the Grant on Ineligible Expenses;
- (3) complete the Funded Activity in accordance with the Grant Period set out in **Item 1 Schedule 1**;
- (4) not use the Grant to purchase any asset or item of a capital nature without prior approval from the Territory; and
- (5) undertake the Funded Activity diligently and in accordance with this Deed.

## **3. Completion Date**

The Recipient must complete the Funded Activity by the Completion Date, unless extended or terminated under the provisions of this Deed.

## **4. GST**

Not applicable.

## **5. Records**

### **5.1 Obligation to keep records**

The Recipient must:

- (1) keep all records and accounts necessary to substantiate expenditure of the Grant in compliance with this Deed, including without limitation quotations, invoices and receipts;
- (2) maintain a complete and detailed record of:
  - (a) expenditure of the Grant;
  - (b) other money received and spent on the Funded Activity;
  - (c) progress of the Funded Activity;

- (d) financial statements compatible with the Australian Accounting Standard with balance of funds remaining at reporting date and report as in **Item 3 Schedule 1**; and
  - (e) any other records in relation to the Grant that the Territory may reasonably require from time to time.
- (3) keep accounting records in accordance with the Australian Accounting Standard in relation to the Grant in such a manner as to enable them to be audited by the ACT Auditor-General or any other entity as directed by the Territory; and
  - (4) retain the records referred to in **this clause and clauses 7.1, 7.2 and 8.1** for at least seven (7) years following the completion of the Funded Activity or the expiration or termination of this Deed, whichever occurs first.

## **5.2 Access**

- (1) To monitor and audit the Recipient's compliance with this Deed, the Territory may, during normal business hours and on reasonable notice, visit the Recipient's premises, or other premises at which the Funded Activity is occurring and inspect the records kept by the Recipient and the progress of the Funded Activity.
- (2) The Recipient must:
  - (a) provide the Territory with access to all premises and all records needed to substantiate compliance with this Deed and the progress of the Funded Activity,
  - (b) upon request by the Territory, make available to the Territory for inspection during business hours at a location specified by the Territory, all books, documents or other records in its possession, control or power relating to the Grant;
  - (c) provide the Territory with such assistance as may reasonably be necessary to enable the Territory to conduct an audit under **clause 5.2(1)**; and
  - (d) permit the Territory at its own cost, to take copies of any records which it considers relevant.

## **6. Territory Auditor-General**

Any of the Territory's rights under **clause 5.2** may be exercised by the ACT Auditor-General, their delegate or any relevantly qualified person engaged to perform the functions of the Auditor-General, or any other entity as directed by the Territory.

## **7. Reporting and Acquittal**

### **7.1 Reports**

For the duration of the Reporting Period the Recipient must provide a written evaluation report as per **Annexure A** to the Territory at the times specified in **Item 3 Schedule 1**.

## **7.2 Acquittal**

The Recipient must provide a declaration of financial acquittal as per Annexure B (confirmation money has been spent to support the Funded Activity as outlined in **Item 1 Schedule 2**) of the Grant to the Territory at the times specified in **Item 3 Schedule 1**.

## **7.3 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. Collection and Use of information**

## **8.1 Collection of student information**

The recipient must in relation to program participants:

- (1) establish a standard enrolment form to collect individual participant information. At a minimum this information must include the participant's:
  - (a) full name
  - (b) date of birth
  - (c) residential address.
- (2) ensure the information is collected and retained and available upon request by the Territory
- (3) support participants to complete the online survey at the completion of the program. The survey link will be published on the WIT Grants Program webpage on the Directorate's website.

## **8.2 Survey information**

The Territory will provide recipients with relevant de-identified collated survey results

# **9. Acknowledgement of Funding**

## **9.1 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 specified in **Item 7 Schedule 1** in all documents, brochures, books, articles, newsletters, other artistic works or literary works or advertising.

## **9.2 Other obligations**

The Recipient must:

- (1) in relation to the material referred to in **clause 9.1**, promptly provide to the Territory:
  - (a) if requested by the Territory, a draft of that material at least 15 business 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.

## **10. Intellectual Property Rights**

### **10.1 Ownership of Grant Material**

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

### **10.2 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.

### **10.3 Meaning of “use”**

For the purpose of **clause 10.2**, “use” means supply, reproduce, publish, perform, communicate, broadcast, adapt and copy for governmental non-commercial purposes.

## **11. Insurance and Indemnity**

### **11.1 Recipient’s insurance**

The Recipient must, at its own expense, effect and keep current from the date of execution of this Deed until the later of the Completion Date or the date at which the Funded Activity is completed:

- (1) all insurance coverage required by law;
- (2) public liability insurance with coverage in the amount of not less than the amount specified in **Item 4 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 Schedule 1**.

### **11.2 Indemnity**

- (1) The Recipient indemnifies the Territory, its employees and agents against liability in respect of all claims, costs and expenses and for 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.



- (2) The Recipient indemnifies the Territory, its employees and agents in respect of any liability, for a breach of the *Privacy Act 1988* (Cwlth) occurring in connection with the Recipient's use of the Grant or the conduct of the Funded Activity.
- (3) The Recipient must, at its expense, make good the amount of all claims, loss, damage, costs and expenses the subject of the indemnities in **clauses 11.2(1)** and **11.2(2)** and the Territory may deduct the amount, or any part of it, from the monies due or becoming due to the Recipient.

## **12. Grant Administrative Requirements**

The Recipient must meet the Grant administrative requirements specified in **Item 5 Schedule 1** when delivering the Funded Activity.

## **13. Termination of Grant**

### **13.1 Breach**

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

- (1) being a body corporate, goes into liquidation or administration, either compulsorily or voluntarily, or the Recipient, being a natural person, becomes bankrupt or makes any arrangement or composition with its creditors whether under the *Bankruptcy Act 1966* or otherwise;
- (2) fails to:
  - (a) commence the Funded Activity in a timely manner;
  - (b) undertake the Funded Activity diligently;
  - (c) use the Grant only for the Funded Activity;
  - (d) meet any timeframes specified in this Deed; or
  - (e) meet the reporting requirements;
- (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.

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

- (1) 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:
  - (a) comply with the notice and **clause 14.1**; or
  - (b) in the event of a reduction in funding, continue to undertake the Funded Activity in accordance with the notice.

- (2) The Recipient is not entitled to any payment in respect of any future loss, whether loss of opportunity or loss of profits or other future benefit, resulting from the termination or reduction of funding under this Deed.

### **13.3 No prejudice**

Termination of this Deed is without prejudice to any other rights, remedies or actions the Territory may have against the Recipient including any rights or remedies which may have arisen prior to termination.

## **14. Refund of Unacquitted Grant**

### **14.1 Repayment of Grant**

By 29 March 2019, or within 30 business days of earlier termination of this Deed, the Recipient must:

- (1) provide the Territory with an acquittal of the Grant (Annexure B); and
- (2) promptly repay any or all of the Grant that:
  - (a) has been spent, or contractually committed to be spent, in breach of the Deed; or
  - (b) any over payments made to the Recipient.

Any part of the Grant required to be repaid to the Territory under this clause which is not repaid must remain a debt due to the Territory.

## **15. Dispute Resolution**

### **15.1 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. The parties agree that, following the issue of that notice, they will endeavour to resolve the Dispute by negotiations, including by referring the Dispute to persons who have authority to intervene and direct some form of resolution.
- (2) If the Dispute has not been resolved within seven (7) business days of one party giving written notice of the Dispute to the other party, each party must appoint a representative with authority to settle the Dispute and determine a dispute resolution process. The appointed representatives must meet to attempt to settle the Dispute or agree a dispute resolution process within a further seven (7) business days.
- (3) If the representatives are unable to resolve the Dispute within seven (7) business days of the first meeting of the representatives, or a dispute resolution process is not agreed under clause 15.1(2), the Dispute must be referred within a further seven (7) business day period to:
  - (a) in the case of the Territory – the Chief Minister, Treasury and Economic Development Directorate's Director-General or delegate; and
  - (b) in the case of the Recipient – its Chief Executive Officer (CEO).

- (4) The Territory's representative and the CEO must meet with each other to seek to resolve the Dispute within seven (7) business days of the referral.
- (5) If the Dispute is not resolved within seven (7) business days of the first meeting of the Territory's representative and the CEO, or a dispute resolution process is not agreed under clause 15.1 (2), either party may refer the Dispute to mediation by providing notice to the other party. 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. The parties must (unless the Territory determines otherwise) commence the mediation within fourteen (14) business days of the mediator being appointed. Unless otherwise agreed, the parties will share equally the costs of the engagement of the mediator.
- (6) Nothing in **clause 15.1** will prejudice the rights of either party to institute proceedings to enforce this Deed or to seek injunctive or urgent declaratory relief in respect of any Dispute.
- (7) Where the Recipient fails to attempt to resolve a Dispute under this Deed by undue delay of the dispute resolution process, the Territory may exercise its discretion and terminate the Deed under clause 13.
- (8) The parties must continue to perform their respective obligations under this Deed during a Dispute unless the Territory requires the Recipient, in writing, to cease.

## **16. Variation**

### **16.1 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) the Completion Date; and
- (4) the amount of approved Grant.

The Territory is under no obligation to agree to any variation to the Funded Activity or this Deed.

### **16.2 Variation to Deed**

This Deed may only be varied by the written agreement of the parties prior to [Date].

## **17. General**

### **17.1 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 new terms and conditions.

## **17.2 Conflict of interest**

The Recipient warrants that at the date of entering this Deed 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 prior to the completion of the Funded Activity, notify the Territory immediately in writing and comply with any requirement of the Territory to eliminate or otherwise deal with that conflict or risk.

## **17.3 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. 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.

## **17.4 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.

## **17.5 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.

## **17.6 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.

## **17.7 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.

## **17.8 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 Contract Officer specified in **Item 6 Schedule 1**. 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 (2) business days after the date on which it was sent;

- (3) if sent by facsimile, on the sender's facsimile machine recording that the facsimile has been successfully and properly transmitted to the recipient's address; or
- (4) if sent by electronic mail, on the other party's acknowledgment of receipt by any means.

**17.9 Signatures**

This Deed may be signed in counterparts. All signed counterparts constitute one document.

**17.10 Forms and statements**

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

**17.11 Special Conditions**

- (1) The Recipient must comply with the Special Condition in **Schedule 3**.
- (2) In the event of any inconsistency between any Special Condition and any other provision of this Deed, to the extent of any inconsistency, the Special Condition will prevail.

**17.12 Survival of clauses**

**Clauses 5, 6, 10, 11, 13.3, 14 and 15** will survive the expiration or earlier termination of this Deed.

**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 director/ authorised  
officer/ individual

.....  
Signature of witness Print name and position

.....  
Print name Signature of second authorised officer\*  
\*only use if Incorporated Association (see note below)

.....  
Print name and position

Affix common seal  
if required under  
constitution

**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.

**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.

**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.

# SCHEDULE 1

## GRANT DETAILS

- Item 1. Grant Period**  
*See clauses 1.1, 2.2 and 3*
- From ..... until .....
- Item 2. Grant**  
*See clauses 1.1 and 2.1*
- (1) Grant: \$
- (2) The Grant is payable as per the schedule presented in **Schedule 2**. An Invoice may be rendered to the ACT Chief Minister, Treasury and Economic Development Directorate on or after the date of this Deed and, where applicable after the Recipient has submitted all outstanding reports for WIT funding from the previous year.
- (3) Except if otherwise stated in this Deed, the Grant is payable within 30 business days of receipt by the Territory of an Invoice.
- Item 3. Reporting and Acquittal**  
*See clauses 1.1, 5.1(d), 7.1 and 7.2*
- The Funded Activity must be completed by .....
- An evaluation report of the activities undertaken must be provided by ..... and in the format provided at Annexure A.
- An acquittal of the Grant must be provided by ..... and in the format provided at (Annexure B).
- Item 4. Insurance requirements**  
*See clauses 10.1*
- The Recipient must effect and maintain current for the Grant Period:
- (1) all insurance coverage required by law
- (2) workers compensation insurance for an amount required by the ACT
- (3) public liability insurance for \$10 million or more per claim, including voluntary workers insurance cover if volunteers are engaged by the Recipient.
- Item 5. Grant administrative requirements**  
*See clause 11*
- The Grant is to provide funding to the Recipient to support quality adult and community learning outcomes in a range of formal and informal setting using flexible and student-centred activities.

- (1) The Recipient must have effective reporting procedures in place to ensure reporting requirements are met on an annual basis (evaluation and acquittal reports) and as requested.
- (2) The Recipient must be responsible for the reporting and acquittal of the Grant.
- (3) The Recipient must participate in publicity opportunities, including writing short article/s on the project and achievements for local and national newsletters and reports, as required.
- (4) The Recipient must remain an eligible organisation as per section 2.0 – Eligibility Criteria of the Application Guidelines 2018 Women in Trades (WIT) Grants Program.
- (5) The Territory may visit the Recipient's project funded under WIT for the purpose of observation and gathering of information for the promotion of the 2018 Women in Trades (WIT) Grants Program.
- (6) The Recipient must collect and retain information on WIT project students as specified in Annexure A.

**Item 6. Contract Officers**

*See clauses 1.1 and 16.8*

For the Territory:

Ms Jodie Kafer  
Manager  
Skills Canberra  
PO Box 158  
CANBERRA ACT 2601  
[skills@act.gov.au](mailto:skills@act.gov.au)

For the Recipient:

**[organisation details]**

**Item 7. Form of Acknowledgement**

*See clauses 8.1*

This project was made possible with assistance from the ACT Government under the 2018 Women in Trades (WIT) Grants Program.



## SCHEDULE 2

### THE FUNDED ACTIVITY

- Item 1. Description of the Funded Activity** (1)  
*See clauses 1.1 and 7.2*
- (2) Project description

- Item 2. Eligible Items of Expenditure** The Grant is to be expended only on the following items of expenditure for the Funded Activity:  
*See clause 1.1*

**Total funding:** \$

**Item 3. Ineligible Expenses**  
*See clause 1.1*

Funding will not be made available for the following:

- (1) capital equipment to assist with the ongoing operation of the Recipient's organisation
- (2) retrospective costs – projects or activities which are already underway or have been completed
- (3) services or projects already funded by Australian or state/territory governments or other organisation/s
- (4) purchasing or leasing of real estate.

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## SCHEDULE 3

### SPECIAL CONDITIONS

*See clauses 1.1 and 16.10*

Nil

DRAFT



## ANNEXURE A

**Progress Report and Acquittal of Grant Funds Form for the 2018 ACT Women in Trades Grants Program, to be completed every six months.**

### Program Details

Project Title	
Implementing Organisation	
Reporting Period:	
Date of Submission:	

**Project summary:** (100 words)

**Description of Activities undertaken during the reporting period:** (500 words)

**Results achieved and measure of success:** (please provide at least two measures of success per outcome and their source of data)

Program Fund Objective	Result	Measure of Success	Baseline	Actual	Unit of Measure	Source of Data	Disaggregated by

**Milestone(s) achieved (include evidence):** (400 words)

**Challenges:** (300 words)

**Funding expended:**

**Lessons learned/best practices:** (300 words)

**Collaborations (if applicable):**

**Media release (if applicable):**

DRAFT

**2018 ACT Women in Trades Grants Program**  
**Acquittal of the grant for [organisation name]: the Recipient**

**Acquittal Period:**

**Project Title:**

**Receipts:**

2018 ACT Women in Trades Grants Program:

\$

**Payments for the delivery of the following Funded Activity:**

No	Milestones	Allocated (GST exclusive)	Expenditure (GST exclusive)
1			
2			
3			
4			
5			
6			
7			
Total		\$	

**Balance Outstanding at.....[Date]**

\$

(Note any unacquitted funds must be repaid to the ACT Chief Minister, Treasury and Economic Development Directorate)

I certify that the acquittal of the grant for the 2018 ACT Women in Trades Grants Program for the Grant Period ended **[Date]** is prepared from **[organisation name]** financial records.

I certify it to be true and fair disclosure of the receipts and expenditure of the 2018 ACT Women in Trades Grants Program activities and that all expenditure has been spent for the delivery of the Funded Activity in accordance with the Deed of Grant. I certify that **[organisation name]** has maintained all receipts and evidence of the above expenditure as per the record keeping requirements outlined in the Deed of Grant and will make them available for future audits by the Directorate.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Chief Executive Officer

Senior Executive Officer who has primary responsibility for managing audit functions

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_



**Evaluation Report for the Women in Trades Grants Program**

<b><i>Name of Organisation</i></b>			
<b><i>Project Title</i></b>			
Commencement Date			
Completion Date			
Number of Started Students			
Number of Completed Students			
<b>Student Details</b>		<b>Male</b>	<b>Female</b>
Number of Participants			
Number who identified as belonging to a culturally and linguistically diverse background			
Number who identified as Aboriginal and Torres Strait Islander peoples			
Number who identified as having a disability			
Number who identified as being victims of family and domestic violence			
Number who identified as young adults at risk of disengaging from education and/or employment			
Age Groups	Number aged 18-25		
	Number aged 40+		
	Number aged 50+		
Employment Status	Number in full-time employment		
	Number in part-time employment		
	Number unemployed and seeking work		

	Number not in the workforce		
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How was the program promoted to ensure that information reached the target group?	
How would you improve the promotion of the program	
<b>Program outcomes</b>	
Did the program achieve its goals? Please provide details.	
What outcomes did the participants achieve?	
How would you evaluate the program's success? What worked well and what would you improve next time?	
Did participation in the program lead to other learning opportunities or pathways? Please provide details. <i>eg another program with your organisation , entry to Canberra Institute of Technology, university, Australian Apprenticeship etc.</i>	
Any other comments	
<b>Closure activities</b>	
Describe any assets which were required by the project and who will manage them upon completion of the project	