



Australian Government



Australia-  
China  
Council

[Insert date]

[Insert name and address of Recipient]

Dear [insert]

Funding for [insert activity]

The Commonwealth, represented by the Australia-China Council which is part of the Department of Foreign Affairs and Trade ABN 47 065 634 525 (DFAT) agrees to provide [insert Recipient's details including ABN/ACN] (Recipient) with funding on the terms of this letter.

<b>1. Activity</b>	<p>The Recipient:</p> <ul style="list-style-type: none"> <li>(a) must undertake the activity (<b>Activity</b>) as described in the Recipient's application for funding dated [insert date of application – this date should be the date the application was signed by the Recipient] (<b>Application</b>);</li> <li>(b) acknowledges and agrees that the Application forms an integral part of this agreement; a copy of which is attached to this agreement; and</li> <li>(c) must not make any substantial changes to the scope of the Activity without the prior written agreement of DFAT.</li> </ul> <p>&lt;Note: Drafters must attach a copy of Application to this agreement&gt;</p>
<b>2. Funding</b>	<ul style="list-style-type: none"> <li>(a) Subject to the terms of this agreement, DFAT will provide the Recipient with \$[insert] (inclusive of GST [change as applicable]) (<b>Funding</b>) on receipt of a valid tax invoice from the Recipient.</li> <li>(b) Unless otherwise agreed by DFAT, the amount specified above is payable four weeks before commencement of the Activity.</li> <li>(c) The Recipient must arrange separate funding for all costs associated with the Activity other than those which DFAT has specifically agreed to fund.</li> <li>(d) The Recipient shall notify DFAT of any alternative or additional source of financial support in respect of the Activity, whether the additional funding has become available before or after the parties signed this agreement.</li> </ul>

	<p>(e) The Funding is personal to the Recipient and must not be used for any other purpose except for the Activity or for anyone else's benefit without DFAT's prior written approval.</p> <p>(f) The Funding is valid for one (1) year only from the date of payment by DFAT to the Recipient. If the Activity cannot be completed and acquitted within one year of payment, the Funding (or any unused part of the Funding) must be repaid to DFAT.</p> <p>(g) Where DFAT has agreed to provide the Funding for a component of a larger project, the Funding shall only be used for the Activity and shall not be transferred to other aspects of the larger project, other than with the prior written agreement of DFAT.</p> <p>(h) The Recipient acknowledges and agrees that it is liable for all taxes, duties (including stamp duty) and government charges imposed or levied in Australia or overseas in connection with this agreement.</p>
<b>3. Timing</b>	<p>The Recipient must commence the Activity by <i>[insert date]</i> and complete the project by <i>[insert date]</i>.</p> <p><i>[Note: the above assumes that the Activity will commence and be completed on a specified day]</i></p>
<b>4. Reports</b>	<p>The Recipient must provide the following reports to DFAT:</p> <p>(a) a written report (when requested by DFAT) detailing progress of the Activity and the Recipient's compliance with the conditions set out in this agreement; and</p> <p>(b) a completed Acquittal Report form within 30 days of completion of the Activity (<b>Attachment A</b>) in accordance with clause 14 below.</p> <p><i>[Note: Drafters may add additional reports as required and the dates by which those reports should be delivered to DFAT. Drafters should also attach a copy of the FCI's standard Acquittal Report form to this agreement]</i></p>
<b>5. Special terms</b>	<p>The following special terms apply to this agreement:</p> <p>(a) <i>[insert any special terms and conditions, otherwise insert "not applicable"]</i></p>
<b>6. Publicity</b>	<p>(a) The Recipient must acknowledge the support of the Australia-China Council in all publicity material prepared in relation to the Activity, including in all print and electronic acknowledgements and public statements media. The acknowledgement is to be as follows:</p> <p style="text-align: center;"><i>"The <i>[insert name of Project]</i> is supported by the Commonwealth through the Australia-China Council of the Department of Foreign Affairs and Trade".</i></p> <p>(b) The acknowledgement must feature prominently in the material, including wherever possible by use of the Australia-China Council's logo.</p> <p>(c) The logo of the Australia-China Council can be downloaded from the Council's website at: <a href="http://www.dfat.gov.au/acc/acc_downloads.html">http://www.dfat.gov.au/acc/acc_downloads.html</a>.</p> <p>(d) The Australia-China Council's contribution must also be acknowledged in any publicity prepared for exhibitions, sporting fixtures, publication or any event resulting in publicity, including film and publication credits,</p>

	<p>where this is appropriate.</p> <p>(e) If the Activity involves performances or exhibitions in China, Hong Kong, Macau and/or Taiwan; the Recipient is required to list their event on OzArts Online. Tour dates, a basic description of the event/s and a low-resolution digital image should be sent to the editor at <a href="mailto:editor@ozarts.com.au">editor@ozarts.com.au</a>. The description should acknowledge the Funding by the Australia-China Council and should also ask that the Australia-China Council's logo is displayed in the listing. Additional photographs and other material such as media releases may also be submitted.</p> <p>(f) Where the Recipient has policies on treatment of sponsors and funding providers that might impinge on their ability to comply fully with the provisions in this clause 6, that policy must be made known to DFAT before the Funding is provided.</p> <p>(g) DFAT or Australia-China Council may publish the name of the Recipient (including personal information as defined by the <i>Privacy Act 1998</i>) and the amount and purpose of the Funding on its website and in its annual report and share such information with other Commonwealth government departments. The Recipient by executing this agreement consents to the publication and sharing of these details (including personal information).</p>
<b>7. Record-keeping and audit</b>	<p>The Recipient must:</p> <p>(a) keep original records of the expenditure of the Funding; and</p> <p>(b) do all things necessary to allow DFAT to comply with lawful requests from the Auditor General and/or Privacy Commissioner, including allowing the Auditor General or the Privacy Commissioner to inspect, copy or remove documents and access the Recipient's premises.</p>
<b>8. Compliance</b>	<p>The Recipient must:</p> <p>(a) comply with all laws applicable and relevant to the Activity;</p> <p>(b) comply with any reasonable requirements of DFAT, including requests to provide reports or information about the Activity or the expenditure of the Funding; and</p> <p>(c) promptly notify DFAT if it has any reason to believe that it may not be able to carry out or complete the Activity in accordance with this agreement.</p>
<b>9. Insurance</b>	<p>The Recipient is responsible for obtaining any insurance considered necessary or prudent for undertaking the Activity.</p>
<b>10. Intellectual Property</b>	<p>(a) Without affecting the position between the Recipient and a third party, all intellectual property rights in material produced by the Recipient for the purposes of the Activity vests in the Recipient on their creation.</p> <p>(b) The Recipient grants DFAT a permanent, irrevocable, transferable, free, world wide, non-exclusive licence (including a right to sub-license) to use, reproduce, adapt and exploit the intellectual property rights in material for any purpose other than commercial exploitation.</p> <p>(c) For the purposes of this clause 10, 'material' means any document or material brought into existence as part of, or for the purpose of, the Activity.</p>

<b>11. Withholding funding/repayment</b>	<p>DFAT may:</p> <ul style="list-style-type: none"> <li>(a) withhold or suspend payment of the Funding to the Recipient; and/or</li> <li>(b) require the Recipient at any time to repay all or part of the Funding, if the Recipient is in breach of this agreement or if any statements made in the Application are incorrect, incomplete, false or misleading.</li> </ul>
<b>12. Termination by notice</b>	<p>DFAT may terminate this agreement by written notice to the Recipient if the Recipient breaches this agreement or becomes insolvent. No compensation is payable by DFAT for termination under this clause.</p>
<b>13. Termination for convenience</b>	<p>DFAT may terminate this agreement by written notice to the Recipient at any time at DFAT's absolute discretion. The Recipient must take all reasonable steps to mitigate any loss resulting from termination under this clause. DFAT is only liable for reasonable costs incurred by the Recipient that are directly attributable to the termination (but not for any loss of profits or other losses). DFAT may request Recipient to repay Funding (or any unused amount of Funding) if DFAT terminates the agreement in accordance with this clause 13.</p>
<b>14. Recipient's final obligations</b>	<p>In accordance with the requirement of clause 4, the Recipient must within 30 days of completion of the Activity (or if this agreement is terminated, within 30 days of termination):</p> <ul style="list-style-type: none"> <li>(a) accurately complete the Acquittal Report form and return it to DFAT; and</li> <li>(b) repay any unspent Funding to DFAT.</li> </ul> <p>In any event, the Acquittal Report must be completed and submitted to DFAT within 12 months of the date the Funding was paid to the Recipient by DFAT.</p> <p>The Recipient acknowledges and agrees that DFAT may take recovery action against the Recipient to recover all or part of the Funding where the Recipient:</p> <ul style="list-style-type: none"> <li>(a) does not submit a completed Acquittal Report within the timeframe specified in this agreement; or</li> <li>(b) has not, in the reasonable opinion of DFAT, adequately acquitted the Funding in the Acquittal Report.</li> </ul> <p>The Recipient also acknowledges and agrees that a failure to adequately complete and submit the Acquittal Report may result in the Recipient being ineligible to receive funding in the future from DFAT.</p>
<b>15. Assignment</b>	<p>The Recipient must not assign or novate its rights or obligations under this agreement without the prior written approval of DFAT.</p>
<b>16. Applicable Law</b>	<p>This agreement is governed by the laws of the Australia Capital Territory. Each party submits to the non-exclusive jurisdiction of the courts of that territory in respect of all matters arising under, or in relation to this agreement.</p>

<b>17. Contact Persons</b>	<p>The DFAT contact person for the purposes of this agreement is:</p> <p>Ms Robyn Barlow,  Manager, Australia-China Council Secretariat,  R G Casey Building,  John McEwen Crescent,  BARTON ACT 0221 AUSTRALIA  Telephone: +61 2 6261 3818; Facsimile: +61 2 6112 3818  Email: auschina.council@dfat.gov.au</p> <p>The Recipient's contact person is listed in the attached Application.</p>
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If these terms and conditions are acceptable to you, please sign below and initial the bottom of each page of two original versions of this agreement and return one original signed version to me by **[Insert date]**. This offer will lapse after that date unless otherwise agreed. The other original version of the agreement should be retained by you for your records.

Yours sincerely

Steve Waters  
Assistant Secretary  
East Asia Branch

**Acceptance by Recipient:**

I accept the terms and conditions as set out on this agreement. I agree to undertake the Activity in accordance with this agreement and the Application and agree to provide DFAT with a completed Acquittal Report within the period set out in this agreement.

.....  
Name (please print)

.....  
Signature

.....  
Position (if applicable)

Date: .....

# Annexure A to Schedule 2

 <b>Australian Government</b>	 <b>Australia-China Council</b>
<div style="background-color: yellow; display: inline-block; padding: 2px;">[Insert Project Title]</div> — Final Report & Acquittal Form	

This acquittal report is due within 30 days of project completion for grants of \$20,000 or less (excluding GST) and within 60 days of project completion for grants of more than \$20,000 (excluding GST). Please ensure you complete all sections and requirements of the acquittal form and seek prior approval from the ACC Secretariat if your report is going to be late.

1.1 NAME (MANDATORY)	
Name of Applicant(s):	
Main Contact Person	
Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify)
Given names:	
Family name:	
Name of your organisation/group (if applicable):	
▶	<b>Go to 1.2</b>

1.2 CONTACT DETAILS (MANDATORY)	
Street address:	
Suburb/Town:	State: _____ Postcode: _____
Postal address:	(if the same as your street address, write 'as above')
Suburb/Town:	State: _____ Postcode: _____
Contact Numbers:	Work: (    )    Home: (    )    Fax: (    )    Mobile: _____
Email:	Website address: _____
▶	<b>Go to 1.3</b>

1.3 SUMMARY INFORMATION (MANDATORY)			
Project Title:			
Funding Amount received:	(AUD) \$	(excluding GST)	GST amount provided: (AUD) \$
What date was ACC funding received?	/	/	/
What was the start date for this project?	/	/	/
What was the end date for this project?	/	/	/

## 1.4 PROJECT INFORMATION (MANDATORY)

(maximum three pages – for this section)

1. Briefly describe your project (including the key activities undertaken and who was involved in their execution):

2. Were there any substantial changes to the project as described in your application? If so, did you seek ACC approval? Please provide details.

3. What were the principal aims and/or objectives of the project? (Reference should be made to those identified in section 1.4, Q6 of your ACC grant application.)

4. Were the aims/objectives achieved? How were they achieved?

5. Would you consider the project was a success? Please explain. (Reference should be made to the criteria you identified for judging the success of your project in Section 1.4, Q8 of your ACC grant application.)

6. What difficulties, if any, were experienced in the execution of the project?

7. What, if any, publicity was used to promote the project? (Samples of promotional materials showing acknowledgement of the ACC's support must be attached).

8. Please describe the level and nature of media interest in your project.

9. Please provide details of participation numbers, for example audience numbers, workshop participants and of any VIPs present (if applicable).

10. Please provide an overview of any formal and informal feedback from presenters, workshop / lecture participants and other project partners on the project (if applicable).

11. What, if any, future activities are expected to arise from the completed project?

12. Additional Comments (if applicable)

### 1.5 PROJECT BUDGET (MANDATORY)

**Budget Template (maximum two pages)**

**Please note:**

- List all actual income and expenditure items under the headings given (some of the items below may not be relevant to your project).
- Please ensure that the totals of your income and expenditure are exactly equal.
- Indicate all **expenditure items** covered by this grant with an asterisk (\*).
- Any ACC funds that have not been expended in accordance with the agreed project and funding conditions are to be reported to the ACC Secretariat and refunded to the Council.
- You may substitute your own budget page but it must conform to the format below.

#### CERTIFICATION OF FINANCIAL STATEMENTS

I, the undersigned, certify that:

- The following financial statements are in agreement with the relevant accounts and records and have been prepared in compliance with Australian Accounting Standards to present fairly the financial transactions in relation to the particular Grant received from DFAT.

Signature:  \_\_\_\_\_ Date:            /            /

Name in full: \_\_\_\_\_

Position title/company: \_\_\_\_\_

Actual Income	
Earned income	AUD\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Subtotal</b>	<b>\$</b>

Actual Expenditure	
(i) Salaries and fees	1.2 AUD\$
Key personnel (please itemise)	\$
Marketing and publicity personnel	\$
Administrative and management personnel	\$
Agent's fee/commission	\$
Other (please itemise)	
	\$
<b>Subtotal</b>	<b>\$</b>

(i)

Grants	
Australian Federal Government (please itemise)	
	\$
Australian State Government (please itemise)	
	\$
Australian Local Government (please itemise)	
	\$
	\$
Other Governments (please itemise)	
	\$

(ii) Travel Costs	
Airfares ( __ persons x __ ticket cost)	\$
Other fares	\$
Accommodation	\$
Meals	\$
Travel allowance ( __ per diem x __ persons x __ days)	\$
Taxis	\$
Car Hire	\$
Other (please itemise)	
	\$



## 1.6 CERTIFICATION (MANDATORY)

### Privacy and Freedom of Information

*The information you provide in your grant funding acquittal is used when finalising your grant payment and reporting the outcomes to the Government. Summary information provided by all applicants will be stored centrally and will be available to Commonwealth officers and the government on a need-to-know basis. The information you have provided, excluding personal information, may be distributed to the FCI, Commonwealth and State or Territory governments, organisations which are responsible for grants programs, and may be made public through national and local media or via the DFAT or FCI websites. DFAT may also publish this information, excluding personal information, in its Annual Report and on the DFAT web site. DFAT will only use and/or disclose personal information in accordance with the Privacy Act 1988. Applicants should also note the provisions of the Freedom of Information Act 1982 apply to documents in DFAT's possession.*

I, the undersigned, certify that:

- The statements in this acquittal are true to the best of my knowledge.
- The relevant project records, financial and accounting records have been prepared and retained in accordance with the provisions of the Funding Agreement.
- Funds provided to me have only been expended in accordance with the approved budget as detailed in the Funding Agreement and any funds not expended in accordance with the Funding Agreement have been returned to the Australia-China Council.
- I consent to information provided in this acquittal being stored on a central database to which other Commonwealth, State or Territory government agencies may have access.
- I consent to information provided in this acquittal, other than personal information, being used for training and testing purposes by DFAT staff.

Signature:  \_\_\_\_\_ Date:            /            /  
Name in full: \_\_\_\_\_  
Position in organisation/group: \_\_\_\_\_

**Please post the signed original of this form and any attached documentation to the ACC at the following address.** If you send any supplementary material that you would like returned, please include a postage-paid, self-addressed envelope.

✉ Australia-China Council Secretariat  
RG Casey Building  
John McEwen Crescent  
BARTON ACT 0221

**Photographs suitable for posting on the ACC's website or for possible inclusion in the ACC's Annual Report, should also be provided electronically to [AusChina.Council@dfat.gov.au](mailto:AusChina.Council@dfat.gov.au)**

Enquiries may be directed to [AusChina.Council@dfat.gov.au](mailto:AusChina.Council@dfat.gov.au) or by phone to Melissa Radford, ACC Project Officer on 02-6261 2806.