



Australian Government Water Fund

Community Water Grants

GPO Box 787 Canberra ACT 2601

Dr Lyndal Jones
Associate Professor, Royal Melbourne Institute of Technology
RMIT city campus Building: 9 Level: 3 Room: 12
MELBOURNE VIC 3000

Dear Dr Jones,

RE: Project ID 23178

Please find attached for completion a copy of your Community Water Grants Agreement.

CHECKLIST – ACTIONS REQUIRED FROM YOU

In order to proceed with project funding, please ensure that the following steps are completed.

1. Download and print two copies of all parts of your Community Water Grants Agreement. The Agreement parts include the Standard Terms and Conditions, the Funding Agreement Summary and a number of schedules.
2. Review the Schedules and advise us if any details have changed. If the contact person or authorised person details have changed, the authorised person can amend and initial these changes in the agreement on the Funding Agreement Summary page and in Schedule 1.
3. Complete the Payment and Banking Details table in the Funding Agreement Summary.
4. Have both copies of the Funding Agreement Summary page signed by the Authorised Person. Please note that the signature must be witnessed.
5. If you don't have an ABN, download and complete a Statement by a Supplier Form, available from the Australian Taxation Office website: <http://www.ato.gov.au/businesses/content.asp?doc=/content/38509.htm>
6. Post **TWO** signed copies of the entire Funding Agreement to Community Water Grants within seven (7) days. If you do not have an ABN, please also enclose a Statement by a Supplier Form. Post to:
Community Water Grants
Reply Paid 787
Canberra ACT 2601
7. Advise us that you have completed all the above steps by visiting the *Track Progress* page of www.egrants.com.au and clicking on 'Returned'.

Finally, please note that it is a condition of receiving funding for your project that you must:

- investigate the permits, licences and approvals required for your project, and then apply for and obtain any such permits, licences and approvals before your project commences, and
- ensure that adequate insurance is in place.

WHAT WE WILL DO

- Once we have received and reviewed your signed Funding Agreement we will sign the Agreement and return one copy to you for your records.
- You will then receive a remittance advice by email when the funds have been deposited in your bank account. Please ensure we have a current email address for funding notification purposes.

We wish you all the best with your project and look forward to its successful completion. Please remember to take before, during and after photos of your project site demonstrating your community's involvement – this will assist you acquitting your funding when your project is complete.

Yours sincerely,

Richard Nott
Director, Community Water Grants

USEFUL DOCUMENTS AVAILABLE ON THE COMMUNITY WATER GRANTS WEBSITE

Please refer to the 'Reference Material' section on our website for the following documents.

Community Water Grants Style Guide – The Agreement requires you to acknowledge the Community Water Grants contribution to your project at media events and in written materials. This acknowledgement must be consistent with the style guide. You can also download the Community Water Grants logo from the website. Use of this logo must also be consistent with the style guide.

Ask First – This is a guide to respecting Indigenous heritage places and values. The document will be relevant if your project affects the rights or interests of local Aboriginal or Torres Strait Islander individuals or organisations, or an Indigenous heritage place.

Record sheet (Project expenditure) and Record sheet (In-kind contributions) – You may find these useful in relation to your obligations concerning the use and management of project-related funds.

Audited Financial Statement Pro Forma – We have provided this document as an example of what we will need in relation to the Independently Audited Financial Statement.

We have also provided some information on GST and insurance that you may wish to refer to.

FUNDING AGREEMENT SUMMARY: PROJECT ID 23178

Between The Commonwealth of Australia acting through the Department of the Environment and Heritage, Australian Government Community Water Grants (CWG) programme, ABN 34190894983 (known in this Agreement as "we" or "us" or "our", as the case requires)

And Royal Melbourne Institute of Technology, ABN 49781030034 (known in this Agreement as "you" or "your", as the case requires)

Address: RMIT city campus Building: 9 Level: 3 Room: 12, MELBOURNE VIC 3000

Trading name: Rmit

Project and funding details

Project ID	ID No. 23178	
Funding offered and GST status	\$42,690.00 (incl GST)	Registered for GST
Email address for payment notification	lyndal.jones@rmit.edu.au	
Contact details	Contact Person	Authorised Person ¹
Name	Dr Lyndal Jones	
Position in the organisation	Associate Professor, Royal Melbourne Institute of Technology	
Address	RMIT city campus Building: 9 Level: 3 Room: 12, MELBOURNE VIC 3000	
Office hours telephone	0425 745 868	
Email address	lyndal.jones@rmit.edu.au	

Applicant's banking details (where the funds will be paid)

Name in which account is held													
BSB No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>						
Account No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of bank													
Branch address													

Signatures of contracting parties

For: Department of the Environment and Heritage
Signature
.....
Name Mary Colreavy
Position Assistant Secretary, NRMPD, DEH
Witnessed
Name
Date

For: Royal Melbourne Institute of Technology
Signature of Authorised Person ²
.....
Name
Position
Witnessed
Name
Date

- If no details are supplied for the Authorised Person, this Agreement assumes the Contact Person is the Authorised Person.
- Signature of the Authorised Person. In signing you declare the following.
 - You have the authority to commit to this project.
 - You have read, understood and agree with all the terms and conditions in this Agreement (including all schedules).
 - You have not amended any terms and conditions in the Standard Terms and Conditions part of this Agreement.
 - You confirm that the bank details and the contact person and authorised person contact details are correct.
 - You will spend CWG funds only on eligible items listed in the Round 2 Guidelines

SCHEDULE 1: DETAILS OF PARTIES TO CONTRACT

Project ID: 23178

	You ³	CWG
Applicant		
Applicant name ⁴	Royal Melbourne Institute of Technology	Commonwealth Department of the Environment and Heritage
Trading name	Rmit	Australian Government CWG
TFN ⁵ (if applicable)		
ABN ⁶ and GST status	49781030034	Registered for GST
Authorised person⁷		
Name		
Title with organisation		Assistant Secretary, Natural Resource Management Programmes Division, DEH
Address:		
Telephone		
Email address		
Contact person		
Name	Dr Lyndal Jones	Rohan Wight
Title with organisation	Associate Professor	Project Officer, Natural Resource Management Programmes Division, DEH
Address:	RMIT city campus Building: 9 Level: 3 Room: 12 MELBOURNE VIC 3000	
Telephone	0425 745 868	1800 780 730
Email address	lyndal.jones@rmit.edu.au	cwg@deh.gov.au

3. "You" – the organisation or person with which or with whom we are entering into this contract.
4. Legal name of organisation, or name of person if this is an application by an individual.
5. You are not required by law to quote your TFN, but if you are an individual applicant and do not provide your TFN we may deduct 48.5% withholding tax from the grant funds.
6. If you don't have Australian Business Number (ABN) then you need to consider giving us a completed 'Statement by a Supplier' form claiming an exemption from lodging an ABN. If you don't send us either your ABN or the SBS form, then we may be required to deduct 48.5% withholding tax from the grant funds. The form is available directly from the egrants website. You can also download it from the Australian Tax Office website – see <http://www.ato.gov.au/businesses/content.asp?doc=/content/38509.htm>.
7. Person authorised to sign a contract on behalf of your organisation. If no details are supplied for the Authorised Person, this Agreement assumes that the Contact Person is the Authorised Person.

SCHEDULE 3: PLANNING AND MONITORING YOUR PROJECT

Project plan – key milestones

	Planned Date
Letter of CWG funding approval	
Seek approvals, permits, licenses etc	
Gain approvals, permits, licenses etc	
Confirm funding from all sources	
Return contract	Within 7 days of receipt

Project monitoring

	Planned Date
Quarter 1	As advised
Quarter 2	As advised
Quarter 3	As advised
Quarter 4	As advised
Project completion (within 12 months of contract execution)	As advised
Awareness raising events	As advised

These milestones and dates are assumed defaults; if you wish to vary these, please contact your CWG project officer.

CWG requires you to provide a progress report every three months. We will contact you when these reports are due and will ask you to confirm:

- a. whether the Project Description (Schedule 2) is unchanged (Yes/No),
- b. whether the Project Plan (Schedule 3) is being complied with (Yes/No),
- c. whether the Project Budget (Schedule 4) is being complied with (Yes/No), and
- d. at the end of the project, whether the target results have been achieved.

If there are changes, you will be asked to supply details. Significant variations to the project description, schedule or budget will require the prior approval of CWG.

You must provide accurate information on request. It is an offence to provide false or misleading information. You may be required:

- a. to provide additional information on request,
- b. to demonstrate why your project should not lapse,
- c. to repay grant funds.

SCHEDULE 4: BUDGET AND FUNDING

Funding provided

Item	Amount (GST inc) ⁹	Amount (GST ex)
Community Water Grants contribution (this is how much we are going to fund you)	\$42,690.00	\$38,809.09
Your contributions ¹⁰	\$27,000.00	
Total project cost (Community Water Grants funds plus your contribution)	\$69,690.00	

Eligible items included in budget¹¹

Recycling / reuse systems
Primary system
Secondary system
Tertiary system
Disinfection
Savings devices
<input checked="" type="checkbox"/> Slow flow devices
<input checked="" type="checkbox"/> Dual flush
<input checked="" type="checkbox"/> Storage
<input checked="" type="checkbox"/> Timers
<input checked="" type="checkbox"/> Evaporation
<input checked="" type="checkbox"/> Irrigation
Water treatment works and activities
<input checked="" type="checkbox"/> Pollutant traps
<input checked="" type="checkbox"/> Grass
<input checked="" type="checkbox"/> Erosion control
<input checked="" type="checkbox"/> Biofilters
<input checked="" type="checkbox"/> Buffer zone
<input checked="" type="checkbox"/> Wetlands
General on-ground works and activities
<input checked="" type="checkbox"/> Pumping
<input checked="" type="checkbox"/> Drainage
<input checked="" type="checkbox"/> Electrical
<input checked="" type="checkbox"/> Design
<input checked="" type="checkbox"/> Labour
<input checked="" type="checkbox"/> Pipes
<input checked="" type="checkbox"/> Earthworks
<input checked="" type="checkbox"/> Fencing
<input checked="" type="checkbox"/> Planting & weeding
Promotion and monitoring
<input checked="" type="checkbox"/> Promotion
<input checked="" type="checkbox"/> Monitoring

9. The GST is nil if the applicant is not registered for GST.

10. As indicated on application form.

11. CWG funds must be spent on eligible items in the Round 2 Guidelines.

SCHEDULE 5: TECHNICAL AND RISK ADVICE

Advice on guidelines and permit requirements

Other advice and comments

This project would be drastically simplified and improved if the grey water art component was withdrawn from the proposal. The project is still in the preliminary planning stages with no detailed design or construction plan develop to date. The removal of the grey water component could therefore be achieved very easily. The removal of the grey water artwork would have several benefits. The construction of the project would be simplified, the project development would be less costly, adequate post-construction monitoring would be easier to fulfil and the level of water treatment required would be reduced. From a cost/benefit perspective, the grey water component is large liability.

Please ensure that a detailed construction plan for the project is completed. This plan should incorporate but not be limited to:

1. Noise,
2. Sediment/erosion control
3. Waste collection,
4. Water monitoring and control,
5. Project management,
6. Labour and plant to be employed,
7. Approved work methods.