

Funding Agreement

Applicant		MAF Funding	\$
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**1. PURPOSE OF GRANT**

This grant is being provided as part of the Department of Fire and Emergency Service's *Mitigation Activity Fund* (MAF) to support building the fire management capacity and overall resilience of regional communities on State owned and managed lands located within / adjacent to the regional town sites across WA. Funds are to be used for on-ground works needed to mitigate extreme, very high and high risks to regional communities posed by bushfire hazards.

This grant will be used to undertake the treatments detailed in appendix 1, as outlined in the 2019 MAF Grant Application submitted by [organisation].

**2. FINANCIAL RESPONSIBILITIES**

- a) The Department of Fire and Emergency Services will pay \$x (no GST applied) in two instalments. The initial 50% of the total grant will be paid once the Funding Agreement has been executed, and the remaining 50% (up to the total grant and total cost) will be paid following acceptable grant acquittal.
- b) Grant Funds will be expended to undertake the treatments specifically outlined in appendix 1, providing they did not commence prior to the Funding Agreement execution date.
- c) Any unexpended funds will be returned to the Department of Fire and Emergency Services within 30 days of the acceptance of the grant acquittal.
- d) The [organisation] must keep adequate financial accounts and records to enable identification of the grant, payments and receipts.
- e) If requested, the [organisation] will provide the Department of Fire and Emergency Services with independently audited financial acquittal reports verifying the grant was spent in accordance with this agreement.

**3. ADDITIONAL CONDITIONS OF GRANT**

- a) A risk assessment, compliant with ISO 31000:2009, is to be developed prior to the commencement of any physical works identified in appendix 1 of this Schedule.
- b) The [organisation] will ensure that all personnel performing work in relation to these treatments are appropriately qualified to perform any tasks.
- c) Adequate insurance will be maintained for the duration of this project, with proof to be provided to the Department of Fire and Emergency Services if requested.

**4. STATUS REPORTS**

Status reports will be required for the 2019 MAF round and will be communicated with [organisation]. The report will provide an assessment of the status of each deliverable and an updated completion date.

**5. FINAL REPORT**

A final report template will be sent to [organisation] once the projects have been completed. The final report will have two sections:

- a) Financial acquittal which will include:
  - i. an expenditure statement detailing actual expenditure
  - ii. a record of all contributions for the project
  - iii. a description of all treatment objectives achieved
- b) An evaluation report which will include:
  - i. treatment evaluation
  - ii. sustainability

iii. statement regarding leveraged contributions

**6. VARIATIONS**

Any variation must be requested and approved in writing, including variations to treatment completion dates.

**7. ACKNOWLEDGEMENT**

The contribution from Royalties for Regions must be recognised on all material relating to the project. Approval must be sought from the Department of Fire and Emergency Services prior to release.

**8. EXECUTED**

_____	_____
Name	Organisation
_____	_____
Signature	Position
_____	
Date	

SAMPLE

Appendix 1.

PIN	Address/description	ID	Treatment type	Treatment objective	Start	End	MAF Sum

SAMPLE