



OUR FILE REF: «GRANT\_NUMBER»  
OUR REF:

<School Principal name> and <School representative name>  
<School name>  
«Address»  
«Suburb» WA «Postcode»

Dear

## **WASTESORTED SCHOOLS GRANT AGREEMENT LETTER**

<<Successful grant opening paragraph>>

I am pleased to inform you that <School name>'s application for a WasteSorted School grant has been successful.

A grant of «M\_\_Amount» (including GST) has been approved for funding from the Waste Authority to <insert description of project>.

<<Opening text for grants that were partially approved>>

I am pleased to inform you that <School name>'s application for a WasteSorted School grant has been assessed and your grant has been approved for partial funding.

A grant of «M\_\_Amount» (including GST) is offered for funding from the Waste Authority to <insert description of project>.

Some items requested in your school's application were ineligible for funding. <insert assessment panel feedback on items>.

<insert additional text if grant condition applies>

The grant funding amount has been approved on the following condition:

<insert condition>

The grant terms and conditions are attached at Schedule 1. In order to accept this grant offer you must:

- sign and date this Grant agreement letter indicating that you accept the conditions in Schedule 1;
- generate an invoice for the approved amount ((Schedule 2)); and
- return the above to the WasteSorted Schools Program ([wastesortedschools@dwer.wa.gov.au](mailto:wastesortedschools@dwer.wa.gov.au)), Department of Water and Environmental Regulation. If this is not returned within 30 days, the grant offer will be withdrawn. No further action is required if you wish to decline the grant.

You must complete an online acquittal form and include copies of expenditure receipts within nine months of signing this Grant agreement letter.



If you have any queries about the grant, please contact the WasteSorted Schools Program by phone on (08) 6364 6696 or by email at [wastesortedschools@dwer.wa.gov.au](mailto:wastesortedschools@dwer.wa.gov.au).

Congratulations on your successful application and thank you for your commitment to waste avoidance and resource recovery.

Yours sincerely

Reg Howard-Smith  
**CHAIRMAN**

«Date»

SAMPLE



## WASTESORTED SCHOOLS GRANT AGREEMENT

Signed on behalf of <<**School name**>>

I/we agree to expend and acquit the funds from the WasteSorted Schools grant only for the purposes for which the grant was made and in accordance with the terms and conditions of the grant (Schedule 1).

<<Name of school Principal>>

Signature: \_\_\_\_\_

Date:                 /         / 2022

<<Name of school representative for the project>>

Signature: \_\_\_\_\_

Date:                 /         / 2022

SAMPLE



Signed for and on behalf of )  
**THE WASTE AUTHORITY** )  
by a duly authorised signatory: )  
)

\_\_\_\_\_  
[insert name]  
[insert position]  
Waste Authority

\_\_\_\_\_  
Date

In the presence of:

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Witness name

\_\_\_\_\_  
Date

**PROJECT CONTACTS**

**School contacts:**

1. School representative  
<insert contact name, email, phone number>
2. Secondary school representative (if the first contact is unavailable)  
<insert contact name, email, phone number>



## **WasteSorted Schools contacts:**

Phone: 6364 6696

Email: [wastesortedschools@dwer.wa.gov.au](mailto:wastesortedschools@dwer.wa.gov.au)

## **SCHEDULE 1**

### **GRANT TERMS AND CONDITIONS**

The grant is provided under the following conditions:

1. **The WasteSorted School Grant agreement letter, as signed by the school representative and school principal, becomes the formal Grant agreement.**
2. The grant is to be used solely for the purpose outlined in the grant application, as approved by the Waste Authority.
3. Allocation of funding may only be used for the purpose outlined in the approved budget in the grant application.
4. If changes need to be made to the approved budget (e.g. variations to budgeted items, an item is no longer required) a written request needs to be provided to the WasteSorted Schools program, using the SmartyGrants portal.
5. If an item costs more than indicated in the approved budget, the school must cover the extra cost. **Extra funding will not be provided.**
6. The project should be completed and acquitted within nine months of signing the Grant agreement letter, not including the summer school holiday period.
7. If the applicant wishes to seek an extension of the funding period, the applicant must obtain approval from the WasteSorted Schools program, using the SmartyGrants portal.
8. Providing a school with one grant does not entitle a school to any further funding from the WasteSorted Schools program, however schools can re-apply for grant funding.
9. Applicants must acquit any previous WasteSorted Schools grants or Waste Wise Schools grants to be eligible for another WasteSorted Schools grant.



10. The State Government will not be held responsible if the approved project is unsuccessful or for any losses or additional costs incurred associated with the approved purpose of the project.
11. The applicant and school must comply with all local, State and Australian Government regulations applicable to the approved purpose of the project.
12. If the applicant or school breaches any of these terms and conditions, the Waste Authority can terminate the grant arrangement at any time and without prior notice.
13. The applicant or a representative from the school must provide the WasteSorted Schools program with any requested documents or information relating to the grant or the approved project within 10 business days of receiving the request.
14. The applicant or school must meet any payment conditions and/or reporting requirements as specified by the WasteSorted Schools program.
15. If the school representative in charge of the grant project moves on, the school must appoint a secondary representative responsible for carrying out the project and notify the WasteSorted Schools program of the new contact person.
16. The applicant or school must allow the Auditor General for the State of Western Australia, or an authorised representative, to access and examine the school's records and information concerning this grant.
17. The total grant payment provided through the WasteSorted Schools program includes an amount to cover any liability for GST, if applicable.

[Note: The addition of this clause is a requirement of the Australian Taxation Office]

18. (a) For the purposes of clause 17:
  - (i) "GST" means the goods and services tax applicable to any taxable supplies as determined by the GST Act
  - (ii) "GST Act" means *A New Tax System (Goods and Services Tax) Act 1999* (Commonwealth) and includes all associated legislation and regulations



- (iii) the terms “supply”, “tax invoice”, “taxable supply” and “value” have the same meanings as in the GST Act.
- (b) If the supply of anything under this Grant agreement is a taxable supply under the GST Act, the grant funds shall be inclusive of GST.
- (c) The obligation of the grantor to pay the GST on any supply by the school under this agreement is conditional upon the prior issue by the school to the grantor of a tax invoice, which complies with the GST Act. This provision applies notwithstanding any law to the contrary.
- (d) If the parties agree that the grantor will issue the school with a Recipient Created Tax Invoice (RCTI), then the parties hereby agree that:
  - (i) the grantor will issue a RCTI in respect of GST payable on the supply of the project and the school will not issue tax invoice in respect of that supply
  - (ii) the school warrants that it is registered for the purposes of GST and the school will notify the grantor in writing if it ceases to be registered for the purposes of GST during the term of this agreement (“the term”)
  - (iii) the grantor warrants that it is registered for the purposes of GST and the grantor will notify the school in writing if it ceases to be registered for the purposes of GST, or if it ceases to satisfy the requirements of the GST Act during the term
  - (iv) the grantor will indemnify and keep indemnified the school for GST and any related penalty that may arise from an understatement of the GST payable on the supply of the project for which the grantor issues a RCTI under this agreement.

**19. Goods and Services Tax:** Before funding is approved, the applicant must advise the Department of Water and Environmental Regulation whether it is registered or required to be registered for GST purposes. The school must have an ABN registration.



**20. Definitions:**

- a) **Approved budget:** The budget provided by the school in the grant application form, as approved by the Waste Authority.
- b) **Grant agreement:** the approved WasteSorted Schools Grant agreement letter signed by the school representative and the school principal.
- c) **Grantor:** the Waste Authority on behalf of the State Government through the WasteSorted Schools program, Department of Water and Environmental Regulation.
- d) **Project:** the approved project as detailed in the grant application form.

**21. Acknowledging the Waste Authority:**

- The grant recipient must acknowledge the Waste Authority according to the [Acknowledgement Guidelines](#) located on the Waste Authority website.
- Acknowledgement must be included in any advertising/media and on any material relating to the project for which the funds were allocated. This includes the Waste Authority's and WasteSorted Schools program's logos and any other information as requested.
- The following statement is the accepted form of acknowledgment and must be hyperlinked to the home page of the Waste Authority website:

This project is supported by the Government of Western Australia and administered by the [Waste Authority](#).



## **SCHEDULE 2 Required information for grant invoices**

### **The school's grant invoice must include the following information:**

- Invoice must state "Tax invoice".
- Date.
- Claimant's ABN.
- Name and address of claimant.
- Invoice number.
- Addressed to: WasteSorted Schools Program, Department of Water and Environmental Regulation Locked Bag 10, Joondalup DC, WA 6919.
- Description of payment, "WasteSorted Schools Grant".
- Amount including GST.
- Invoice must state "Includes GST".
- Claimant must include their electronic bank details if they wish to be reimbursed via electronic bank transfer.
- Invoice must be emailed to the WasteSorted Schools Program, [wastesortedschools@dwer.wa.gov.au](mailto:wastesortedschools@dwer.wa.gov.au).

### **Example grant invoice template:**

xxxxx School

ABN: XX XX XX XX XXX

<Insert school representative name>

<Insert job title>

<Insert school address>

Date: XX/XX/XXXX

Invoice number: xx

### **Tax Invoice**

#### **Billed to:**

[wastesortedschools@dwer.wa.gov.au](mailto:wastesortedschools@dwer.wa.gov.au)

WasteSorted Schools Program, Department of Water and Environmental Regulation Locked Bag 10, Joondalup DC, WA 6919.

#### **Description of payment**

WasteSorted School Grant

#### **Amount (GST included)**

\$xxx.xx

#### **Electronic banking details**

Account name:XXXX

BSB: XXXX

Account number:XXXX