



Minister for xxx

Parliament House
CANBERRA ACT 2600

Telephone: (02)
Facsimile: (02)

<Title> <First Name> <Last Name>
<Organisation Name>
<Postal Address Line 1>
<Postal Address Line 2>
<SUBURB> <STATE> <POSTCODE>

Dear <Title> <Last Name>

We are pleased to advise that your organisation, <organisation name>, has been successful in its application under xxx for funding to xxx.

The Australian Government recognises the crucial role of insert information about the program and/or activity here

The Department of Families, Housing, Community Services and Indigenous Affairs will send your organisation a Letter of Offer shortly about your grant payment. Please accept the Letter of Offer as soon as possible to enable the Department to process your payment quickly. If you have any queries relating to the Letter of Offer or need assistance in completing the documentation, please xxx, or email xxx@fahcsia.gov.au.

Congratulations on your organisation's success under program. We are very pleased to support <Organisation Name> and trust this funding will.

We would like to take this opportunity to wish you every success in the future.

Yours sincerely

<electronic signature>

<electronic signature>

2013-14 Supplementary Estimates

Committee: Community Affairs

Document #: 4

Date and Time: 21/11/13 7:15pm

Tabled by: Mr Michael Hye, A/g Deputy Secretary

Pages: 3



Australian Government

**Department of Families, Housing,
Community Services and Indigenous Affairs**

**PO Box
Telephone:
Facsimile:
Email:
Website:
TTY:**

Dear insert name of relevant contact for the grant recipient organisation,

I am pleased to offer the following Funding to your organisation to undertake the following Activity/ies under the following Programs.

| Program | Activity Name | Funding Amount |
|----------------|----------------------|-----------------------|
| | | \$ |
| | | |
| | | |
| Total | | \$ |

The Schedule/s, any Supplementary Conditions, the contents of the booklet entitled '*Terms and Conditions – Standard Funding Agreement: For Funding Agreements entered into from 11 May 2011*' and any documents incorporated by reference into this document or the Schedule form the Funding Agreement. All these documents are provided to you with this letter. The Funding Agreement can only be varied by written agreement between you and us.

A separate Schedule is provided for each Program, each Schedule may contain one or more Activities. Additional Schedules may be added to this Funding Agreement by means of variation.

Provision of this Funding is subject to the Schedule/s being signed by both you and us. Funding will be paid to you as set out in the Schedule/s dependent upon your ongoing compliance with the Funding Agreement.

This offer of funding does not imply any commitment to further funding.

You are provided with two originals of each Schedule both of which must be signed by you. The signature block is at the end of each Schedule. By signing the Schedule/s you have agreed to enter into the Funding Agreement.

Once you have signed both copies of each Schedule/s, you must return them to us at the above address within thirty (30) Business Days of the date of this letter otherwise this offer will lapse.

When we receive the signed Schedule/s, we will sign and date them and return one copy of each Schedule to you for your organisation's records.

If you believe that you will have difficulties complying with any part of the Funding Agreement, then you will need to resolve these before signing this Funding Agreement. If you are uncertain about any aspects of this Funding Agreement you should seek independent legal advice before execution.

The Account Manager/Contact Officer for you to contact regarding any query or issue relating to this agreement is Account Manager's name on phone number or email.

Yours sincerely

name and position of departmental delegate who will sign the letter

date of letter