

In reply please quote

Ref: **OPPORTUNITY CODE**

Date

Authorised Representative Name

Title

Address

Dear **Authorised Representative,**

RE: Grant Opportunity Name

I am pleased to advise you that the Victorian Health Promotion Foundation (VicHealth) is able to offer you funding for this project on the terms and conditions of the Grant Agreement enclosed with this letter.

If you wish to accept this offer of funding, please sign and date the Grant Agreement and return it to VicHealth as soon as possible. No agreement will be formed until VicHealth has received a correctly signed agreement.

Please contact **[VicHealth Contact]** on **[email address]** if you have any questions.

VicHealth looks forward to a successful project.

Yours sincerely

VicHealth Authorised Representative Signature

VicHealth Authorised Representative

Title

Victorian Health Promotion Foundation

Level 2, 355 Spencer Street, West Melbourne VIC 3003

PO Box 13137, Law Courts VIC 8010

T +61 3 9667 1333 **W** vichealth.vic.gov.au

E vichealth@vichealth.vic.gov.au

ABN 20 734 406 352

Patrons

The Honourable Linda Dessau AC
Governor of Victoria (Patron-in-Chief)

Sir James Gobbo

Professor Emeritus

Sir Gustav Nossal AC CBE

VICTORIAN HEALTH PROMOTION FOUNDATION (VicHealth)

ABN 20 734 406 352 of Level 2, 355 Spencer Street West Melbourne, VIC 3003 Australia

AND

ORGANISATION

ABN ____ OF ADDRESS ____

Grant Agreement

Ref: OPPORTUNITY CODE Project Name

GRANT AGREEMENT

Date

PARTIES

The Victorian Health Promotion Foundation (ABN: 20 734 406 352 of Level 2, 355 Spencer Street West Melbourne, VIC 3003 Australia (“We” “Us” “Our”)

and

the party identified as the “Grant Recipient” in Schedule 1 (“You” “Your”).

IT IS AGREED:

1 PROJECT

1.1 We will provide You with Grant Funds for the Project on the terms and conditions of this Grant Agreement.

Performance of Project

1.2 You must carry out the Project:

- (a) within the Project Period;
- (b) in accordance with this Grant Agreement (including the Budget, and the Project Work Plan) and any Special Conditions;
- (c) diligently, effectively, to a high professional standard and using all due care and skill;
- (d) so that all Project Material is of the highest standard;
- (e) using properly qualified and suitably trained and experienced personnel; and
- (f) so as to complete any Milestones and to produce any Project Material by the dates specified in the Project Work Plan.

1.3 You must (and must ensure that Your personnel involved in the Project will) comply with:

- (a) all laws applicable to the conduct of the Project or the receipt of the Grant Funds (including by maintaining any necessary licences, permits or approvals);
- (b) without limiting clause 1.3(a), all applicable safety laws, regulations and requirements (including by providing reasonable safety equipment if the Project involves dangerous, physical or sporting activities); and
- (c) all reasonable directions issued by Us.

Project Work Plan and Budget

1.4 A Project Work Plan and Budget must be provided to Us as soon as possible after executing the Agreement, and not later than 30 Business Days after the Start Date of the Project.

1.5 The Project Work Plan must:

- (a) include the Budget for how the Grant Funds will be spent;
- (b) detail how the Project will be delivered;
- (c) include time frame for key actions; and
- (d) be approved by Us in accordance with clause 1.6.

1.6 We will make all reasonable efforts to review the submitted draft Project Work Plan and Budget under clause 1.4 within 10 Business Days of receipt, and after such review We may either:

- (a) give You a notice requiring You to make changes and resubmit the draft by the date specified in the notice; or
- (b) give You a notice that the Project Work Plan and Budget is in final form.

1.7 The parties will follow the steps in clause 1.6 until the Budget and Project Work Plan are in final form.

Extension of time

1.8 If:

- (a) the Budget and Project Work Plan are not in final form within two months of the Date of this Grant Agreement; or
- (b) You have not commenced work on the Project within three months of the Project Start Date,

You must formally apply for an extension of time for the Project (which may be granted or refused at Our discretion and subject to any conditions We consider to be reasonably necessary).

1.9 If We notify You in writing that an extension under clause 1.6(b) has not been approved, or if You do not apply for an extension, this Grant

Agreement will immediately be automatically terminated and You must repay all Grant Funds You have received from Us under this Grant Agreement within 30 days of such termination.

2 DELAY AND SUSPENSION

2.1 You must take all reasonable steps to minimise delay in completion of the Project.

2.2 If You become aware that You will be delayed in progressing or completing the Project in accordance with this Grant Agreement and the Project Work Plan, You must immediately notify Us in writing of the cause, nature and estimated length of the delay. You must detail in the notice the steps You will take to contain the delay.

2.3 On receipt of a notice of delay, We may at Our option:

- (a) notify You in writing of a proposed period of extension to complete the Project and related proposed variations to this Grant Agreement;
- (b) notify You in writing of a proposed reduction in the scope of the Project and any proposed reduction to the Grant Funds for You to complete the reduced Project and related proposed variations to this Grant Agreement;
- (c) notify You in writing of a proposed period of suspension of the Project and related proposed variations to this Grant Agreement;
- (d) terminate this Grant Agreement under clause 20 or take such other steps as are available under this Grant Agreement.

2.4 You acknowledge that in the event that this Grant Agreement is terminated then We may engage a third party to complete the Project.

2.5 If You agree with Us to reduce or suspend the Project pursuant to clause 2.3(b) or 2.3(c), We will not be liable to pay compensation for loss of any benefits that would have been conferred on You had the suspension not occurred.

3 PAYMENT OF GRANT FUNDS

Funds payable

3.1 We will provide You with the Grant Funds at the times and in the manner specified in Schedule 1.

3.2 Where Grant Funds are payable in instalments and clause 3.3 does not apply, We will provide You with the instalments when We are reasonably satisfied that You have complied with all the conditions of this Grant Agreement and You have made satisfactory progress towards the goals of the Project.

3.3 Where the Grant Funds are payable in instalments on the achievement of Milestones, We will provide You with the relevant instalments following Your achievement to Our reasonable satisfaction of the applicable Milestone.

Withholding and set-off

3.4 Without limiting Our rights:

- (a) We will not be required to pay for any Project Material which is not provided to the highest standard (until they are provided correctly) and may require You to replace or remedy those items within the time specified by Us (which must be reasonable); and
- (b) if We consider that You have not been complying with Your obligations under this Grant Agreement, We may withhold or suspend any payment of the Grant Funds in whole or in part until You comply with such obligations.

3.5 We may set off any amount You owe to Us under this Grant Agreement or under any other agreement with Us against any Grant Funds payable to You under this Grant Agreement.

3.6 Notwithstanding any withholding, suspending or set-off under clauses 3.4 or 3.5, You must continue to carry out the Project and perform any obligations under this Grant Agreement, unless We agree otherwise in writing.

Invoicing and payment

3.7 We will issue You a recipient created tax invoice (or invoices) related to the Grant Funds. You are not required to issue Us with any invoices under this Grant Agreement unless expressly stated otherwise. You are required to provide Your ABN and state whether You are registered for

- GST.
- 3.8 Unless otherwise agreed by Us in writing, Grant Funds will be paid by electronic transfer. We will arrange payment of the Grant Funds to Your nominated bank account and will issue You with a remittance advice for Your records.

4 MANAGEMENT OF FUNDING

Compliance with Budget

- 4.1 The Grant Funds must be expended by You only for the purposes of carrying out the Project in accordance with this Grant Agreement and according to the Budget.
- 4.2 You may expend the Grant Funds on any separate category of expenditure item within the Budget, as reasonably necessary in order to meet the Project Work Plan.
- 4.3 Changes to any items in the Budget of more than the greater of:
- (a) 5%; or
 - (b) \$5000,
- must be approved in writing by Us before being actioned.
- 4.4 The Grant Funds represents Our entire contribution to the Project. We are not responsible for the provision of additional money to meet any expenditure in excess of the Grant Funds and We are not responsible for any Other Contributions.

Bank account

- 4.5 You must:
- (a) ensure that the Grant Funds are held in an account in Your name, and which You solely control, with a deposit-taking institution authorised under the *Banking Act 1959* (Cth) to carry on banking business in Australia;
 - (b) ensure that two signatories, who have Your authority to do so, are required to operate the account; and
 - (c) identify the receipt and expenditure of the Grant Funds separately within Your accounting Records so that at all times the Grant Funds are identifiable and ascertainable.
- 4.6 Any interest earned by You on the Grant Funds may only be used for the purpose of carrying out the Project (unless We specifically agree otherwise in writing).

Refund of Grant Funds

- 4.7 If, at any time, there remains an amount of Grant Funds that has not been expended in accordance with this Grant Agreement, the Project Work Plan or the Budget or any amount expended has not been expended in accordance with this Grant Agreement, the Project Work Plan or the Budget to Our satisfaction, We may request that You refund all or part of the Grant Funds that remains unexpended or has not been expended in accordance with this Grant Agreement, as directed by Us.
- 4.8 A request from Us to You to refund all or part of the Grant Funds pursuant to clause 4.7 or any other clause of this Grant Agreement must be in writing and will be accompanied by a tax invoice. Upon receipt of such a written request by Us, You must refund that part of the Grant Funds as directed in the written request within 20 Business Days.
- 4.9 Despite clause 4.7, if any funding remains unspent at the completion of the Project Work Plan or the expiry of this Agreement, whichever is the latter, You must repay that unspent amount to Us as directed by Us.

Prohibition on creation of security interest

- 4.10 Except with Our prior written approval, You must not use any of the following as any form of security for the purpose of obtaining or complying with any form of commercial loan, lease agreement, credit, payment or other interest:
- (a) the Grant Funds;
 - (b) this Grant Agreement or any of Our obligations under this Grant Agreement; or
 - (c) any Project Material.

5 RECORDS

- 5.1 You must make full and accurate Records of the delivery of the Project, including without limitation:
- (a) all financial Records relating to the Project and receipt and expenditure of the Grant Funds;

- (b) progress against the Milestones, the receipt and expenditure of the Grant Funds and Other Contributions (if any),
- (c) the creation of Project Material (including Deliverables); and
- (d) otherwise as required by law.

- 5.2 You must retain those Records during the term of this Grant Agreement and for a period of at least 7 years following the termination or expiration of this Grant Agreement.

6 TAXES, DUTIES AND GOVERNMENT CHARGES

- 6.1 Subject to this clause 6, all taxes, duties and government charges imposed or levied in Australia or overseas in connection with this Grant Agreement must be borne by You.
- 6.2 The provisions of this clause 6 in respect of GST apply if You are registered or are required to be registered for GST.
- 6.3 We are registered in accordance with the GST Act and will notify You of any change in Our GST registration status.
- 6.4 You must notify Us immediately of any change in Your GST status.
- 6.5 If You are registered or required to be registered for GST, the Grant Funds paid by Us under this Grant Agreement include GST for supplies provided by You to Us in accordance with this Grant Agreement and which are Taxable Supplies.
- 6.6 The Grant Funds payable by Us to You under this Grant Agreement must not include any amount which represents GST paid by You on Your own inputs and for which an input tax credit is available to You.
- 6.7 If You are registered or required to be registered for GST, any refund of the Grant Funds paid to Us under this Grant Agreement must be inclusive of GST and must be accompanied by an Adjustment Note under the GST Act relating to Taxable Supplies.

7 PROJECT MONITORING, REPORTING AND EVALUATION

Meetings

- 7.1 You must appoint a representative to liaise with and attend meetings with Us, for the purpose of monitoring the progress of the Project, as reasonably required by Us during the term of this Grant Agreement.

Reporting

- 7.2 If requested by Us, You must complete and provide to Us within 10 Business Days a status report detailing Your progress against the Project Work Plan.
- 7.3 If Requested by Us, You must, within:
- (a) 30 days after each anniversary of the Project Start Date during the Project Period; or
 - (b) 60 days of the completion date of the Project,

provide Us with an up to date Financial Acquittal. Financial Acquittals must identify the Grant Funds provided to You and the balance of the Grant Funds at the anniversary of the Project Start Date or upon completion of the Project (as applicable).

- 7.4 The Financial Acquittal must be signed by a person in senior management authorised to sign financial documents for Your organisation who must certify that:
- (a) the Financial Acquittal is a true and fair representation of transactions relating to the Grant Funds;
 - (b) the Grant Funds were received and expended solely for the purposes of the Project; and
 - (c) all the terms of this Grant Agreement have been complied with.
- 7.5 If the amount of Grant Funds exceeds \$100,000 in any 12 month period (beginning on the Project Start Date or the anniversary of such date, as applicable), then upon Our request, the Financial Acquittal must be audited, at Your cost, by a person who:
- (a) is a member of the Institute of Chartered Accountants or the Australian Society of Certified Practising Accountants;
 - (b) is not involved in the Project; and
 - (c) is otherwise independent of You.

- 7.6 The report of the independent auditor must be substantially in the form of Schedule 5 (or such other form as agreed in writing by the parties).

- 7.7 You must comply with any additional reporting, evaluation or review requirements set out in Schedule 1 or the Project Work Plan.

Audit and investigation

- 7.8 We may undertake an evaluation of the Project at any time. You must allow Us and Our auditors access to Your Records that relate to Your performance of Your obligations under this Grant Agreement and any other information We may require in order to allow Us to audit Your performance of Your obligations under this Grant Agreement.
- 7.9 The right of access and audit granted under clause 7.8 may be exercised by Us at any time during the term of this Grant Agreement or in the seven year period following the expiry or termination of this Grant Agreement.
- 7.10 For the avoidance of doubt, each party will bear its own costs of conducting or participating in an audit under clause 7.8.
- 7.11 If an audit under clause 7.8 reveals that You have failed to comply with any of Your obligations under this Grant Agreement, You must immediately take such actions as are necessary to promptly remedy such non-compliance. You must comply with any reasonable directions or instructions from Us as to the manner (including timing) in which such non-compliance must be remedied.
- 7.12 At Our request, You must, at Your own cost, cooperate with and assist Us in connection with:
- (a) any enquiry or investigation by a government authority, including the Auditor-General; and
 - (b) any request made to Us concerning the Project or the Grant Funds under the *Freedom of Information Act 1982* (Vic).

Evaluation

- 7.13 At Our request, at any time within 18 months after the termination or expiry of this Grant Agreement, You agree to participate in any sector-wide, industry-specific or similar evaluation or research projects that We may undertake or commission in the future for the purposes of improving the efficiency and/or effectiveness of Our funding programs.

8 ACKNOWLEDGEMENTS AND USE OF OUR TRADE MARKS

Acknowledging Our Grant

- 8.1 You must acknowledge Our contribution of the Grant Funds to the Project:
- (a) in all public announcements concerning the Project or the Outcomes of the Project;
 - (b) in all documents, materials, reports and other items relating to the Project or the Outcomes of the Project;
 - (c) at all events (including any lectures) relating to or organised in connection with the Project; and
 - (d) as otherwise directed by Us, in the manner directed by Us from time to time.
- 8.2 You must acknowledge Our Grant Funds in Your Annual Report (or some other report agreed by Us) if the Grant Funds exceed \$100,000 in the financial year covered by that report.
- 8.3 Without limiting Your obligations under clause 8.1, You must:
- (a) ensure that any third parties (including any subcontractors) directly associated with the Project also acknowledge Our Grant Funds as directed by Us;
 - (b) advise Us, at least 14 days in advance, of the dates of any key public events relating to the Project and provide Us with an opportunity to attend such events;
 - (c) display Our banners, posters, signage, brochures and other materials at all events/activities connected with the Project as directed by Us;
 - (d) participate in any promotion of the Project when requested to do so by Us, or in any independent promotion of the Project;
 - (e) provide to Us for Our approval any display materials, such as banners, posters, signage, publications, website links, brochures and other materials prepared by You that relate to the Project or refer to Us (and You must not use them without Our approval); and
 - (f) display Our logo and a link to Our website on any web-based activities promoting or providing information relating to the Project or the Outcomes of the Project, as directed by Us.

Our Trade Marks licence

- 8.4 We grant You a non-exclusive, non-transferable, royalty-free licence to use Our Trade Marks for the purpose of acknowledging Our provision of

the Grant Funds in accordance with clauses 8.1 and 8.3.

- 8.5 You must:
- (a) comply with our Trade Mark Guidelines and any instructions given by Us to You regarding the use of Our Trade Marks; and
 - (b) ensure that all Project Material using Our Trade Marks is submitted to and approved by Us, before production of such Project Material begins.
- 8.6 You must not:
- (a) use Our Trade Marks other than to acknowledge Our contribution of the Grant Funds to the Project or as otherwise agreed by Us in writing;
 - (b) authorise any other party to use Our Trade Marks without Our prior written consent;
 - (c) use any of Our Trade Marks or any substantially identical or deceptively similar mark as part of any corporate or business name without Our prior written consent;
 - (d) take any action in relation to infringement of any of Our Trade Marks;
 - (e) give to a customs officer of any country a notice objecting to the importation of goods infringing any of Our Trade Marks or seek to revoke any such notice; or
 - (f) except as expressly permitted by this Grant Agreement, manufacture, advertise, supply or sell any products or services under a brand name, trade name, trade mark, business name or domain name which is identical or substantially identical with, or deceptively or confusingly similar to, any of Our Trade Marks.
- 8.7 You must ensure that every representation of any of Our Trade Marks by You is accompanied by the ® or ™ symbol as appropriate.
- 8.8 All goodwill in Our Trade Marks will accrue to us (and to the extent any goodwill in Our Trade Marks may accrue to You, You immediately assign it to Us).
- 8.9 You must not challenge or otherwise impugn or prejudice the validity of Our rights in Our Trade Marks nor assist any other person to do so.

Maintaining Our reputation

- 8.10 You must only use Our Trade Marks in a manner that enhances Our credibility and reputation.
- 8.11 Unless You obtain Our prior written consent (which must not be unreasonably withheld), You must not associate Us or Our Trade Marks, directly or by implication, with any organisation not party to this Grant Agreement. Without limitation, this includes publication of our name or Our Trade Marks in material relating to the Project that also contains the name or trademarks of an organisation not party to this Grant Agreement.
- 8.12 For the purposes of clause 8.11, it is reasonable for Us to withhold Our consent if We consider, in Our sole discretion, that association with the organisation not party to this Grant Agreement would cause damage to Our credibility or reputation.

Survival

- 8.13 This clause 8 (and the licence granted in clause 8.4) survives the expiration or earlier termination of this Grant Agreement.

9 TOBACCO PRODUCTS AND PROMOTION

- 9.1 You acknowledge that We are established under the *Tobacco Act 1987* (Vic) and have certain objectives and functions set by that Act.
- 9.2 You must not (and must use reasonable endeavours to ensure that Your employees, agents and contractors do not) take part in any act which is damaging to, or likely to damage, Our reputation, or is offensive, corrupt or disreputable or which may bring Us into disrepute, contempt, scandal or ridicule.
- 9.3 Without limiting Your obligations under clause 9.2, You must:
- (a) support the prohibition of smoking at Your premises;
 - (b) ensure that none of Your officers or employees publicly endorse tobacco or tobacco products in any way;
 - (c) ensure that You do not receive sponsorship from any entity which is in the business of manufacturing or marketing tobacco, smoking or other smoking related products;
 - (d) ensure that tobacco products are not available at any venue or at any event or activity connected with the Project;

- (e) ensure that tobacco or tobacco products are not promoted in any publication produced or officially endorsed by You; and
- (f) let us know immediately upon becoming aware that any of Your employees, agents or contractors may have been involved directly or indirectly in any activity which may cause You to be in breach of Your obligations in clause 9.2.

10 INTELLECTUAL PROPERTY

Existing Material

- 10.1 As between the parties, the ownership of all rights (including Intellectual Property Rights) in any Existing Material remains with the party which makes that Material available for the Project.
- 10.2 Each party grants the other party a perpetual, non-exclusive, non-transferable, worldwide, royalty free licence to use, reproduce and otherwise exploit its Existing Material:
 - (a) for the purposes of conducting the Project during the Project Period; and
 - (b) to the extent such Existing Materials are comprised in, or are necessary for the use of, any Project Material.

Project Material

- 10.3 Unless specified otherwise in Item 8 of Schedule 1, all rights (including Intellectual Property Rights), title and interest in the Project Material will vest in Us from the time of its creation.
- 10.4 If We own the Intellectual Property Rights in the Project Material under clause 10.3, We grant You a non-exclusive, non-transferable, worldwide, royalty free licence to use, reproduce, adapt and otherwise exploit the Project Material:
 - (a) for the purpose of conducting the Project during the Project Period in accordance with Grant Agreement; and
 - (b) as otherwise permitted by VicHealth in writing

Use of Project Material

- 10.5 You acknowledge that We may make the Project Material available to third parties in accordance with the DataVic Access Policy.
- 10.6 If, acting reasonably, We consider that any proposed use or disclosure of the Project Material by Us may substantially impede Your ability to achieve the Objectives, We will not make such use or disclosure until We have first allowed You a reasonable opportunity to achieve those Objectives.
- 10.7 You warrant that any Project Material created by You or any of Your employees, officers, agents or contractors does not infringe, and its use in any way by Us in accordance with this Grant Agreement will not infringe, the Intellectual Property Rights or Moral Rights of any person.

Providing Project Material and data

- 10.8 You will provide Us promptly with copies of all of the Project Material (including data) as requested by Us and in the format reasonably specified by Us.
- 10.9 If We request that You provide Us with copies of data in accordance with clause 10.8, You will provide such data to us in de-identified form.

Photographs, sound-recordings and audio-visual recordings

- 10.10 If You take any photographs, make any sound recordings or make any audio-visual recordings during the Project, such items will be deemed to be Project Materials and You must:
 - (a) provide Us with a copy of the photograph, sound recording or audio-visual recordings in accordance with clause 10.8;
 - (b) procure that the authors provide a genuine, irrevocable written consent to Us using the photograph, sound recording or audio-visual recording in a way that may, but for the consent, infringe the authors' Moral Rights in those works, in accordance with clause 11.4; and
 - (c) ensure that any person featured prominently in the photograph, sound recording or audio-visual recording has signed a consent form (on terms approved by Us) which consents to the use of the material as contemplated by this Grant Agreement and which contains the consent clause detailed in Item 9 of Schedule 1.

Further assurances

- 10.11 You must, upon request by Us, sign all documents and do all things as may be necessary to give full effect to the above clauses.

11 PUBLICATION AND MORAL RIGHTS

- 11.1 You must not publish the Project Material or any information relating to the Project (including the Outcomes of the Project) in journal articles, conference presentations, media releases, major reports or case studies (each a "Publication") without Our prior written consent (which will be provided promptly and must not be unreasonably withheld).
- 11.2 For the purposes of clause 11.1, it is reasonable for Us to withhold Our consent where such a Publication:
 - (a) would disclose any of Our Confidential Information;
 - (b) may adversely affect the value or commercial or scientific usefulness of the Project Material; or
 - (c) may, in Our reasonable opinion, adversely affect the value or status of the Project or Our reputation (including because the proposed Publication has not been subject to reasonable peer review or is not of sufficient quality).
- 11.3 You must provide Us with reasonable assistance in any Publication of the Project Material by Us.
- 11.4 You must procure that the authors of any Project Material which is a copyright work provide a genuine, irrevocable written consent to Us using the Project Material in a way that may, but for the consent, infringe the authors' Moral Rights in those works. On request, You must (within 10 Business Days) provide Us with copies of such consents.

12 CONFIDENTIAL INFORMATION

- 12.1 Each party agrees to keep confidential, and not to use or disclose, other than as permitted in this Grant Agreement, any Confidential Information of the other party, except:
 - (a) where the disclosing party has obtained the prior written permission of the other party;
 - (b) to the disclosing party's officers, agents, professional advisers, employees, contractors and insurers, subject to those persons first being bound by confidentiality obligations in relation to that Confidential Information that are no less stringent than those in this clause 12;
 - (c) where the disclosing party is compelled to do so by law, judicial or parliamentary body or governmental agency (including the Auditor-General) provided that (where practical) it gives the other party written notice prior to disclosure; and
 - (d) We may disclose Confidential Information as may be required to comply with Our obligations under the *Freedom of Information Act 1982* (Vic) and to otherwise satisfy any of Our public disclosure obligations.
- 12.2 Each party agrees to take all prudent steps, including maintaining effective security measures, to protect the Confidential Information of the other party in the first party's possession or control from unauthorised access, use, copying or disclosure.
- 12.3 Each party must only use Confidential Information of the other party for the purpose for which it was disclosed in connection with this Grant Agreement.

13 PROTECTION OF PERSONAL INFORMATION AND DATA PROTECTION

- 13.1 You acknowledge that You are bound by the Information Privacy Principles and the Health Privacy Principles with respect to any act done or practice engaged in by You under or in connection with this Grant Agreement in the same way and to the same extent as We are bound had it been directly done or engaged in by Us.
- 13.2 You must, and must procure that Your employees, agents, officers and subcontractors:
 - (a) comply with the Information Privacy Principles, the Health Privacy Principles and the VicHealth Privacy Policy as amended from time to time and as published on our Website at <https://www.vichealth.vic.gov.au/search/funding-partner-privacy-policy> in relation to any Personal Information or Health Information collected by, disclosed to, or accessible by You in connection with this Grant Agreement;
 - (b) comply with Our reasonable directions, policies and guidelines in relation to security, use or disclosure of Personal Information and Health Information collected, stored, used or disclosed in connection with this Grant Agreement; and

- (c) use or disclose Personal Information or Health Information obtained during the course of conducting the Project under this Grant Agreement, in accordance with and only for the purposes of this Grant Agreement;
- (d) not do any act or engage in any practice that would cause Us to breach an Information Privacy Principle, a Health Privacy Principle or the VicHealth Privacy Policy;
- (e) take all reasonable steps to ensure that any Personal Information and Health Information in Your possession, custody or control in connection with this Grant Agreement is secure against loss, destruction or unauthorised access, use, modification or disclosure;
- (f) provide Us with reasonable assistance to enable Us to resolve any inquiry or complaint relating to Personal Information or Health Information collected, stored, used or disclosed in connection with this Grant Agreement;
- (g) immediately notify Us in writing on becoming aware of any possible or actual breach of this clause 13 or of any Information Privacy Principle, Health Privacy Principle or the VicHealth Privacy Policy in connection with this Grant Agreement; and
- (h) ensure that any of Your employees who are required to deal with Personal Information or Health Information for the purposes of this Grant Agreement are made aware of Your obligations set out in this clause 13.
- 13.3 You acknowledge that VicHealth is bound by the Protective Data Security Standards, and You will:
- (a) not do any act or engage in any practice that would contravene or give rise to a breach of a Protective Data Security Standard in respect of any Data collected, held, used, managed, disclosed or transferred by You, on behalf of the State, under or in connection with this Agreement; and
- (b) provide VicHealth with any information it reasonably requires to assist it to comply with the Protective Data Security Standards.
- 13.4 You must:
- (a) If You become aware of a Data Security Breach, You must immediately notify VicHealth and undertake remedial action to mitigate the impact of the breach and ensure that this does not recur.
- (b) You must notify VicHealth in advance, as soon as reasonably practicable, if You are is required by Law or otherwise intend to report the Data Security Breach to any of the Office of the Australian Information Commissioner or any affected individuals.
- (c) You must comply with VicHealth's reasonable directions in relation to the Data Security Breach, including providing VicHealth with a reasonable opportunity to be involved with and approve any report or notification under clause 23.9(c); and
- (d) You must provide reasonable assistance to VicHealth if VicHealth seeks to report the Data Security Breach to the Victorian Information Commissioner, Victorian Deputy Commissioner for Privacy and Data Protection or the Victorian Health Complaints Commissioner, or notify any affected individuals.
- 13.5 Clause 13 does not prevent You from retaining securely and confidentially one copy of any records that you are required to retain in order to comply with Your legislative record keeping obligations
- 13.6 You must ensure that any subcontract entered into for the purpose of fulfilling Your obligations under this Grant Agreement contains provisions to ensure that the subcontractor has the same awareness and obligations as You have under this clause 13.
- 13.7 You agree that We may collect, store, and use the contact details that You have provided to Us in relation to Your officers and employees, for Our reasonable internal business purposes and for the purpose of reasonable administration, marketing and correspondence associated with the Project.
- 14 INDEMNITY**
- 14.1 Subject to clause 14.4, You will indemnify (and will keep indemnified) Us and Our officers, employees, and agents against all losses, damages or liabilities incurred by Us or them, and all costs payable by Us or them in relation to any claim against Us or them (including reasonable legal costs), arising directly from:
- (a) any breach by You of clauses 1.2, 1.3, 10, 11, 12 or 13 of this Grant Agreement; or
- (b) any unlawful or fraudulent act, or any negligent act, error or omission, by You or any of Your employees, agents, volunteers, or subcontractors in connection with this Grant Agreement.
- 14.2 Your liability to indemnify any person under this clause 14 will be reduced proportionally to the extent that their negligent or unlawful act or omission or wilful misconduct contributed to the relevant loss, damage, expense, or liability.
- 14.3 Our right to be indemnified under this clause 14 is in addition to, and not exclusive of, any other right, power, or remedy provided by law.
- 14.4 Clause 14.1 does not apply if You are insured by the Victorian Managed Insurance Authority or Liability Mutual Insurance for the Project Period and for 7 years following that period.
- 15 INSURANCE**
- 15.1 Subject to clause 15.3, unless otherwise agreed by Us in writing, You must maintain the following types of insurance with a reputable insurer (or maintain equivalent protection against such liabilities as deemed satisfactory by Us):
- (a) workers compensation insurance as required by law; and
- (b) any other insurances as listed in Schedule 1.
- 15.2 Whenever requested, You must provide Us, (within 10 Business Days of Our request), with satisfactory evidence that You have maintained Your obligation to insure (or maintained equivalent protection) under this clause 15.
- 15.3 Clause 15.1 does not apply if You are insured by the Victorian Managed Insurance Authority or Liability Mutual Insurance for the Project Period and for 7 years following that period.
- 16 CONFLICT OF INTEREST**
- 16.1 You warrant that to the best of Your knowledge, at the Date of this Grant Agreement, no Conflict exists. You must use best endeavours to ensure that no Conflict arises during the term of this Grant Agreement, but if a Conflict does arise You must:
- (a) immediately notify Us in writing of that Conflict and of the steps You propose to take to resolve or otherwise deal with the Conflict;
- (b) make full disclosure to Us of all relevant information relating to the Conflict; and
- (c) take such steps as We may reasonably require to resolve or otherwise deal with the Conflict.
- 16.2 If You fail to notify Us under this clause 16 or You do not resolve or deal with the Conflict as We request, We may, by written notice to You, immediately terminate this Grant Agreement and may require You to repay all or part of the Grant Funds received by You under this Grant Agreement.
- 17 SUBCONTRACTING**
- 17.1 You must not, without Our prior written approval, subcontract the performance of any of Your obligations under this Grant Agreement. In giving written approval, We may impose such reasonable terms and conditions as We think fit.
- 17.2 Any subcontractor whom You propose to replace an approved subcontractor must also be approved by Us under this clause 17. The subcontractors We have approved at the Date of this Grant Agreement, and any terms and conditions relating to their use, are identified in Item 10 of Schedule 1.
- 17.3 Despite any approval given by Us under clause 17.1, You are fully responsible for the performance of Your obligations under this Grant Agreement, even though You may have subcontracted any of them, and You are responsible for ensuring the suitability of a subcontractor for the work proposed to be carried out and for ensuring that such work meets the requirements of this Grant Agreement.
- 17.4 We may revoke Our approval of a subcontractor at any time and on any reasonable grounds.
- 17.5 Upon receipt of a written notice from Us revoking Our approval of a subcontractor, You must, as soon as practicable (or at such other time as We may direct in the notice), cease using that subcontractor to perform any of Your obligations.
- 17.6 If We withdraw Our approval of a subcontractor, You remain liable under this Grant Agreement for the past acts or omissions of that subcontractor as if they were a current subcontractor.

17.7 You must, in any subcontract, reserve a right of termination to take account of Our right of termination under clause 20 and Our right of revocation of approval under clause 17.4, and You must, where appropriate, make use of that right in the event of a termination or revocation by Us.

18 SPECIFIED PERSONNEL

18.1 You must ensure that the Specified Personnel undertake activities in respect of the Project in accordance with the terms of this Grant Agreement and the Project Work Plan.

18.2 Where Specified Personnel are unable to undertake activities in respect of the Project, You must notify Us immediately. You must, if so requested by Us, provide replacement personnel acceptable to Us without additional payment and at the earliest opportunity. Where practical You must allow Us the opportunity to participate in the selection of the replacement Specified Personnel.

18.3 We may give notice on reasonable grounds requiring You to remove personnel (including Specified Personnel) from work in respect of the Project. You must, at Your own cost, promptly arrange for the removal of such personnel from work in respect of the Project and replace them with personnel reasonably acceptable to Us.

18.4 If You are unable to provide replacement personnel reasonably acceptable to Us We may terminate this Grant Agreement immediately on written notice.

18.5 You must ensure that all Specified Personnel and any other personnel, agents or subcontractors who undertake activities in respect of the Project has passed a Working With Children Check, if required under the *Working With Children Act 2005* (Vic).

19 NEGATION OF LEGAL RELATIONSHIP OF EMPLOYMENT, PARTNERSHIP AND AGENCY

19.1 You, Your employees, partners, contractors, officers and agents will not, by virtue of this Grant Agreement, be or for any purpose be deemed to be Our employee, partner or agent.

19.2 You must not, and must ensure that Your employees, partners, contractors, officers and agents do not, represent Yourself or themselves as being Our employee, partner or agent.

20 TERMINATION

Expiry on completion

20.1 This Grant Agreement will expire when We notify You in writing that We are satisfied that the Project has been successfully completed, unless it is terminated earlier in accordance with its terms.

Termination without cause

20.2 The parties may terminate this Grant Agreement at any time by mutual agreement or We may terminate this Grant Agreement at any time by giving You 7 Business Days' written notice.

Termination or reduction in scope for cause

20.3 In the case of any one or more of the following events, We may immediately terminate this Grant Agreement, or reduce the scope of this Grant Agreement, by giving You notice in writing of such termination or reduction in scope:

- (a) You fail to fulfil, or are in breach of any of Your obligations under this Grant Agreement, (including any Special Conditions) and do not rectify the omission or breach after receiving 10 Business Days' notice in writing from Us to do so;
- (b) You are, in Our reasonable opinion, not making satisfactory progress in the achievement of the Project;
- (c) You are unable to pay all Your debts as and when they become due and payable or You fail to comply with a statutory demand within the meaning of sections 459E and 459F of the *Corporations Act 2001* (Cth);
- (d) proceedings are initiated with a view to obtaining an order for Your winding up or any shareholder, member or director convenes a meeting for the purpose of considering or passing any resolution for Your winding up;
- (e) being a body corporate, You come under one of the forms of external administration referred to in Chapter 5 of the *Corporations Act 2001* (Cth), or an order has been made for the purpose of placing You under external administration;

- (f) being a local government organisation, department or agency the relevant State Government takes action to cease Your operations and/or amalgamate them with the operations of another local government organisation, department or agency;
- (g) in relation to this Grant Agreement, You breach any law of the Commonwealth, or of a State or Territory;
- (h) You cease to carry on business;
- (i) We are satisfied that any statement made in Your application for the Grant is incorrect, incomplete, false or misleading in a way which would have affected the original decision to approve the Grant;
- (j) notice is served on You or proceedings are taken to cancel Your incorporation or registration or to dissolve You as a legal entity;
- (k) funding to Our organisation is significantly reduced within the period of this Grant Agreement and/or Our Board of Governance (or other similar party) requires a re-deployment of Funds to meet payment of liabilities; or
- (l) We are expressly permitted to do so by any other clause of this Grant Agreement.

20.4 This clause 20 does not limit or exclude any of Our other rights, including the right to recover any amounts from You on termination of this Grant Agreement.

Consequence of termination or expiry

20.5 Upon termination or expiration of this Grant Agreement You must promptly:

- (a) return (or if requested, destroy) any of Our Confidential Information in Your possession, custody or control;
- (b) provide Us with a copy of the Project Materials (including any partially completed Project Materials);
- (c) provide Us with a financial statement detailing the expenditure of all Funds and promptly return any unspent Funds to Us; and
- (d) provide Us with a final report relating to the Project (reflecting the stage to which the Project has completed, and which meets the requirements for such final report as set out in Schedule 1 and the Project Work Plan).

20.6 Upon termination of this Grant Agreement other than under clauses 20.2 or 20.3, You must if required by Us in writing, promptly repay (at Our discretion) all or part of the Grant Funds received by You under this Grant Agreement not expended or committed or properly expended or committed pursuant to this Grant Agreement.

21 SURVIVAL

21.1 The operation of clauses 4.4, 4.7, 4.8, 5, 7, 8, 9, 10, 11, 12, 13, 14, 15, 20.5 and 23 and any other clauses which by their nature survive, will survive the expiration or earlier termination of this Grant Agreement.

22 DISPUTE RESOLUTION

22.1 Subject to clause 22.3, neither We or You will commence any legal proceedings in respect of any dispute arising under or in connection with this Grant Agreement until the procedure provided by this clause has been fully utilised.

22.2 Any dispute arising during the course of this Grant Agreement will be dealt with as follows:

- (a) the party claiming that there is a dispute will send the other a written notice setting out the nature of the dispute;
- (b) the parties will try to resolve the dispute through direct negotiations in good faith between persons who have authority to resolve the dispute;
- (c) if the dispute is not resolved within 10 Business Days (or such longer period as may be agreed by the parties) the parties may refer the dispute to mediation. The parties agree to attempt in good faith to settle the dispute by mediation before commencing litigation. The mediator will be chosen by the parties or, if the parties cannot agree as to whom to appoint as mediator, the mediation will be administered by the Australian Disputes Centre (ADC), and conducted in accordance with the ADC Guidelines for Commercial Mediation in force at the Date of this Grant Agreement; and
- (d) if the dispute remains unresolved following mediation either party may commence litigation or take other action as it sees fit.

22.3 This clause 22 does not apply to the following circumstances:

- (a) either You or We commence legal proceedings for urgent interlocutory relief;
 - (b) action by Us under clauses 3 or 20; or
 - (c) an authority of the Commonwealth, a State or a Territory investigating a breach or suspected breach of the law by You.
- 22.4 Despite the existence of a dispute, both You and We must continue to perform Our respective obligations under this Grant Agreement.

23 COMPLIANCE WITH POLICY LAW AND

- 23.1 You agree that:
- (a) You have read VicHealth's Harmful industry relationship funding and procurement policy which may be found at <https://www.vichealth.vic.gov.au/search/vichealth-harmful-industry-relationship-funding-and-procurement-policy>; and
 - (b) If requested You will complete the harmful industry relationship declaration form; and
 - (c) We may terminate this agreement in accordance with clause 20.3 if You fail to make this declaration.
 - (d) The requirements of clause 16, ongoing disclosures, will apply in relation to any of interest which will include matters addressed in VicHealth's Harmful industry relationship funding and procurement policy.
- 23.2 You must comply with all Our policies in connection with this Grant Agreement, where reasonable notice of such policies has been provided to You.
- 23.3 The laws applicable in the State of Victoria and any specified in Item 14 apply to this Grant Agreement and the courts having jurisdiction in the State of Victoria shall have non-exclusive jurisdiction in respect to any dispute under this Grant Agreement. The parties irrevocably submit to such jurisdiction.

24 NOTICES

- 24.1 A party giving notice or notifying under this Grant Agreement must do so in writing:
- (a) directed to the recipient's address, as varied by any notice; and
 - (b) hand delivered or sent by pre-paid post, email or facsimile to that address.
- The parties' initial address details for notices are as specified in Schedule 1.
- 24.2 A notice given in accordance with clause 24.1 is taken to be received:
- (a) if hand delivered, on delivery;
 - (b) if sent by pre-paid post, 5 Business Days after the date of posting unless it has been received earlier;
 - (c) if sent by facsimile, upon confirmation of satisfactory transmission of that facsimile; and
 - (d) if sent by email, when confirmation of delivery is received by the sender which records the time that the email was delivered to the addressee's last notified email address unless the sender receives a delivery failure notification indicating that the email has not been delivered to the addressee.
- 24.3 Notices sent by email must include the words "NOTICE UNDER FUNDING AGREEMENT" in the subject line.

25 VARIATION OF THIS FUNDING AGREEMENT

- 25.1 This Grant Agreement records the entire agreement between You and Us in relation to its subject matter.
- 25.2 This Grant Agreement may only be varied by a document in writing, signed and dated by both You and Us.
- 25.3 You must notify Us immediately (within five Business Days) of any change in Your circumstances which You consider may require a variation of this Grant Agreement.

26 ASSIGNMENT

- 26.1 You must not assign any of Your rights under this Grant Agreement without prior written approval from Us (which can be withheld at Our discretion).
- 26.2 You must not enter into negotiations with any other person for the purposes of entering into an arrangement that will require novation of this Grant Agreement without first obtaining Our prior written approval (which can be withheld at Our discretion).

27 WAIVER

- 27.1 If either You or We do not exercise (or delay in exercising) any of Your or Our rights under this Grant Agreement, that failure or delay does not operate as a waiver of those rights.

28 FURTHER STEPS

- 28.1 Each party must promptly do whatever the other party reasonably requires of it to give effect to this Grant Agreement and to perform its obligations under it.

29 COUNTERPARTS

- 29.1 This Grant Agreement may consist of a number of counterparts and, if so, the counterparts taken together constitute one document.

30 ADDITIONAL CONDITIONS

- 30.1 If specified in Schedule 1, the additional clauses in Schedule 6 and Schedule 7 apply to this Grant Agreement.

31 INTERPRETATION

- 31.1 In this Grant Agreement, unless the contrary intention appears:
- 'Adjustment Note'** has the same meaning as it has in section 195-1 of the *GST Act*;
- 'Budget'** refers to a budget for expenditure of the Grant Funds for the purposes of conducting the Project or performing obligations under this Grant Agreement as set out in Schedule 2 or otherwise prepared by the parties in accordance with clause 1;
- 'Business Day'** means any day other than a Saturday, Sunday, or public holiday in the state of Victoria, Australia;
- 'Confidential Information'** of a Party (**the first party**) means any information obtained by the other party from the first party that:
- (a) is by its nature confidential;
 - (b) is designated as confidential by the first party; or
 - (c) the other party knows or ought reasonably to know is confidential,
 - (d) and includes:
 - (e) the terms of this Grant Agreement;
 - (f) information relating to the first party's business, affairs or financial position;
 - (g) information relating to the first party's internal management, structure, personnel, policies, practices, procedures or strategies;
 - (h) information of the first party to which the other party has access that has any actual or potential commercial value to the other party; and
 - (i) information relating to the first party's employees, contractors, customers or suppliers, including any Personal Information of individuals,

but excludes any information which is in or comes into the public domain other than as a result of a breach of this Grant Agreement, is already known by or in the possession of the other party before the other party obtains the information from the first party or which has been or is independently developed by the other party;

'Conflict' refers to a conflict of interest, or risk of a conflict of interest, or an apparent conflict of interest arising through You engaging in any project or obtaining any interest that is likely to or might appear to conflict with Your duties, interest and obligations under this Grant Agreement, including but not limited to:

- (a) receipt of funding by any tobacco company or a direct associate of any tobacco company;
- (b) receipt of funding from any company or organisation which has purposes or objectives that are inconsistent with the purpose of the Project; or
- (c) receipt of funding from any company or organisation which has purposes or objectives that are inconsistent with Our objectives;

'DataVic Access Policy' means the policy titled "DataVic Access Policy - Intent and Principles" prepared by the State of Victoria through the Department of Treasury and Finance as updated and amended from time to time;

'Date of this Grant Agreement' means the date this Grant Agreement is signed by the last party to sign it;

'Deliverables' means the deliverables described in Schedule 1 and any items that are reasonably necessary or incidental to any of those deliverables;

'Existing Material' means all Material owned by or licensed to a party, which is in existence prior to the Date of this Grant Agreement or which is developed independently of this Grant Agreement and which is made available by one party to the other for the purposes of the Project;

'Financial Acquittal' means a financial statement, substantially in the form of Schedule 4 (or such other form as may be agreed by the parties in writing) as may be requested by Us in accordance with clause 7.3;

'Grant Agreement' refers to the terms and conditions of this agreement, including its schedules;

'Grant Funds' means the amount or amounts set out in Schedule 1, and in relation to any repayment or refund by You to Us includes interest earned on such amount(s);

'GST' has the meaning given in the *GST Act*;

'GST Act' means the A New Tax System (Goods and Services Tax) Act 1999 (Cth);

'Health Information' has the meaning set out in the *Health Records Act 2001* (Vic);

'Health Privacy Principles' means the health privacy principles set out in the *Health Records Act 2001* (Vic);

'Information Privacy Principles' means the information privacy principles set out in the *Privacy and Data Protection Act 2014*(Vic);

'Intellectual Property Rights' includes all copyright (including future copyright), all rights in relation to inventions (including patent rights), all rights in plant varieties, registered and unregistered trademarks (including service marks), confidential information (including trade secrets and know how) registered designs and circuit layouts, and all other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields (but not Moral Rights);

'Material' includes documents, drawings, specifications, articles, reports, sketches, equipment, software (including source code and object code), goods, information and data (including data sets and databases) stored by any means including all copies and extracts of the same;

'Milestone' means a stage of completion of the Project as set out in the Project Work Plan or Schedule 1;

'Moral Rights' has the meaning set out in the *Copyright Act 1968* (Cth);

'Objectives' means the objectives described in Schedule 1;

'Other Contributions' means financial or in-kind resources (valued at market rates) used or intended to be used by You for the Project, other than the Grant Funds;

'Outcomes' means the outcomes described in Schedule 1;

'Our Trade Marks' means the trade marks identified in Schedule 1;

'party' means a party to this Grant Agreement;

'Personal Information' has the meaning set out in the *Privacy and Data Protection Act 2014*(Vic);

'Project' means the Project described in Schedule 1 and the Project Work Plan;

'Project Material' means all Material created by You in the course of performing the Project and includes the Deliverables. For the avoidance of doubt Project Materials includes raw data collected or generated in the course of performing the Project;

'Project Period' means the period specified in Schedule 1 during which the Project must be completed;

'Project Start Date' means the project start date specified in Schedule 1;

'Project Work Plan' means the plan for the completion of the Project as set out in Schedule 3 or otherwise prepared by the parties in accordance with clause 1;

'Records' includes documents, information and data stored by any means, including records of accounts, and all copies and extracts of the same;

'Schedule' refers to a schedule to this Grant Agreement;

'Special Conditions' means these conditions selected in Item 11 of Schedule 1.

'Specified Personnel' means the personnel (whether Your employees or subcontractors) specified in Schedule 1 as personnel required to undertake the Project or any part of the work constituting the Project;

'Taxable Supply' has the same meaning as it has in the GST Act.

'Trade Mark Guidelines' means the Trade Mark Guidelines described in Schedule 1.

'VicHealth Privacy Policy' means the VicHealth privacy policy available at <https://www.vichealth.vic.gov.au/search/funding-partner-privacy-policy> as updated and amended from time to time; and

'Your Annual Report' means Your annual report, or if the Grant Funds are being received directly by a centre, sub-branch or similar within Your organisation and such centre, sub-branch or similar publishes its own annual report, means the annual report of the centre, sub-branch or similar.

31.2 In this Grant Agreement, unless the contrary intention appears:

- (a) words in the singular include the plural and words in the plural include the singular;
- (b) words importing a gender include any other gender;
- (c) words importing persons include a partnership and a body whether corporate or otherwise;
- (d) all references to dollars are to Australian dollars and this Grant Agreement uses Australian currency;
- (e) reference to any statute or other legislation (whether primary or subordinate) is a reference to that statute or other legislation as amended or replaced from time to time;
- (f) an obligation or warranty on the part of two or more persons binds them jointly and severally and an obligation or warranty in favour of two or more persons benefits them jointly and severally;
- (g) includes means "includes without limitation";
- (h) an uncertainty or ambiguity in the meaning of a provision of this Grant Agreement will not be interpreted against a party just because that party prepared the provision; and
- (i) where any word or phrase is given a defined meaning, any other part of speech or other grammatical form in respect of that word or phrase has a corresponding meaning.

31.3 In the event of any conflict or inconsistency between:

- (a) the terms and conditions contained in the clauses of this Grant Agreement;
- (b) any Schedules to this Grant Agreement; and
- (c) documents incorporated by reference, if any,

then the terms and conditions clauses in this Grant Agreement has precedence over the Schedules and other documents incorporated by reference to the extent of the conflict or inconsistency.

EXECUTED BY THE PARTIES

Signed for and on behalf of **Victorian Health Promotion Foundation (ABN 20 734 406 352)** by its duly authorised representative:

Signed as authorised representative for **Organisation (ABN)**. By executing this Agreement the signatory warrants that the signatory is duly authorised to sign this Agreement on behalf of **Organisation**.

VicHealth Representative Signature

Organisation Representative Signature

.....

.....

Signature

Signature

.....

.....

Name

Name

.....

.....

Title

Title

.....

.....

Date

Date

Organisation Representative By ticking this box you acknowledge

- that you are an authorised signatory for **Organisation**
- that you have read and understood the terms of this Agreement and
- that by signing this Agreement you bind **Organisation** to the terms of this Agreement.

Approved by **VicHealth Approver** **Date**

Approved by **VicHealth Approver** **Date**

Schedule 1: Contract Details

Item 1	Grant Recipient	Name	Organisation
		ABN	Organisation ABN
		Address	Organisation Address
	Our Address for Notices	Address	Level 2, 355 Spencer Street West Melbourne, VIC 3003 Australia
		Attention	VicHealth Contract Manager
Item 2	Project Details	Request ID	Opportunity Code
		Name of Project	Project Name
		Project Start Date	Project Start Date
		Project End Date	Project End Date
		Specified Personnel	[Insert personnel as per Clause 18]
	Summary		Project Summary
	Purpose/Objectives		Project Objectives
	Outcomes		Project Outcomes
	Deliverables		Required Milestones/ Deliverables

Milestone and Payment Schedule:

Each installment will be paid within thirty (30) days of receipt by Us of each of the Deliverables set out below Payments contingent upon VicHealth's satisfaction of Contract milestones and requirements being met.

Milestone Name	Deliverables	Demonstrating Deliverable is Complete	Due Date	Payment amount (excluding GST)
Milestone Name	Deliverables	Outcome demonstrating deliverable is complete	Milestone due date	Payment associated with milestone completion

Item 3	Final Report	Final Report required in form satisfactory to VicHealth Tick if required <input type="checkbox"/>
Item 4	Grant Funds and Payment (Clause 3)	The total Grant Funds for the Project is \$Approved Grant Amount excluding GST if applicable. Grant Funds will be paid to the Grant Recipient in line with the Milestone and Payment Schedule in Item 2.
Item 5	Invoice requirements (Clause 3)	<input type="checkbox"/> VicHealth to issue recipient created tax invoice upon satisfactory receipt of deliverables <input type="checkbox"/> The Service Provider to invoice VicHealth
Item 6	Our Trade Marks (Clause 8)	(a) Our Trade Marks and Trade Mark Guidelines are available at: www.vichealth.vic.gov.au/logo (b) The Grant Recipient must ensure that it will at all times when using Our Trade Marks, strictly comply with: i. the conditions of clause 8 of the Grant Agreement; and ii. Our Trade Mark Guidelines; and iii. any instructions given by Us on a case by case basis. (c) The Grant Recipient must ensure that all design documents/files/images of Project Material using Our Trade Marks are submitted to and approved by Us before production of such Project Materials may begin.
Item 7	Insurance to be maintained by Grant Recipient (Clause 15)	(a) public liability insurance of at least \$10,000,000 per event for the Project Period and for 7 years following that period (regardless of any expiration or termination of this Grant Agreement); and (b) professional indemnity insurance of at least \$5,000,000 per event for the Project Period and for 7 years following that period (regardless of any expiration or termination of this Grant Agreement) (c) Certificate of Currency for Workers Compensation (WorkCover)
Item 8	Ownership of Intellectual Property (Clause 10.3)	<input type="checkbox"/> Grant Recipient ("You") <input type="checkbox"/> VicHealth ("We", "Our", "Us") If this Item 8 specifies that ownership of the Project Material vests in You: (a) We hereby assign and agree to assign to You all right, title and interest (including all Intellectual Property Rights) in the Project Material. To avoid doubt, nothing in this Item 8 requires Us to assign Our Intellectual Property Rights in Our

		<p>Pre-Existing Intellectual Property.</p> <p>(b) Where para (a) in this Item 8 applies, We warrant that We will be entitled to own and assign to You any and all Project Material in accordance with para (a) in this Item 8.</p> <p>(c) You irrevocably and unconditionally grant Us a perpetual, non-exclusive, royalty-free, worldwide and transferable licence (including the right to sub-license) to exercise all Intellectual Property Rights in the Project Material to the extent necessary to allow Us the full use and enjoyment of the Project Material.</p> <p>(d) Without limiting Our rights in paragraph (c) of Item 8, You grant Us a perpetual, irrevocable, royalty-free, worldwide, non-exclusive licence (including a right of sub-license) to use, reproduce and adapt any photograph, sound recording or audio-visual recording created by You under this Grant Agreement for Our internal business purposes and for any purpose connected to furthering Our objectives as set out in the <i>Tobacco Act 1987</i> (Vic);</p>
<p>Item 9</p>	<p>Consent to appear in photographs, sound recordings or audio-visual recordings (Clause 10.10)</p>	<p>The Grant Recipient must ensure that any person featured prominently in a photograph, sound recording or audio-visual recording has signed a consent form containing the following clause:</p> <p>(a) <i>"I acknowledge and agree that:</i></p> <ol style="list-style-type: none"> 1. <i>Photographs, sound recordings or audio-visual recordings in which I appear will be provided to the Victorian Health Promotion Foundation (ABN: 20 734 406 352) (VicHealth) who may use those items internally or externally to promote its business and further its objectives under the Tobacco Act 1987 (Vic) and I irrevocably consent to my image and voice being used for these purposes;</i> 2. <i>I understand that VicHealth may edit, amend or otherwise vary photographs, sound recordings or audio-visual recordings at any time and may use those items in any other media, or may not use the items at all. I understand that VicHealth will not be required to enter into any correspondence with me about such decisions;</i> 3. <i>I understand that there is no time limit on VicHealth's use of the photographs, sound recordings or audio-visual recordings;</i> 4. <i>VicHealth will deal with my personal information in accordance with its privacy policy and I understand that I may seek access to personal information by contacting VicHealth; and</i> 5. <i>I agree to be photographed or recorded voluntarily and I understand I will not receive payment, royalties or other consideration for my appearance in these items or for any subsequent use of such items by VicHealth or its</i>

		<i>licensees or assignees."</i>
Item 10	Approved Subcontractors (Clause 17)	N/A
Item 11	Special Conditions	<p>The following Special Conditions apply to this Agreement, Including but not limited to:</p> <p>[Note: Include as appropriate:]</p> <p>Organisational Leadership Commitment:</p> <p>(a) It is a term of this Agreement that You will comply with the Organisational Leadership Commitment.</p> <p>(b) If requested by Us, You must complete and provide to us within 10 Business Days a status report detailing Your progress against the Organisational Leadership Commitment.</p> <p>(c) We may terminate this Agreement in accordance with clause 20.3 if You are, in Our reasonable opinion, not making satisfactory progress in the achievement of the Organisational Leadership Commitment.</p> <p>(d) Your progress against the Organisational Leadership Commitment will form part of any status report and/or meetings between Us for the purpose of monitoring the progress of the Project, as set out in clause 7 of this Agreement.</p> <p>Organisational Leadership Commitment means You achieving a minimum of 40% self-identified female representation of Your Governing Body by commencement of the Project.</p> <p>Governing Body [insert agreed meaning]</p> <p>Working With Children:</p> <p>Without limiting Your obligations under clauses 1.2(e) and 1.3(a), 1.3 (b), 5.2 and 23 without limiting Our rights under clause 20.3 You must:</p> <p>(a) comply, and ensure that all Your employees and all other persons You engage for the Project comply, with the <i>Child Wellbeing and Safety Act 2005 (Vic)</i> and the <i>Worker Screening Act 2020 (Vic)</i>;</p> <p>(b) without limiting clause 26</p> <p>(i) ensure that prior to any of Your employees or persons You engage for the Project commencing direct and unsupervised work with children in connection with the Project:</p> <p>(A) the relevant individual passes a Working With Children Check (WWCC); and</p> <p>(B) You are in possession of a copy of the relevant individual's assessment notice; and</p>

		<p>(ii) if You receive a negative notice regarding an employee or person You engage for the Project, You must immediately and permanently remove that person from any role that usually involves direct and unsupervised contact with a child;</p> <p>(c) retain copies of all WWCC assessment notices You receive;</p> <p>(d) implement the Child Safe Standards in accordance with <i>Child Wellbeing and Safety Act 2005 (Vic)</i> so that:</p> <ul style="list-style-type: none"> (i) the safety of all relevant children is promoted; (ii) child abuse (as defined in the Act) is prevented; and (iii) allegations of child abuse are properly responded to. <p>(d) In addition to any other insurance obligations contained in this Grant Agreement, You must obtain and maintain for the duration of the Grant Agreement appropriate insurance coverage that provides indemnity for liability for Child Abuse.</p> <p>(e) For the purposes of this clause, appropriate insurance is insurance that:</p> <ul style="list-style-type: none"> (i) either; <ul style="list-style-type: none"> (A) provides explicit coverage statement in respect of Child Abuse; or (B) indemnifies the insured for, amongst other things, its legal liabilities to third parties for personal injury, including shock and mental injury, and the policy does not contain any exclusions or limitations of coverage for Child Abuse or molestation; and (ii) is for a minimum insured amount of \$5 million per claim or, in the case of coverage provided on the basis of a monetary aggregated claims amount, \$10 million per annum. <p>(f) For the purposes of this clause Child Abuse means an occurrence, act or omission in relation to a person when the person is a minor that is physical abuse or sexual abuse, and psychological abuse (if any) that arises out of that occurrence, act or omission.</p> <p>(g) allow Us (or Our nominee) to carry out audits of Your compliance with this clause and provide Us with access to or copies of Your WWCC records and any other information We may reasonably require; and</p> <p>(h) if You are in breach of this clause, immediately on becoming aware of the breach:</p> <ul style="list-style-type: none"> (i) notify Us in writing; and (ii) take steps to rectify the breach. <p>Program Evaluation:</p> <p>Grant Recipient will actively participate and provide information</p>
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		<p>as part of the evaluation requirements for the program. Data collection must be conducted in alignment with VicHealth's expectations and may include data to measure process, outcomes and differential impact evaluation.</p> <p>Indicators must align with VicHealth's minimum data set and capture postcode and health care card status for all project participants and must be provided in a timely and accurate manner.</p> <p>COVID-19 safe delivery of Project:</p> <p>You agree to:</p> <ul style="list-style-type: none"> (a) use best endeavours to adopt new COVID safe methods of carrying out the Project and be flexible in its approach (b) report to VicHealth on Your measures to mitigate COVID-19 in carrying out the Project and provide VicHealth an opportunity to approve measures (c) report any COVID-19 related dangers and/or incidents ASAP (d) agree to negotiate in good faith to reach an alternative approach to the Deliverables. <p>Indigenous Cultural and Intellectual Property</p> <ul style="list-style-type: none"> a) You warrant to Us that You are entitled to use and deal with any Indigenous Cultural and Intellectual Property (ICIP) which may be used in connection with the Project Work Plan. b) Any licence of Intellectual Property to Us under this Grant Agreement will include ICIP only to the extent that permission from all relevant ICIP owners of the ICIP for Us to use such ICIP in connection with the Project Work Plan (such permission to be secured by You as necessary). c) To avoid doubt, ownership of ICIP will be retained by the relevant ICIP owner. <p>for the Purposes of this special condition,</p> <p>Indigenous Cultural and Intellectual Property (ICIP), means specialised knowledge that Traditional Owners have acquired and passed down through generations, which includes but is not limited to:</p> <ul style="list-style-type: none"> a) traditional cultural expression such as artwork, music, dances, ceremony, stories and languages; b) traditional knowledge including ecological knowledge of biodiversity, medicinal knowledge, environmental management knowledge and cultural and spiritual knowledge and practices; c) tangible cultural property including sacred sites and burial grounds; d) intangible cultural property such as stories passed on orally;
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		<p>and</p> <p>e) documentation of Traditional Owner heritage in all forms of media including reports, films, sound recordings and photographs of Aboriginal and Torres Strait Islander peoples.</p> <p>Traditional Owners refers to those Aboriginal and Torres Strait people who have, in accordance with their tradition, a social, ancestral, economic and/or spiritual affiliation with, and responsibilities for, all or any part of the lands or waters.</p>
Item 12	Additional Conditions: Research Grants (Clause 30.1)	<input type="checkbox"/> Public Health Research Grants conditions apply If this Item 12 specifies that additional conditions apply for this research grant, the provisions in Schedule 6 apply
Item 13	Additional Conditions: Publicity and Grant Acknowledgement (Clause 30.1)	<input type="checkbox"/> Publicity and Grant Acknowledgement conditions apply If this Item 13 specifies that additional conditions apply, the provisions in Schedule 7 apply
Item 14	Applicable Laws (clause 23)	<p>You, must comply with all Laws, including any which may be listed here for information purposes due to their particular relevance to the Project Work Plan. Including but not limited to:</p> <p><i>Federal anti-discrimination laws;</i></p> <ul style="list-style-type: none"> • <i>Equal Opportunity Act 2010 (Vic)</i> • <i>Data and Privacy Protection Act 2014 (Vic) and associated Protective Data Security Standards and Information Privacy Principles</i> • <i>Working with Children Act 2005 (Vic); Working with Children Regulations 2016 (Vic);</i> • <i>Child Wellbeing and Safety Act 2005 (Vic); Child Safety Standards]</i>

Schedule 2: Budget

[Note: Attach final or draft Budget or insert date when Budget is to be provided]

Schedule 3: Project Work Plan

[Note: Attach final or draft project work plan] or if project work plan is to be provided after contract execution insert [Project Work Plan to be agreed between the parties on or before [insert date]]

Schedule 4: Financial Acquittal

Project: {{OPPORTUNITY_NAME}}

Period: **[Insert period of acquittal, e.g. "12 months ending <date>"]**

	\$ Actual	\$ Budget
INCOME		
VicHealth grant		
Other income		
Total income		
Less: EXPENDITURE		
Total expenditure		
SURPLUS / (DEFICIT)		
BALANCE as at [date]		

Certification

We hereby certify:

- (i) this document , presents a true and fair view of the transactions relating to the grant for the period indicated;
- (ii) that the grant was received and expended solely for the purposes of the Project; and
- (iii) that all terms and conditions contained in the Grant Agreement have been complied with.

Signed:

Signed:

[Name]

[Name]

[Title] (e.g. Chairperson, CEO)

Principal Accounting Officer or Delegate

Date:

Date:

Schedule 5: Independent Auditor's Report

<p>We have audited the accompanying financial report, being a special purpose financial report, of the [insert project title], which comprises the Financial Acquittal for the [insert period (e.g. 12 months)] ending [end date of the reporting period].</p>	
<p>The responsibility of [the Board/Management]</p>	<p>[The Board/Management] of [Grantee name] are responsible for the preparation and fair presentation of the financial report and has determined that the accounting policies are appropriate to meet the financial reporting requirements off the Grant Agreement. [The Board's/Management's] responsibility also includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.</p>
<p>Auditor's responsibility</p>	<p>Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.</p> <p>An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the [Grantee name] as well as evaluating the overall presentation of the financial report.</p> <p>The financial report has been prepared for distribution to the Victorian Health Promotion Foundation (VicHealth) for the purpose of fulfilling the [Grantee's] financial reporting under the Grant Agreement. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.</p> <p>We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.</p>
<p>Independence</p>	<p>In conducting our audit, we have complied with the independence requirements of the Australian Professional and Ethical Standards Board.</p>
<p>Auditor's opinion</p>	<p>In our opinion, the financial report presents fairly, in all material respects, the financial performance for the [insert period (eg. 12 months)] ending [end date of the reporting period].</p>

Report on other legal requirements	<p>In accordance with the audit requirements in the Grant Agreement, we also confirm that the Grant provided was expended for the purpose for which it was intended.</p> <p>[Auditor's signature]</p> <p>[Auditor's name]</p> <p>[Professional qualification]</p> <p>[Name of audit firm]</p> <p>[Date of audit report]</p>
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Schedule 6: Additional Conditions - Public Health Research Grant

1. CHIEF INVESTIGATOR

Continuation of funding for a grant is dependent on the continuing tenure of the Chief Investigator/s. In the event that a Chief Investigator ceases to hold that position, You may seek the approval of VicHealth for the appointment of a replacement Chief Investigator. VicHealth may grant or refuse such approval in its discretion. If VicHealth refuses approval, VicHealth may terminate this Grant Agreement under 4 below.

2. DISCRETIONARY INCOME

You may augment the Grant Funds available for expenditure on the research, by applying to that purpose Other Contributions (e.g. donations, proceeds of fund-raising, etc.) and You must ensure that these are fully described in the Financial Acquittals referred to in this Grant Agreement.

3. CLEARANCE REQUIREMENTS

You must ensure that any human experimentation is conducted in accordance with the current requirements of the NHMRC Statement of Human Experimentation and Supplementary Notes. You must provide to Us evidence of such experimentation (including any variations to the scope of that experimentation from time to time) being acceptable to the Ethics Committee of the relevant institution.

4. TERMINATION OF THIS FUNDING AGREEMENT

In addition to the conditions set out in clause 16, We may terminate this Grant Agreement by written notice to You if:

- (i) the Chief Investigator (or any member of the Specified Personnel) ceases to be engaged on the Project or is absent from the Project for more than two months without prior approval; or
- (ii) the Project, in the opinion of VicHealth, ceases to pursue the Objectives specified in Schedule 1

5. KNOWLEDGE TRANSLATION

5.1 The Administering Organisation must use its reasonable efforts to participate in knowledge translation activities with VicHealth that are directly related to the Project for which the Grant Funds from VicHealth was provided. This may include:

- (i) presenting the Research findings at a VicHealth forum or other event; and
- (ii) working with VicHealth to produce fact sheets, resources and other publications, if applicable.

5.2 The Administering Organisation will provide VicHealth with 30 days prior notice of public release of publications and resources that are directly related to the Project. This includes promptly informing VicHealth if the Chief Investigator/s:

- have an article accepted for publication in a peer reviewed journal;
- produce a publication, report or resource;
- are scheduled to present the research findings at a Conference ;
- participate in policy development or provide advice to government;
- are interviewed about the research; or
- receive an award or another form of recognition for the research.

5.3 In relation to this clause 5, this information is to be emailed 30 day prior to public release to researchgrants@vichealth.vic.gov.au and the VicHealth contract manager. VicHealth will decide at its discretion to support the production, dissemination and promotion of outcomes. This support may include publication support and costs, media support and advice, a venue to launch research products and promotion of the research outcomes through VicHealth networks, publications and on the VicHealth website.

Schedule 7: Additional Conditions - Publicity and Grant Acknowledgement

1. PUBLICITY AND GRANT ACKNOWLEDGEMENT

- a. You must cooperate with Us in relation to all publicity associated with the Grant Funding.
- b. We may publicise the benefits associated with the provision of the Grant Funds and Our support for the Project. We may include the name of Your organisation and/or the Funding Amount in any publicity material and in Our annual report.
- c. If requested by Us, You must ensure that the Our support for the Project is acknowledged on all promotional materials and as otherwise specified by Us including but not limited to:
 - i. in all public announcements concerning the Project or the outcomes of the Project;
 - ii. in all documents, materials, reports and other items relating to the Project or the outcomes of the Project;
 - iii. at all events (including any lectures) relating to or organised in connection with the Project; and
 - iv. as otherwise directed by VicHealth,
- d. VicHealth may, from time to time, provide the You with guidelines as to how it wishes the VicHealth Trade Marks and other brand attributes to be used and you must comply with those guidelines.
- e. You must not:
 - i. use the VicHealth Trade Marks other than to acknowledge VicHealth's contribution to the Project or as otherwise agreed by VicHealth in writing;
 - ii. authorise any other party to use the VicHealth Trade Marks without VicHealth's prior written consent;
 - iii. use any of the VicHealth Trade Marks or any substantially identical or deceptively similar mark as part of any corporate or business name without VicHealth's prior written consent;
 - iv. do any of the things specified in section 26(1) of the *Trade Marks Act 1995* (Cth), except as expressly permitted under this Agreement or with the prior written consent of VicHealth.
- f. You must only use the VicHealth Trade Marks in a manner that enhances VicHealth's credibility and reputation.

These additional clauses survive termination.