**LOW VALUE GRANT LETTER TEMPLATE** (GRANTS VALUED AT $10,000 (GST EXCLUSIVE) OR LESS)

[RELEVANT DEPARTMENTAL/AGENCY LETTERHEAD]

[INSERT NAME AND ADDRESS OF GRANT RECIPIENT]

[insert A.B.N.]

Attention: [insert contact officer]

Dear [insert contact officer name]

**Re: Grant Offer for [\*?\* insert description]**

I refer to your request for financial assistance for [insert purpose] (“**Purpose**”).

I am pleased to offer you a grant of $[\*?\* insert amount] [specify whether GST inclusive or exclusive] (‘**Grant**’) on behalf of [the Minister for [insert]/Agency/Statutory Authority name where no Minister](“**Government Party**”) to be expended during [insert period] (“**Grant Period**”).

 The payment of the Grant is subject to you complying with the following terms and conditions:

1. The Grant will be paid within 30 days of acceptance of this offer.
2. You must only use the Grant for the Purpose during the Grant Period.
3. You must provide an acquittal of the Grant in the form attached at the end of the Grant Period
4. At the end of the Grant Period, you must repay any unexpended Grant monies to the Government Party unless a specific approval has been granted by the Government Party for you to retain those monies.

To accept this offer, you must sign the Acknowledgement and Acceptance of Offer on the next page and return it to [insert Departmental/Agency contact officer name], at this address:

[insert Departmental/Agency contact officer address].

This offer will lapse if your acceptance is not received by [insert date].

If you accept this offer you are agreeing to be legally bound by the terms of this letter.

[If you have any queries regarding this offer, please do not hesitate to contact [insert name and contact phone number of Departmental/Agency contact officer].]

Yours faithfully

[insert Authorised Officer's sign off]

 / /

Enclosure. **Attachment 1: Acquittal Form**

**ACKNOWLEDGEMENT & ACCEPTANCE OF OFFER**

**OF GRANT FOR** **[insert description]** **PURPOSE**

I ……………………………………………………………………………….., authorised officer, for

and on behalf of [insert entity name (A.B.N XX XXX XXX XXX)] (“**Recipient**”) acknowledge and accept

the terms and conditions specified in this Letter of Offer.

Signature: …………………………………………………………………………………………..

Print Full Name: ……………………………………………………………………………………

Position/Office: ……………………………………………………………………………………..

Date: / /

Signed in the presence of:

Witness: ………………………………………………………………………………………………

Print Full Name: ……………………………………………………………………………………..

Date: / /

**Attachment 1 – Acquittal Form**