



Australian Government

Department of Agriculture, Fisheries and Forestry

Reference: [REFERENCE]

[TITLE] [FIRST NAME] [SURNAME]
[BUSINESS NAME]
[ADDRESS]
[TOWN] [STATE] [POSTCODE]

Dear [TITLE] [SURNAME]

I refer to the earlier letter offering a grant to your organisation under the Tasmanian Forests Intergovernmental Agreement Contractors Voluntary Exit Grants Program (the Program).

Further to that letter, I am now writing in relation to the Funding Deed and Deed of Undertaking.

Funding Deed

Enclosed are two copies of the Funding Deed which contain the terms and conditions that will govern the relationship between the Commonwealth and **[BUSINESS NAME]** if **[BUSINESS NAME]** accepts the department's offer. Importantly, the Funding Deed sets out **[BUSINESS NAME]**'s obligations in respect of the grant.

You will note that the terms differ from the version that has been publicly available on the department's website. Accordingly, please take the time to consider this version of the Funding Deed.

In addition, please note that no legally binding relationship exists between **[BUSINESS NAME]** and the Commonwealth unless and until the Funding Deed is signed by both parties.

Deed of Undertaking

Also enclosed is a copy of the Deed of Undertaking that must be signed by each Nominated Individual and returned to the department. Please note that the Deed of Undertaking is slightly different from the one published with the Guidelines, and you should ensure that the Nominated Individual(s) read it carefully before signing.

The Funding Deed defines the Nominated Individual(s) as the owner(s) or director(s) or partner(s) of the Grantee as the case may be.

Once signed, the Nominated Individual(s) will be bound by the terms and conditions of the Deed of Undertaking.

Please ensure that each Nominated Individual retains a copy of the executed Deed of Undertaking before the original is returned to the department.

Other considerations

The department reminds ***[BUSINESS NAME]*** and the relevant Nominated Individual(s) of the following (as set out in section 13 of the Grant Program Guidelines):

- applicants should be aware that receipt of funding from this program may result in the business being ineligible for support from other government programs.
- applicants are also advised to seek advice on the legal implications of their acceptance of an exit grant, if exiting the industry has possible impacts on current legal obligations.

In addition, the department assumes that applicants have also sought independent taxation and financial advice from a suitably qualified professional on any taxation implications for them in relation to accepting a grant (see section 13 of the Grant Program Guidelines).

Note that nominated individual(s) for the Funding Deed and Deed of Undertaking must include all of the owner(s), director(s) and partner(s) of your business.

Do I have to accept the offer of funding from the Department?

Whether or not ***[BUSINESS NAME]*** chooses to accept the offer of funding and execute the Funding Deed is entirely a matter for ***[BUSINESS NAME]***.

In other words, ***[BUSINESS NAME]*** may choose not to accept the department's offer of funding.

If you choose **not** to accept this offer, please notify the department of this in writing within 28 calendar days of receipt of this letter.

Next steps

If you wish to accept the department's offer of funding, please arrange for:

- both original copies of the Funding Deed to be signed by a duly authorised representative(s) of ***[BUSINESS NAME]*** in the presence of a witness; and
- a Deed of Undertaking to be signed by each of the Nominated Individuals in the presence of a witness; and
- a tax invoice for the first milestone payment (75 per cent of the total approved amount) setting out the GST exclusive and inclusive amounts.

The two signed copies of the original Funding Deed, the original signed Deed(s) of Undertaking, a tax invoice for the first milestone payment should be returned within 28 calendar days of receipt of this letter to:

Tasmanian Forests Intergovernmental Agreement
Contractors Voluntary Exit Grants Program
Forestry Branch
Climate Change Division
Department of Agriculture, Fisheries and Forestry
GPO Box 858
Canberra ACT 2601

Subject to other arrangements, the department will consider the offer of funding to be rejected if the required documentation is not provided as outlined above.

Once the documents requested above (including the two signed copies of the Funding Deed) have been received by the department, the department will arrange for the Funding Deed to be signed by the Commonwealth and a copy returned to you for your records.

When will I receive the funding?

No grant funding will be provided until the Funding Deed has been executed by both parties.

Following this, funding will be paid in accordance with the terms and conditions of the Funding Deed.

If you have any questions about the program please contact the program helpdesk on 02 6272 5079.

I look forward to receiving the documentation.

Yours sincerely

Program Manager
Tasmanian Forests Intergovernmental Agreement
Contractors Voluntary Exit Grants Program

[MONTH] 2012

Enclosure: 1) Two original copies of the Funding Deed
2) One original copy of the Deed of Undertaking