



Australian Government

Department of Agriculture, Fisheries and Forestry

Reference: [IGACEP0XX]

[TITLE] [FIRSTNAME] [LASTNAME]
[BUSINESS NAME]
[ADDRESS LINE 1]
[SUBURB/TOWN] [STATE] [POST CODE]

Dear [TITLE] [LAST NAME]

I am writing to you in relation to your application for grant funding under the Tasmanian Forests Intergovernmental Agreement Contractors Voluntary Exit Grants Program (the Program).

Assessment of applications now complete

The assessment of applications for grant funding under the Program in accordance with the Grant Program Guidelines is now complete.

Offer of Grant

I am pleased to advise that [APPLICANT BUSINESS NAME]'s application for grant funding under the Program has been successful.

In accordance with the Grant Program Guidelines, the decision maker has decided to offer to **[APPLICANT BUSINESS NAME]**, after taking into account the recommendations of the advisory panel, a grant of [AMOUNT] (GST exclusive).

If you are a grantee with obligations under the Tasmanian Community Forest Agreement Industry Development Program (TCFA IDP), you should be aware that there is now a clause in the Funding Deed enabling the Commonwealth to withhold from the grant payable under this Program an amount or amounts equal to that owed by the Grantee or a Nominated Individual to the Commonwealth under or as a result of or in connection with the TCFA IDP. In order to establish whether a proportion of the proceeds of the sale or disposal are required to be returned to the Commonwealth you are advised to contact the department by email or post to the department prior to the sale or disposal of any TCFA IDP funded assets. Doing so may mitigate the need for any amount of this grant to be withheld.

Next steps

The department intends to issue the Funding Deed which contains the terms and conditions that will govern the relationship between the parties and the Deed of Undertaking that must be signed by each Nominated Individual shortly.

Please note that no legally binding relationship exists between **[APPLICANT BUSINESS NAME]** and the Commonwealth unless and until the Funding Deed is signed by both parties. Once signed, the Commonwealth will return a signed original of the Funding Deed 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.

Complaints

If you are dissatisfied with the way your application has been handled by the department I encourage you to contact us in order to raise and resolve your concerns by:

- **telephone:** by contacting the program helpdesk on (02) 6272 5079;
- **email:** IGACEP@daff.gov.au ; or
- **post 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

The department will resolve your concerns according to the enclosed application review process.

Commonwealth Ombudsman

If you are still not satisfied after the department has responded to your concerns, you can approach the Commonwealth Ombudsman. The Ombudsman will usually not investigate a complaint unless the matter has first been raised with the department and the department has been provided with a reasonable opportunity to respond.

The Ombudsman can be contacted on:
Phone - Toll free: 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: www.ombudsman.gov.au

Additional Information

Also enclosed is some information on services available from the Department of Human Services as part of the Tasmanian Forests Intergovernmental Agreement, which may offer assistance to your employees.

If you have any questions in relation to this letter, please contact the helpdesk on 02 6272 5079.

Yours sincerely

[OFFICER]
[POSITION]
Tasmanian Forests Intergovernmental Agreement
Contractors Voluntary Exit Grants Program Advisory Panel

[MONTH] 2012

Enclosure: 1) A copy of application review process