

Professional and Third-Party Grant Writers Agreement

Purpose of Agreement

If a club has elected to use the services of a Professional or a Third-Party Grant writer (writer), VicHealth needs to ensure the club has appropriately authorised the writer to apply on their behalf.

This is an important action, as the club will be responsible to manage the outcome of the grant in accordance to the Active Club Grant [Information sheet](#) and the [Terms and Conditions](#).

This agreement will permit a writer to apply on behalf of a club and satisfies the acknowledgement criteria for VicHealth.

Representatives from State Sporting Associations, Regional Sports Assemblies and Local Government are exempted and are not required to complete this form.

Please fully complete the Professional and Third-Party Grant Writers Agreement at the point of application:

- i) If the Professional and Third-Party Grant Writers Agreement is not completed to the satisfaction of VicHealth the application maybe declined.
- ii) It is the responsibility of both parties to ensure the Professional and Third-Party Grant Writers Agreement is completed prior to submission.

The check list below will assist both the club and the writer to:

- step through the application process
- agree on the information submitted in an application
- understand the grant terms and conditions; and
- understand other requirements that are important when completing the application.

Clubs are reminded that they are responsible for ensuring **all** information in a submitted application is correct and true.

The club has:

1. Read and agree to the Active Club Grant [Information sheet](#) and [Terms and Conditions](#).
2. Read and approved the content to be submitted
3. Confirmed the correct bank account details in the application
4. Confirmed the contact information in the application
5. Approved the items, suppliers and budget in the final costing
6. Approve the promotion and marketing approach, venue hire or deliverer fees (If applicable)
7. The supporting partners identified have confirmed their assistance (If applicable)

Club representative initial

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Acknowledgement:

By signing the agreement both parties agree and acknowledge:

- The Terms and Conditions and the Program Guidelines
- no funds provided by VicHealth through an Active Club Grant can pay for the service of a professional or a third-party grant writer
- the information provided in the club's application is true, complete and not misleading
- that responses that are unclear, not specific to your club or noticeably identical to other applications may detract from the application, or result in the application being withdrawn from assessment
- confirm the bank account details provided are correct and acknowledge that VicHealth is not liable if funding is not received due to provision of incorrect details
- the item/s the club is applying for are eligible as per the [guide to ineligible items](#) and are costed correctly (ex GST)
- that all communication by VicHealth will be to the club (including the outcome of the grant)
- if the application is submitted late VicHealth is under no obligation to accept the application
- the reporting and acquittal requirements of the grant
- the club is required to complete any Active Club Grant evaluation survey if requested at a future date.

Club Signature:

Third Party Signature

Name:

Name:

Position:

Position:

Organisation Name:

Organisation Name:

Contact Number:

Contact Number:

Dated:

Dated: