

Tamworth Regional Landcare Association Inc. Community Group Project Agreement

This Voluntary Project Management Agreement is between the participating community group (project beneficiary) and the Project Administrators; The Tamworth Region Landcare Assoc. Inc. (TRLA) ABN 34 953 231 123. The participating individual/s or community group need to be a member of TRLA in order to initiate this agreement.

This project has been funded by the [REDACTED]

The TRLA management committee determined allocation of project funds according to landholder's expressed willingness to participate in [REDACTED]

The project participants will work in accordance with the Terms and Conditions of the Management Agreement.

LANDHOLDER'S DETAILS

Community Group: - -			
Contact Name:			
Property/Location:			
Address:			Postcode:
Phone:	Mob:	Fax :	
Email Address :		Email Address 2:	
Management Area Ha:	Lot & DP:		
Do you have public liability insurance? Y/N		If not are you willing to obtain the relevant insurance? Y/N	

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GRANT ADMINISTRATOR'S DETAILS

The Tamworth Regional Landcare Association Inc.,
P.O. Box 7118,
NEMSC N.S.W. 2348 www.trla.org.au

TRLA coordinator

Role title

Ph.

Email:



Terms and Conditions of Agreement

The landholder agrees to the following terms and conditions.

- To carry out **description of project**
- To conduct & monitor the program according to the detailed in the terms and conditions in the application.
Details of reporting requirements are to be agreed upon, as part of assessment and/or approval process, prior to project commencement. Depending on the length and complexity of your project either annual and/ or end of project reports will be required. Annual reports are required prior to October 31st each year to align with TRLA auditing timelines. Progress reports should contain information as to the completion of activities to date. Upon completion of project, you will be required to submit a Final Report. The Final Report should contain evidence of project completion i.e. Expenditure, and other documentary evidence. **10% of funding will be withheld by Tamworth Regional Landcare Association to cover administrative costs. A final report must be submitted before the end of the project as agreed upon by the grant funding agreement.**
The annual/final report will require as a minimum:
 - Three photos of the event with permissions to publish

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- A copy of any promotional material associated with the project for example flyers, media releases or newspaper adverts.
- Name, type and purpose of the event.
- Main industry type addressed, topics covered, event duration, delivery partners involved in the event.
- The number of people attending the activities or events, the number of those which were indigenous or new, the number of community groups involved and indigenous on-country visits.
- The number of written materials and brochures supplied, recipients supplied and visual displays at the event
- 3-4 sentences on feedback from those who attended the event
- 3-4 sentences in response to objectives achieved for the project
- To indemnify Tamworth Regional Landcare Assoc. Inc. and the NWLLS against any liability arising out of the implementation of the project
- **To take before and after photos, where possible and to allow these photos to be used in promotional activities for TRLA**
- To sight workers comp policy and maintain a copy for any contractors used.
- Provide a copy of any reports provided to funding organization as stipulated by funding agreement with grant provider.

** All funds held by Tamworth Regional Landcare Association, following a period of 5 years nil activity will moved to the Tamworth Schools and bursary program for reinvestment into the community. TRLA will undergo best efforts to contact members to ensure that they aware when monies are approaching this 5 year period.*

The Tamworth Regional Landcare Association Inc. agrees to the following terms and conditions.

- To provide financial administrative support throughout the grant period with payment and invoicing as required. Copies of all invoices must be provided for the processing of any payments.
- To provide training and access to technical advice to the landholder.
- To provide access to support from TRLA coordinators.

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DECLARATION.

Community Group

Representative Name.....

Address.....

Signed.....Date.....

The Tamworth Regional Landcare Association Inc.

NAME (coordinator).....

Address...PO Box 7118 NEMSC 2348.....

Signed.....Date.....