**WA Bike Month 2021**

**Grant Agreement**

Congratulations, the Department of Transport has approved a grant for your WA Bike Month Event. WestCycle on behalf of the Department of Transport is administering the Bike Month Grants.

As part of WA Bike Month, your Event will encourage more West Australians to ride a bike for transport, fun and a healthier lifestyle.

Please complete and return this Grant Agreement to WestCycle by **4pm on Friday 24th September 2021** via [info@westcycle.org.au](mailto:info@westcycle.org.au) Scanned copies are acceptable.

**This Grant Agreement is between WestCycle Incorporated (as Agent for the Department of Transport) and the Grant Recipient below:**

## Grant Details

|  |  |
| --- | --- |
| **Grant Type** | Minor |
| **Grant Amount** | $250.00 Inc GST |
| **Grant Reference Number** | MIN020 |

## Grant Recipient

|  |  |
| --- | --- |
| **Name of Organisation/Group** | Honeywood Primary School |
| **Contact Person** |  |
| **Position Title** |  |
| **Postal Address** |  |
| **Phone** |  |
| **Email** |  |

## Event Details (“Event”)

|  |  |
| --- | --- |
| **Event Name** | Ride to School Day and Dress Up your Bike |
| **Event Location(s)** |  |
| **Event Date(s)** |  |
| **Brief Event Description** |  |

## Terms and Conditions

By accepting this grant offer, you understand and agree to the following Terms and Conditions:

**1. Grant Payment**

Under the *Financial Management Act*, the Department of Transport requires evidence that the funds provided were expended in accordance with this Grant Agreement.

To allow the timely payment of grants after your WA Bike Month Event, a tax invoice for the total funds spent up to the full grant amount (inclusive of GST) must be emailed to [info@westcycle.org.au](mailto:info@westcycle.org.au), with the completed Grant Acquittal form, within 14 days of the Event (or the final Event, in the case of multiple events).

Invoices must be made out to:

**Department of Transport**

**c/o WestCycle**

**105 Cambridge Street,**

**West Leederville 6007**.

Invoices will be settled once all grant terms and conditions have been satisfied and WestCycle has received a completed Grant Acquittal Form.

**2. Grant Acquittal**

The Grant Acquittal Form will require you to submit information about your Event such as:

* An overview of your Event and its outcomes
* Financial information how the WA Bike Month Grant was used.
* Copies of photographs taken during the Event.
* Copies of promotional materials for your Event (e.g. posters, flyers, website posts)
* Details of media coverage.

Please refer to the Grant Guidelines on items and services that can be acquitted with this grant.

Any materials provided may be used by WestCycle or the Department of Transport for future promotion of WA Bike Month or cycling in Western Australia.

A completed Grant Acquittal Form must be submitted within **two weeks of the completion of your (final) WA Bike Month Event**.Event All **receipts must be retained for audit purposes**. It is a condition of this grant that the recipient is to provide receipts upon request.

**3. Sponsor Acknowledgements and Logos**

Department of Transport, WestCycle and WA Bike Month logos must only be used in accordance with the Logo Style Guide as provided in the Dropbox resource folder issued to you.

WestCycle or the Department of Transport may review promotional material and activities associated with the Event, including specific uses of logos.

**4. Promotion**

One of the key objectives of Bike Month is to promote bike riding. Accordingly, it is important that maximum exposure is achieved through your activities. Details of your promotional activities before, during and after the Events are required to be provided in the acquittal.  
  
It is recommended Event organisers who have received a Major or Local Event Grant register their Event by creating a Facebook Event page and inviting **@wabikemonth** to co-host this page. If you are unable to create a Facebook Event through your organisation's account, we can help to create one on your behalf. This will allow the WA Bike Month team to help promote your Event to a wider audience.

Where appropriate, WestCycle may also promote your Event through the WA Bike Month newsletter and social media platforms. Other promotional opportunities available to WestCycle will be utilised if appropriate for your Event, such as contacting local media.

**5. Risk Management**

Grant Recipients are required to complete a risk assessment in relation to your Event as part of the planning process.

In the event that an incident occurs during your Event, an incident report must be completed and provided to WestCycle with all other relevant documentation.

By signing this Grant Agreement you acknowledge that you undertake to complete a risk assessment prior to the Event and you have sufficient insurance coverage in place for your Event.

**6. Liability**

Neither WestCycle nor the Department of Transport takes responsibility for safety or insurance cover of the Event. WestCycle and the Department of Transport will not accept any liability for personal injury and/or damage to property during the Event.

## Authorisation

Signed by the Parties as an Agreement:

**GRANT RECIPIENT**

|  |  |
| --- | --- |
| **Signed for and on behalf of the Grant Recipient**  Your signature will constitute acknowledgement and acceptance of all Terms and Conditions above. | |
| **Name:** | **Signature:** |
| **Position:** | **Date:** |

**WESTCYCLE**

|  |  |
| --- | --- |
| **Signed for and on behalf of WestCycle** | |
| **Name:** | **Signature:** |
| **Position:** | **Date:** |