

# Grant Application Summary and Response Form

## Tenant Advice and Advocacy Service

### Structure of Grant Process

<b>Part A</b>	<b>Grant Application Summary</b> Part A contains general information about the Grant Process and how You can provide an Application.
<b>Part B</b>	<b>Grant Application Response Form</b> Part B sets out the format and information that You are required to provide in Your Application. You must complete the Part B Grant Application Response Form. You must submit with Your Application a signed declaration, in the form set out in Section 3 of Part B. If Your Application is submitted jointly with another party or parties then each party must provide a signed declaration in the form set out in Section 3 of Part B.
<b>Guidelines</b>	<b>Guidelines for Grant Process</b> The Guidelines for Grant Process sets out the Public Authority's Requirements for the Tenant Advice and Advocacy Service in detail.

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## 1. PART A - GRANT SUMMARY

### GRANT DETAILS

Public Authority Name:	Attorney General's Department, Consumer and Business Services
Grant Title:	Tenant Advice and Advocacy Service
Grant Reference Number:	PAR17461
Grant objectives/expected outcomes ('Public Authority's Requirements'):	<p>Recent rental reforms require Consumer and Business Services (CBS) to engage a Supplier to develop and implement a new Tenant Advice and Advocacy Service that will support tenants (as defined in the <i>Residential Tenancies Act 1995</i> (SA)) and residents of residential parks, by:</p> <ul style="list-style-type: none"> <li>• Educating and informing tenants and residents;</li> <li>• Advising and supporting tenants and residents to resolve tenancy issues;</li> <li>• Assisting tenants and residents with completing tenancy forms or drafting tenancy related letters;</li> <li>• Supporting tenants at tribunal hearings; and</li> <li>• Policy development and advocacy.</li> </ul> <p>The service will also provide a financial counselling service for tenants and residents with low financial literacy.</p> <p>The Tenant Advice and Advocacy Service is required to be operational by 1 July 2024, and is intended to run for a four-year period.</p>
Available Grant Funding Amount	<p>The successful applicant will be provided with a one-off grant of \$350,000 (GST Inclusive) per year for 4 years to use in the development and implementation of a Tenant Advice and Advocacy Service.</p> <p>This equates to \$1,400,000 over the 4-year period.</p> <p>The successful applicant may wish to combine funding from the Government of South Australia with funding from other sources to establish the Tenant Advice and Advocacy Service.</p>
Date Grant will be advertised:	Monday 25 March 2024
Last Queries Date and Time (SA Time):	5pm (SA time) Friday 12 April 2024
Grant Application Closing Date and Time (SA Time):	5pm (SA time) Friday 19 April 2024
Indicative term of contract (including extension options):	Four (4) years
Indicative date of contract commencement:	Monday 1 July 2024
Indicative date for notifying Supplier(s) of outcome:	Friday 31 May 2024

Method of lodgement:	<a href="mailto:Larissa.Chapman2@sa.gov.au">Larissa.Chapman2@sa.gov.au</a>
Application Validity Period:	120 days
Additional Requirements	<ol style="list-style-type: none"> <li>1. The supplier of the Tenant Advice and Advocacy Service must be exempt from holding an Australian financial services licence in accordance with the Australian Securities and Investments Commission Corporations (Financial Counselling Agencies) Instrument 2017/792.</li> <li>2. The supplier of the Tenant Advice and Advocacy Service must comply with the Standards for Agencies Employing Financial Counsellors developed by Financial Counselling Australia Limited.</li> <li>3. The supplier of the Tenant Advice and Advocacy Service must comply with confidentiality requirements, including the South Australian Government Information Privacy Principles available from the <a href="#">Department of Premier and Cabinet</a> and the <a href="#">Privacy Act 1988</a> of the Commonwealth.</li> <li>4. The successful applicant must implement policies and processes to ensure the security and confidentiality of data, documents and premises used in the delivery of the Tenant Advice and Advocacy Service.</li> <li>5. The successful applicant must keep true and accurate records and accounts containing all information relating to the supply of the Tenant Advice and Advocacy Service as required to be kept by law or good management practice.</li> </ol>

## EVALUATION CRITERIA

Applications will be evaluated on their merits according to the following criteria.

<b>Mandatory Service Requirements</b> <b>Please note:</b> Mandatory criteria are pass/fail and if not met may result in an Application not being considered further.	No	Service	Description
	1	Provide a financial counselling service to tenants/residents	Provide a minimum of 1 FTE qualified and accredited Financial Counsellor/s to specifically assist tenants and residents who are in dispute with their landlord or who have low financial literacy
	2	Provide an advocacy and representation service to tenants/residents	Provide a minimum of 1 FTE Advocate/s to represent tenants and residents with disputes and who are unable to advocate on their own behalf
	3	Provide presence at the South Australian Civil and Administrative Tribunal (SACAT)	Advocate/s to maintain a minimum presence of 1 FTE onsite at SACAT
	4	Provide a conciliation, negotiation and mediation service	Provide conciliation, negotiation and mediation of disputes and issues between tenants and landlords and between residents and residential park owners, with a

		to tenants and residents	view to resolving disputes positively and averting the need for Tribunal action
	5	Provide an advice service to tenants / residents	Maintain and provide an advice service on the rights and responsibilities of tenants and residents and on the processes of SACAT, via an in-person office presence and telephone and online service, with the required minimum operating hours of Monday to Friday 9am to 5pm
	6	Provide an information and advice service to tenants / residents on their rights and responsibilities	Provide appropriately qualified, accredited and trained staff and/or volunteers to respond to queries (within 1 business day) from tenants and residents and assist with completing forms or drafting tenancy related letters
	7	Provide education sessions on tenants' / residents' rights and responsibilities	Provide regular in person and online information sessions for tenants and residents on their rights and responsibilities
	8	Collaborate with relevant stakeholders, SACAT, CBS and other relevant legal entities	Communicate positively and liaise with relevant stakeholder groups, SACAT and CBS on behalf of tenants and residents to assist them in securing their rights and in relation to disputes or rental issues
	9	Collect data and contribute to policy formation	Maintain data records to inform strategic and operational policy formulation at both the agency and sector level and support the provision of advice to the Minister and CBS on emerging issues in relation to matters effecting tenants and residents in S.A.
	10	Produce Quarterly and Annual Reports	The Quarterly and Annual Reports must address the Key Performance Indicators listed below in the Performance Requirements. The Quarterly Report must also include a financial acquittal and a declaration signed by the Chief Executive Officer or delegate. The Annual Report must also include the level of any unexpended funding for that reporting period and relevant financial statements in accordance with Australian accounting standards
	11	Maintain insurance policies	Effect and maintain all necessary insurance policies and provide

			proof that the policies have been affected and maintained
	12	Comply with Standards for Agencies Employing Financial Counsellors	Compliance with Standards for Agencies Employing Financial Counsellors developed by Financial Counselling Australia Limited
	13	Maintain a database of Client Satisfaction Surveys	Tenants and residents are provided with an opportunity to provide feedback on the service provided by way of completing Client Satisfaction Surveys, with the results compiled and produced in the Annual Report
	14	Ensure staff / volunteers have up to date criminal history and police checks and are subject to policies regarding acceptable workplace behaviour	All staff and volunteers have undergone the necessary criminal history and police checks. All persons involved in the delivery of services at sites where children, persons with a disability, the aged or other vulnerable people may be present must have agreed to a screening assessment by the Department of Human Services Screening Unit. Policies covering zero tolerance to violence against women in the workplace and the broader community, and acceptable workplace behaviours, must be implemented and adhered to
<b>Assessment Criteria</b>	<p>The assessment panel will consider the merit of applications with reference to the following factors, which must be addressed and substantiated by applicants:</p> <ul style="list-style-type: none"> <li>• The capacity and capability of the applicant to deliver the mandatory services and any evidence-based additional services committed to in the Application. This includes consideration of the applicant's financial position and prior experience of the applicant.</li> <li>• Value for money, including proposals to combine funding from other sources.</li> <li>• The outcomes and level of service for tenants and residents.</li> <li>• Flow on benefits to the broader South Australian economy or region, including any job creation outcomes.</li> <li>• The extent to which the Application demonstrates support for: <ul style="list-style-type: none"> <li>○ tenants or residents living in regional areas;</li> <li>○ First Nations tenants or residents;</li> <li>○ tenants or residents living with a disability; and</li> <li>○ culturally and linguistically diverse tenants or residents.</li> </ul> </li> </ul>		

## CONTACT PERSON

Name:	Larissa Chapman
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Position:	Senior Governance Officer, Consumer and Business Services
Email Address:	<a href="mailto:Larissa.Chapman2@sa.gov.au">Larissa.Chapman2@sa.gov.au</a> <a href="mailto:CBSReforms@sa.gov.au">mailto:CBSReforms@sa.gov.au</a>

## COMPLAINTS OFFICER

Name:	Zohreh Alikorki
Position:	Senior Performance Officer
Address:	Performance and Business Services, Attorney-General's Department
Email Address:	<a href="mailto:Zohreh.Alikorki@sa.gov.au">Zohreh.Alikorki@sa.gov.au</a>

## CONDITIONS OF GRANT

Conditions of Grant	<ol style="list-style-type: none"> <li>The Public Authority may at any time seek further information from You regarding Your Application, (but need not make the same request of all Suppliers). This may include but is not limited to: <ul style="list-style-type: none"> <li>requests for additional information</li> <li>presentations by, or interviews with You or Your key personnel</li> <li>other responses or additional information as required.</li> </ul> </li> <li>No legal relationship will exist between You and the Public Authority unless Your Application is accepted and a legally binding contract is executed by both parties.</li> <li>You participate in this grant process at Your own risk.</li> <li>You are responsible for the cost of preparing and submitting Your Application and all other costs arising from this grant process.</li> <li>Unless otherwise advised by the Contact Person, You may only communicate with the Contact Person about this Application.</li> <li>The Public Authority is not obliged to accept the lowest priced quote or any quote.</li> <li>You must identify any aspect of Your Application that You consider should be kept confidential including reasons. The Public Authority is not obliged to treat information as confidential and in the absence of any agreement to do so, You acknowledge that the Public Authority has the right to publicly disclose the information.</li> <li>You must complete and sign the Supplier Declaration in section 3 of Part B of this Application.</li> <li>You must declare any actual or potential conflict of interest which may impact adversely on the Public Authority's interest in achieving best value for money in relation to this Application.</li> <li>You must comply with all laws in force in South Australia applicable to this Grant Process.</li> <li>You must not employ or otherwise engage any person who has either a present or past duty to the Public Authority in relation to this grant Application as an adviser, consultant or employee.</li> <li>The Public Authority may in its absolute discretion: <ul style="list-style-type: none"> <li>take into account any relevant consideration when evaluating applications including considerations that are not set out in or are inconsistent with the matters set out the Assessment Criteria above</li> </ul> </li> </ol>
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	<ul style="list-style-type: none"> <li>• invite any person or entity to submit an Application</li> <li>• allow a supplier to change its Application</li> <li>• consider, decline to consider, or accept (at the Public Authority's sole discretion) an Application lodged other than in accordance with these conditions</li> <li>• suspend in part or whole, vary or abandon this grant process at any time</li> <li>• make enquiries of any person or entity to obtain information about You (including but not limited to the Referees).</li> </ul>
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## GOVERNMENT POLICIES

Employment of Ex-Government Employees	Unless an exemption has been granted by the Treasurer, the Public Authority will not accept the services of any former public sector employee, either directly or through a third party, for a period that corresponds with the number of weeks of a targeted voluntary separation package received from the South Australian Government, where such engagement may breach the conditions under which the separation package was paid to the former public sector employee.
Disclosure of Government Contracts	If a contract is entered into, the Public Authority may disclose that contract and/or information in relation to it in either printed or electronic form and either generally to the public or to a particular person as a result of a specific request.
Allocation of Risk - Liability	On 25 July 2016, the South Australian Cabinet approved a policy that for low to medium risk standard government contracts, a supplier's liability will be capped at a multiple of between 1 and 5 of the total contract value with the multiple to be based on a risk assessment conducted by the procuring government agency.  For high-risk government contracts, the government agency will conduct a risk assessment and in consultation with SAFA and the Crown Solicitor's Office, include appropriate clauses dealing with risk and liability based on that risk assessment.
	Liability cap for this procurement: one x the contract value
State Federal Cooperation on Trade Practice Matters	You must submit with Your Response a signed declaration, in the form set out in section 3. of Part B of this Application.  If Your Application is submitted jointly with another party or parties then each party must provide a signed declaration in the form set out in section 3 of Part B of this Application.



## 2. PART B – GRANT APPLICATION RESPONSE FORM

### SECTION 1 – GRANT APPLICATION GENERAL INFORMATION

#### Grant Applicant Identification

Trading Name	
Registered Name	
ACN	
ABN	
Address of registered office	
Place of business in South Australia (if relevant)	
Type of entity (e.g. company, trust, partnership, sole trader, other)	
Website (URL)	

#### Grant Applicant Supplementary Information

Identify if You are one or more of the following. You can attach any necessary evidence.

Not-for-Profit Organisation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Aboriginal Business Enterprise	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Aboriginal Community Controlled Organisation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Australian Disability Enterprise	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Social Enterprise	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Small-Medium Enterprise	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Women-Owned Business	<input type="checkbox"/> Yes	<input type="checkbox"/> No

#### Grant Applicant Location and Contact

Contact Person	
Position	
Address	
Postal address (if different to above)	
E-mail	
Telephone	

#### Insurance

Provide details of Your current insurance policies (e.g. public liability insurance, professional indemnity insurance).

Policy Type	
Policy Number	
Policy Issuer	
Policy Cover (\$ Value)	
Expiry Date	

Attach further details of additional insurance policies if required.

## SECTION 2 – GRANT APPLICATION RESPONSE TO CRITERIA

### Mandatory Service Requirements

Does Your Application comply with the following mandatory service requirements? Provide details or attach supporting documents as evidence of Your compliance with each of the mandatory service requirements listed below.

<b>Mandatory Service Requirement 1: Provide a financial counselling service to tenants/residents</b> Provide a minimum of 1 FTE qualified and accredited Financial Counsellor to specifically assist tenants and residents who are in dispute with their landlord/park owner, or who have low financial literacy	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments	
<b>Mandatory Service Requirement 2: Provide an advocacy and representation service to tenants/residents</b> Provide a minimum of 1 FTE Advocate to represent tenants/residents with disputes and who are unable to advocate on their own behalf	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments	
<b>Mandatory Service Requirement 3: Provide presence at SACAT</b> Advocate/s to maintain a minimum presence of 1 FTE onsite at SACAT	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments	
<b>Mandatory Service Requirement 4: Provide a conciliation, negotiation and mediation service to tenants and residents</b> Provide conciliation, negotiation and mediation of disputes and issues between tenants and landlords and between residents and residential park owners, with a view to resolving disputes positively and averting the need for Tribunal action	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments	
<b>Mandatory Service Requirement 5: Provide an advice service to tenants/residents</b> Maintain and provide an advice service on the rights and responsibilities of tenants and residents and on the processes of SACAT, via an in-person office presence and telephone and online service, with the required minimum operating hours of Monday to Friday 9am to 5pm	

<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments	
<b>Mandatory Service Requirement 6: Provide an information and advice service to tenants / residents on their rights and responsibilities</b> Provide appropriately qualified, accredited and trained staff and/or volunteers to respond to queries (within 1 business day) from tenants and residents and assist with completing forms or drafting tenancy related letters	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments	
<b>Mandatory Service Requirement 7: Provide education sessions on tenants' / residents' rights and responsibilities</b> Provide regular in person and online information sessions for tenants and residents on their rights and responsibilities	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments	
<b>Mandatory Service Requirement 8: Collaborate with relevant stakeholders, SACAT, CBS and other relevant legal entities</b> Communicate positively and liaise with relevant stakeholder groups, SACAT and CBS on behalf of tenants and residents to assist them in securing their rights and in relation to disputes or rental issues	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments	
<b>Mandatory Service Requirement 9: Collect data and contribute to policy formation</b> Maintain data records to inform strategic and operational policy formulation at both the agency and sector level and support the provision of advice to the Minister and CBS on emerging issues in relation to matters effecting tenants and residents in S.A.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments	
<b>Mandatory Service Requirement 10: Produce Quarterly and Annual Reports</b> The Quarterly and Annual Reports must address the Key Performance Indicators listed below in the Performance Requirements. The Quarterly Report must also include a financial acquittal and a declaration signed by the Chief Executive Officer or delegate. The Annual Report must also include the level of any unexpended funding for that reporting period and relevant financial statements in accordance with Australian accounting standards	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments	
<b>Mandatory Service Requirement 11: Maintain insurance policies</b> Effect and maintain all necessary insurance policies and provide proof that the policies have been affected and maintained	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments	

**Mandatory Service Requirement 12: Comply with Standards for Agencies Employing Financial Counsellors**

Compliance with Standards for Agencies Employing Financial Counsellors developed by Financial Counselling Australia Limited

☐ Yes☐ No

Comments

**Mandatory Service Requirement 13: Maintain a database of Client Satisfaction Surveys**

Tenants and residents are provided with an opportunity to provide feedback on the service provided by way of completing Client Satisfaction Surveys, with the results compiled and produced in the Annual Report

☐ Yes☐ No

Comments

**Mandatory Service Requirement 14: Ensure staff / volunteers have up to date criminal history and police checks and are subject to policies regarding acceptable workplace behaviour**

All staff and volunteers have undergone the necessary criminal history and police checks. All persons involved in the delivery of services at sites where children, persons with a disability, the aged or other vulnerable people may be present must have agreed to a screening assessment by the Department of Human Services Screening Unit. Policies covering zero tolerance to violence against women in the workplace and the broader community, and acceptable workplace behaviours, must be implemented and adhered to

☐ Yes☐ No

Comments

### Assessment Criteria

#### Assessment Criteria 1: Capacity and Capability

Provide details of Your capacity and capability to deliver the mandatory services and any evidence-based additional services committed to in the Application. This includes consideration of the applicant's financial position and prior experience of the applicant.

#### Assessment Criteria 2: Value for Money

Provide details of Your commitment to Value for money, including proposals to combine funding from other sources.

#### Assessment Criteria 3: Outcomes and Service Delivery

Provide details of Your proposal to deliver the required outcomes and service delivery for tenants and residents

#### Assessment Criteria 4: Flow on Benefits to South Australia

Provide details of how Your proposal will provide flow on benefits to the broader South Australian economy or region, including any job creation outcomes.

#### Assessment Criteria 5: Tailored Support for Tenants/Residents

Provide details of how Your proposal demonstrates support for: tenants or residents living, in regional areas, First Nations tenants or residents, tenants or residents living with a disability and culturally and linguistically diverse tenants or residents.

#### Additional Requirements

Refer to Part A Section 1 **Additional Requirements**.

You must provide a compliance statement against each clause number stating either 'comply' (**C**), 'does not comply' (**N**) 'will comply subject to conditions' (**P**) or 'alternative' (**A**).

You must provide information relating to the reason for partial compliance or non-compliance.

Additional Requirement No	Compliance Indicator	Explanation/comment
AR1: The supplier of the Tenant Advice and Advocacy Service must be exempt from holding an Australian financial services licence in accordance with the Australian Securities and Investments Commission Corporations (Financial Counselling Agencies) Instrument 2017/792.		
AR2: The supplier of the Tenant Advice and Advocacy Service must comply with the Standards for Agencies Employing Financial Counsellors developed by Financial Counselling Australia Limited.		
AR3: The supplier of the Tenant Advice and Advocacy Service must		

comply with confidentiality requirements, including the South Australian Government Information Privacy Principles available from the <a href="#">Department of Premier and Cabinet</a> and the <a href="#">Privacy Act 1988 (Cth)</a> .		
AR4: The successful applicant must implement policies and processes to ensure the security and confidentiality of data, documents and premises used in the delivery of the Tenant Advice and Advocacy Service.		
AR5: The successful applicant must keep true and accurate records and accounts containing all information relating to the supply of the Tenant Advice and Advocacy Service as required to be kept by law or good management practice.		

### Risk Management

Provide details of the risk management strategies and practices that You would implement in the delivery of the Public Authority's Requirement, including strategies to minimise disruption and ensure continuity in case of unforeseen circumstances (e.g. pandemic).

### Additional Services / Value

Applications may also refer to additional services that might be valuable to the State and should include supporting evidence to demonstrate the need for the additional services.

## References

References	
Please provide up to three references that may be contacted in relation to Your Application.	
Name	Contact Details

Please continue to the Declaration on Page 16, below.

## SECTION 3 – SUPPLIER DECLARATION

You must submit with Your Application a signed declaration, in the form set out below.

Remember to select 'agree' or 'disagree' at the end of each row. If You don't, You will be deemed to have agreed.

You must have the declaration signed by someone who is authorised to sign and able to verify each of the elements of the declaration e.g. Chief Executive or a Senior Manager.

If You are submitting a joint or consortium Application, each entity comprising the consortium or partnership must complete a separate declaration.

Topic	Declaration	Supplier's Declaration
<b>Grant Process, Terms and Conditions</b>	I/we have read and fully understand the Grant process, including the supply conditions detailed in Part A. I/we confirm that the Supplier/s agree to be bound by them.	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
<b>Collection of further information</b>	The Supplier/s authorises the Public Authority to: <ol style="list-style-type: none"> <li>collect any information about the Supplier, except commercially sensitive pricing information, from any relevant third party, including a referee, or previous or existing client</li> <li>use such information in the evaluation of this Application.</li> </ol> The Supplier/s agrees that all such information will be confidential to the Public Authority.	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
<b>Public Authority Requirements</b>	I/we have read and fully understand the nature and extent of the Public Authority's Mandatory Service Requirements as described above. I/we confirm that the Supplier/s has the necessary capacity and capability to fully meet or exceed the Mandatory Service Requirements and will be available to deliver throughout the relevant Contract period.	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
<b>Ethics and Unlawful Collusion</b>	In submitting this Application the Supplier/s warrants that: <ol style="list-style-type: none"> <li>it is independent and that there has not been any unlawful collusion or anti-competitive conduct with any other Supplier or party in connection with this Grant Process. This clause does not apply to any formal joint venture contractual arrangement entered into between the Supplier and any other person(s), the details of which have been provided to the Public Authority as part of the Application submitted by the Supplier.</li> <li>the total value of the services to be provided by sub-contractors, to the extent known at the time of making this declaration, is \$ <span style="background-color: #cccccc; padding: 0 20px;"> </span>.</li> <li>it has not directly or indirectly approached any employee or representative of the Public Authority (other than the Contact Officer) to lobby or solicit information in relation to the Grant process.</li> <li>it has not offered any incentive, or otherwise attempted to influence or provide any form of personal inducement, reward or benefit to any employee or representative of the Public Authority.</li> </ol>	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree



<b>Application Validity Period</b>	I/we confirm that this Application, including the price, remains open for acceptance for the Application Validity Period stated in Part A of this Grant Application.	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
<b>Electronic Files</b>	I/we confirm that I/we have checked any electronic files contained in the Application and that these are free from viruses.	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
<b>Conflict of Interest declaration</b>	The Supplier warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Application or entering into a Contract to deliver the Public Authority's Requirements. Where a Conflict of Interest arises during the Grant process the Supplier/s will report it immediately to the Public Authority's Contact Officer.	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree

**Details of Conflict of Interest:** *Suppliers must give details here of any possible Conflict of Interest that exists or may arise in relation to the making and/or acceptance of their Application. If You think You may have a Conflict of Interest briefly describe the conflict and how You propose to manage it or write "not applicable".*

## DECLARATION

I/we declare that in submitting the Application and this declaration:

- the Application is made under seal and is enforceable by the Public Authority
- the information provided is true, accurate and complete and not misleading in any material respect
- the Application does not contain Intellectual Property that will breach a third party's rights
- I/we have secured all appropriate authorisations to submit this Application, to make the statements and to provide the information in the Application and I/we am/are not aware of any impediments to enter into a formal Contract to deliver the Public Authority's Mandatory Service Requirements.

I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and Application may result in the Application being excluded from further consideration in the Grant process and may be grounds for termination of any Contract awarded as a result of the Grant process.

By signing this declaration, the signatory below represents, warrants and agrees that they have been authorised by the Supplier/s to make this declaration on its/their behalf.

Authorised Person Signature:	
Authorised Person Name:	
Title / Position:	
Name of organisation:	
Date:	
Signature of Witness:	
Witness Name:	
Date:	