Date

XXX
XXX
XXX

Dear XXX

Your Grant for the period XXX to XXX

Following your acceptance of the Letter of Offer, please find enclosed the Grant for your consideration and signature.

The Grant is for a (add years) term.

Could you please review the enclosed Grant and arrange to have it signed, provided it is satisfactory. In arranging to have the Grant signed, would you please ensure the following:

- It is signed in accordance with the rules of your organisation.
- Both copies are signed and returned in the enclosed self addressed envelope.
- If previously not supplied, please forward a blank bank deposit slip as evidence of the bank account to which the funds are to be direct credited.
- Please provide me with the appropriate invoice when returning the Grant so we can pay instalment one.

Further points to note:

- The Grant does not come into force until signed by both parties.
- A copy of the Grant will be returned to you once signed on behalf of the Crown.

If you do not wish to enter into the enclosed Grant please let me know as soon as possible.

Should you have any queries regarding any of the above, including any information about the Grant, please contact me to discuss.

Yours sincerely

XXX
Regional Advisor Funding
XXX
XXX

Sample GST Invoice as per IRD Guidelines

XYZ Service Provider
(Letter head with address and contact details)

GST Number : xx
Invoice Date : xx
Invoice Number : xxx

TAX INVOICE OR INVOICE

To : Contract Manager
Family and Community Services
Ministry of Social Development
[Insert address as in Agreement]

Provider No : xxxx Agreement No : xxxxx

Number of clients/ Units	Description of services & period covered.	Amount
Xxx	SAGES – Older people as mentors 1 July xxxx to 30 June xxxx	$0.00
Xxx	Budget services 1 July xxxx to 30 June xxxx	$0.00

Total (excluding GST) [Note -this figure appears in your contract] $0.00
GST $0.00
[Note - you will need to work out the GST figure based on your GST rate]

Total (Including GST) $0.00

MINISTRY OF SOCIAL DEVELOPMENT
Te Manatū Whakahiato Ora

Requirements of a Tax Invoice

- The invoice shows the Agreement number (Ministry requirement).
- The words ‘Tax Invoice’ appear in a prominent place.
- The document shows the provider name and GST number.
- The invoice is dated.
- The invoice gives the description and quantity (if relevant) of the goods/services supplied.
- The document has the Ministry’s name and address on it.
- The Net, GST and Gross amounts are itemised.
- If your organisation is not registered for GST – please prepare the invoice without the GST component. It is also not a Tax invoice so should be headed ‘Invoice’.

LETTER OF GRANT

The Ministry of Social Development ("Ministry") would like to grant XXX a total of **$XXX** excluding GST ("grant") for the period from XXX to XXX ("term") under the terms and conditions contained in this grant.

Purpose of this grant:

This grant has been made to XXX to support the following services ("services"):

Contracted-Service-Provider-Service-Descriptions

Payment of this grant:

The Ministry will pay the grant to XXX Inc as follows:

Date	Payment (excluding GST)	The Ministry will pay you: [change contract to grant in text below]
Scheduled-Payment-Dates	Scheduled-Payment-Amounts	Scheduled-Payment-Dates. Scheduled-Payment-Condition-Text-Strings
	$33,194.88	**Total funding payable under this Grant**

Reporting for this grant:

Reports are due on the following dates:

Report	Date Report Due	Period Covered by the Report
Provider-Return-Counts	Provider-Return-Due-Dates	Provider-Return-Period-Start-Dates to Provider-Return-Period-End-Dates

Other terms and conditions of this grant:

The Ministry will pay the grant to XXX under the following conditions:

1 XXX must continue to deliver the service for the term of this grant.

2 XXX must only use the grant for the services.

3 XXX shall inform the Ministry of any funding XXX receive from any other source for the services.

4 XXX agree to acknowledge the assistance of the Ministry in any publicity about the services.

5 XXX shall comply with all relevant provisions of the Privacy Act 1993 in relation to personal information collected during the services, project or activities agreed, especially provisions relating to collection, use and storage.

6 XXX agree to assist the Ministry to monitor and evaluate the progress of the services including allowing the Ministry to have reasonable access to all records and financial accounts relating to the services in order to undertake any evaluation.

7 XXX agree to provide reports to the Ministry of Social Development on the services on the reporting dates specified in this grant services using the template attached as Appendix One.

8 The Ministry shall make all payments, subject to parliamentary appropriation, to XXX within 15 working days of the Ministry receiving all required documentation, and satisfactory delivery of the services, and compliance with the terms and conditions of this grant.

9 In the event XXX are wound up or decide or agree to cease the services, XXX will return any unexpended grant money to the Ministry as soon as possible.

10 This grant is a one-off contribution to the services for the term. The Ministry cannot guarantee that there will be any money available to further fund the services after the term and XXX should not expect or rely on continuing funding.

11 XXX shall maintain its Approval under section 403 of the CYPF Act 1989 for the term of this grant. If XXX Approval is suspended this grant will be suspended without further notice. [remove if not appropriate].

12 This grant may be varied or superseded by a subsequent grant. Both parties shall negotiate in good faith when entering into a further agreement.

13 The Ministry reserves the right to terminate this grant if XXX do not comply with these terms and conditions.

<u>Ministry</u>

Signed by

I have a delegation under section 41 of the State Sector Act 1988 to sign for **the Ministry.**

Signed___________________________ Date__________________________

<u>Provider</u>

Signed by

Signed___________________________ Date__________________________

Signed___________________________ Date__________________________

I have authority to sign for XXX

Report table instructions. For one any agreements with less than 4 reporting periods within one year the end columns will need to be deleted as appropriate. Please reformat the table to fit on the whole page. If less than a 3 year agreement delete extra appendices

PROVIDER RETURN REPORT

Appendix One – Report

XXX

Report Form for Period 1 July 2009 to

Report Due Dates
Report1-Due-Dates

Signed by: ______________________________

Date: ______________________________

Name: ______________________________

Position: ______________________________

N.B. Clients are to be recorded at point of entry into the service post 1 July

Description of Service	Service Unit of Measure	Quantity of Service	1 July 2009 to 30 June 2010	to	to	to
Contracted-Service-Provider-Service-Descriptions-For-Report	Reporting-Measure-Descriptions-For-Report	Reporting-Measure-Contracted-Volumes-Period-1-For-Report				

Narrative section: [If the report is not required quarterly insert: “To be completed twice per year - due 10 October and 5 December”] [To be completed once per year – due 10 July]
Please provide (in brief) the following information:
1. An explanation of the variance (if any) between volumes contracted and volumes delivered.
2. The highlights/achievements over reporting period.
3. A description of the issues, trends, gaps and challenges for this service.
Please also provide information on how you know your service is making a difference for clients. If you do not currently collect information on this, please tell us how you plan to collect this information in the future. **Guidance: Below are Results Based Accountability (RBA) performance measures for assessing the effectiveness and efficiency of services. These can help you identify the type of information you would need to include to report on this.**
Service Quality and Efficiency
4. An explanation of how you assess the quality and efficiency of the service. *This can include things such as timeliness of service, service accessibility and reach, qualifications of staff delivering the service, staffing ratios, and/or the professional or organisational practice standards that staff work under.*
Service Effectiveness
5. The service/programme objectives *Information on what results you expect to achieve for clients through the delivery of the service/programme.*
6. The evidence that you have that indicates the success or otherwise of the service/programme meeting its objectives. *This can include information from client evaluations, provider assessments and service evaluations.*
7. A summary of what the evidence shows – i.e. whether anyone was better off as a result of the service/programme. *This could include an improvement in client skills/knowledge, attitude, behaviour and life circumstances.*

PROVIDER RETURN REPORT

Appendix Two [Delete Appendix Two and Three if less than 2 financial years funded]

XXX

Report Form for Period 1 July 2010 to

Report Due Dates
Report2-Due-Dates

Signed by: ______________________________

Date: ______________________________

Name: ______________________________

Position: ______________________________

N.B. Clients are to be recorded at point of entry into the service post 1 July

Description of Service	Service Unit of Measure	Quantity of Service	1 July 2010 to 30 June 2011	to	to	to
Contracted-Service-Provider-Service-Descriptions-For-Report	Reporting-Measure-Descriptions-For-Report	Reporting-Measure-Contracted-Volumes-Period-2-For-Report				

Narrative section: [If the report is not required quarterly insert: "To be completed twice per year - due 10 October and 5 December"] [To be completed once per year – due 10 July]

Please provide (in brief) the following information:

1. An explanation of the variance (if any) between volumes contracted and volumes delivered.

2. The highlights/achievements over reporting period.

3. A description of the issues, trends, gaps and challenges for this service.

Please also provide information on how you know your service is making a difference for clients. If you do not currently collect information on this, please tell us how you plan to collect this information in the future.

Guidance: Below are Results Based Accountability (RBA) performance measures for assessing the effectiveness and efficiency of services. These can help you identify the type of information you would need to include to report on this.

Service Quality and Efficiency

4. An explanation of how you assess the quality and efficiency of the service.

   This can include things such as timeliness of service, service accessibility and reach, qualifications of staff delivering the service, staffing ratios, and/or the professional or organisational practice standards that staff work under.

Service Effectiveness

5. The service/programme objectives

   Information on what results you expect to achieve for clients through the delivery of the service/programme.

6. The evidence that you have that indicates the success or otherwise of the service/programme meeting its objectives.

   This can include information from client evaluations, provider assessments and service evaluations.

7. A summary of what the evidence shows – i.e. whether anyone was better off as a result of the service/programme.

   This could include an improvement in client skills/knowledge, attitude, behaviour and life circumstances.

PROVIDER RETURN REPORT

Appendix Three [Delete Appendix Three if less than 3 financial years funded]

XXX

Report Form for Period 1 July 2011 to

Report Due Dates
Report3-Due-Dates

Signed by: ______________________

Date: ______________________

Name: ______________________

Position: ______________________

N.B. Clients are to be recorded at point of entry into the service post 1 July

Description of Service	Service Unit of Measure	Quantity of Service	1 July 2011 to 30 June 2012	to	to	to
Contracted-Service-Provider-Service-Descriptions-For-Report	Reporting-Measure-Descriptions-For-Report	Reporting-Measure-Contracted-Volumes-Period-2-For-Report				

Narrative section: [If the report is not required quarterly insert: “To be completed twice per year - due 10 October and 5 December”] [To be completed once per year – due 10 July]
Please provide (in brief) the following information:
1. An explanation of the variance (if any) between volumes contracted and volumes delivered.
2. The highlights/achievements over reporting period.
3. A description of the issues, trends, gaps and challenges for this service.
Please also provide information on how you know your service is making a difference for clients. If you do not currently collect information on this, please tell us how you plan to collect this information in the future. **Guidance: Below are Results Based Accountability (RBA) performance measures for assessing the effectiveness and efficiency of services. These can help you identify the type of information you would need to include to report on this.**
Service Quality and Efficiency
4. An explanation of how you assess the quality and efficiency of the service. *This can include things such as timeliness of service, service accessibility and reach, qualifications of staff delivering the service, staffing ratios, and/or the professional or organisational practice standards that staff work under.*
Service Effectiveness
5. The service/programme objectives *Information on what results you expect to achieve for clients through the delivery of the service/programme.*
6. The evidence that you have that indicates the success or otherwise of the service/programme meeting its objectives. *This can include information from client evaluations, provider assessments and service evaluations.*
7. A summary of what the evidence shows – i.e. whether anyone was better off as a result of the service/programme. *This could include an improvement in client skills/knowledge, attitude, behaviour and life circumstances.*