

## Sample Award Agreement

*The following commitments form part of the agreement between WAPPA and the award recipient. Please note that the commitments may vary between awards, this document is to be used as a guide only.*

### Recipient's Obligations

The recipient is requested to:

- Start the project on or before the start date and must use reasonable endeavours to complete the project on or near the completion date.
- Use all reasonable efforts to ensure that the project is conducted in accordance with their agreement and the application, including adherence to timelines and milestones.

#### Financial Management

The recipient is requested to:

- Use award monies solely as described in the application, and included in this agreement.
- Return to WAPPA any funds not used or committed for the specific purpose of the award within the specified period (as outlined in the specific award agreement) unless authorised in writing.
- All funds must be acquitted within the specified period (as outlined in the specific award agreement).
- The acquittal must include financial records (including receipts) relating to the activity.

#### Reporting and Communication

The recipient is requested to:

- Maintain records to show and account for the use of the award funds.
- Provide written acknowledgement on receipt of payments of award monies.
- Cooperate with any efforts of WAPPA to publicise the award.
- Endeavour to attend any relevant WAPPA events which include presentation or acknowledgement of the award.
- Acknowledge any support / sponsorship provided by a third party endorsed by WAPPA during presentations or in publications directly related to the project.
- Comply with reasonable requests from WAPPA for information about project activities and progress.
- Advise WAPPA of any changes which may impact the specific project or research (i.e. if the project is ceased or if the applicant's role changes).
- Grant permission for images if the award presentation to be used by WAPPA and the Sponsor (if relevant) for the purposes of promoting the award, the project and its outcomes, in all media - internal and public.

- The recipient must provide a progress report mid-way through the specified period (as outlined in the specific award agreement), and provide a full report at the end of the specified period. The report should cover the progress and outcomes of the initiative, including:
  - project objectives
  - progress against the methodology
  - outcomes
  - deliverables
  - funds expended against anticipated expenses (budget).

## WAPPA's Obligations

The Western Australian Primary Principals Association (WAPPA) will:

- Acknowledge the recipient in any material that promotes the project and its deliverables.
- Keep accurate data relating to the award and receipt of information, including reports from the recipient.
- Account for the monies according to Australian Accounting Standards.
- Communicate to any sponsor or third party supporter the awarded project and provide regular updates on the project.
- On receipt of this signed agreement, WAPPA will make arrangements for the recipient to receive that the award (monies and other).

SAMPLE ONLY