



## Quick start user guide – Commonwealth whole-of-government Variation Templates

- 1) This quick start user guide is designed to assist you to use the Variation Templates.
- 2) Questions relating to the user guide or the Variation Templates can be sent via email to [grants@finance.gov.au](mailto:grants@finance.gov.au).

### Variation Templates

- 3) There are two Variation Templates:
  - a) Letter of Variation (with or without a Schedule); and
  - b) Deed of Variation (with or without a Schedule).
- 4) For minor variations, the amendments can be set out in the body of the Letter. For more complex variations, the original Grant Schedule should be amended and the updated Schedule attached to the Letter.
- 5) Note that the amendments, whether set out in the body of the Letter or by attaching an updated Schedule, can be set out in final form or in mark-up.
- 6) For entities preferring to use the Deed format, there is also a Deed of Variation (either with or without a Schedule). The use of the Deed of Variation is the same as for the Letter of Variation.
- 7) To ensure consistency of drafting and use across the Commonwealth, the Variation Templates have been drafted so that only certain sections can be amended. Therefore, you should only add content in sections where the Template indicates you can. You should not re-order or delete any sections of the Template, except where indicated.

### How the Variation Templates work

- 8) Where a Variation to an existing Agreement is made, the Template must comprise two components:
  - a) the **Letter** of Variation or **Deed** of Variation; and
  - b) the **Proposed Amendments** (whether those amendments are contained in the body of the **Letter** or **Deed** or separately itemised in a Schedule to the **Letter** or **Deed**).
- 9) The **Letter** or **Deed** contains:
  - a) details of the Parties;
  - b) the Parties' contact details;
  - c) the existing Agreement between the Parties;
  - d) date of effect for the proposed amendments; and
  - e) the signatures page where the Commonwealth and the Grantee execute the Agreement.
- 10) Depending on the Template chosen, the **Proposed Amendments** will be itemised in either:
  - i) the body of the **Letter** or **Deed**; or
  - ii) contained in a Schedule attached to the Letter or Deed of Variation.
- 11) Once the Template has been completed and signed by both Parties, the Letter or Deed and the Proposed Amendments, form the Agreement between the Commonwealth and the Grantee.
- 12) See Attachment A for an example of a completed Variation.

# Example Letter of Variation



**Australian Government**  
**Department of Finance**

Department of Finance  
One Canberra Avenue  
FORREST ACT 2603

Sarah Surf  
123 Canberra Street  
CANBERRA ACT 2600

Dear Ms Surf

## **Letter of Variation**

You entered into an agreement with the Commonwealth on 1 December 2016 (the 'Agreement') in relation to a grant under the Helping Individuals Understand the Financial Framework Program (the 'Grant').

The Commonwealth proposes to vary the terms of the Agreement with effect from 1 January 2017. The Schedule to this letter shows the proposed amendments to the Agreement in mark-up.

We confirm that other than these amendments, all the other provisions of the Agreement remain in full force and effect.

To accept these amendments to the Agreement, please sign and return a scanned copy of this letter to the address below by 15 December 2016, otherwise this offer will lapse.

Please send or email a scanned copy of the signed letter to:

Betty Beach, Senior Policy Officer  
Financial Framework Grants Program  
Department of Finance  
[grants@finance.gov.au](mailto:grants@finance.gov.au) or One Canberra Avenue, Forrest, 2603

If you have any questions about this variation, please contact Betty Beach, 02 6215 1234, [betty.beach@finance.gov.au](mailto:betty.beach@finance.gov.au).

Yours sincerely

Samuel Sand  
Branch Manager  
Financial Framework Grants Program

December 2018

## Signatures

### Executed as a deed:

Sarah Surf (ABN 79 123 456 789) (the 'Grantee') agrees to vary the Agreement as outlined in the Letter of Variation and the attached Grant Activity Schedule.

### Grantee:

Full legal name of the Grantee:	
Signatory Name:	Sarah Surf (ABN 79 123 456 789)
Signature and date:	<i>Sarah Surf</i> XX/12/2018
Witness Name:	Frederick Fish
Signature and date:	<i>Frederick Fish</i> XX/12/2018

### Commonwealth:

Signed for and on behalf of the Commonwealth of Australia as represented by the Department of Finance	
Name: Position:	Betty Beach Senior Policy Officer
Signature and date:	<i>Betty Beach</i> XX/12/2018
Witness Name:	Charlie Crab
Signature and date:	<i>Charlie Crabb</i> XX/12/2018

## Schedule

The Grant Schedule for the Agreement is deleted and replaced with the updated Grant Schedule set out below:

### Grant Schedule

#### Grant

The amount of the Grant is **\$ 6,600** (six thousand six hundred dollars) total, including \$600 (six hundred dollars) GST. The payments of the Grant will be made as follows:

\$2,750	On acceptance of the Grant
\$1,100	On attendance of Part 2 to Understanding the Commonwealth's Financial Framework – Refining your Understanding
\$2,750	On completion of the Grant, including submission of the Certificate of Completion and the signed Financial Statement.

Subject to the Grantee's compliance with this Agreement, payments will be made into the following bank account:

Account Name: Sarah Surf  
Account Number: 12 123 123  
BSB Number: 012 345  
Bank Name: Bank of Canberra

#### Grant Activity

The purpose of the Grant is to promote Understanding of the Commonwealth's Financial Framework. The Grant is being provided as part of the Helping Individuals Understand the Financial Framework Course.

Attend a session of the Understanding the Commonwealth's Financial Framework.

Attend a session of Part 2 to Understanding the Commonwealth's Financial Framework – Refining your Understanding

#### Other conditions

Within **14** days of completing the above Grant Activity, the Grantee must provide the Department of Finance with:

- Copy of Certificate of Completion for attendance at the Helping Individuals Understand the Financial Framework course.
- Copy of Certificate of Completion for attendance at the Part 2 to Understanding the Commonwealth's Financial Framework – Refining your Understanding.
- Signed Financial Statement verifying that any money received from the Department of Finance has been spent in accordance with this Letter.
- Receipt/s demonstrating that any money received from the Department of Finance has been spent in accordance with this Letter; and
- Repayment of any grant amount that has not been spent in accordance with this Letter, or is additional to requirements, unless agreed otherwise in writing by the Department of Finance.