

Grant Writing Agreement and Authority to Submit

1. Parties

Consultant / Grant Writer

Name: Ethan Towns
ABN: 32 957 953 586
Email: ethantowns1234@gmail.com
Phone: 0409 477 504

Applicant Organisation

Organisation:		ABN:	
Incorp. no.:		ACN if applic.:	
Main contact:		Position:	
Email:		Phone:	

2. Scope of Services

Ethan Towns provides grant writing services for not-for-profit organisations, community organisations and schools.

Ethan Towns will write the grant application from scratch based on the project idea, information, documents and instructions provided by the Applicant Organisation.

Services may include:

- reviewing grant opportunities and eligibility requirements;
- developing the project idea into a grant-ready application;
- writing the grant application responses from scratch;
- preparing, editing and improving project wording;
- assisting with the project budget;
- identifying required supporting documents;
- helping prepare or format attachments;
- uploading information into the grant portal;
- submitting the grant application on behalf of the Applicant Organisation where permitted by the grant provider.

This agreement is for grant writing and submission support only. Ethan Towns is not acting as the applicant, auspice body, fundholder, project manager or grant recipient.

3. Applicant Organisation Responsibilities

The Applicant Organisation is responsible for providing all information and documents needed to complete the grant application.

This may include, but is not limited to:

- ABN, incorporation, charity or organisational details;
- bank account details if required by the grant provider;
- project details and evidence of need;
- quotes, invoices or cost estimates;
- letters of support;
- financial statements or budget information;
- insurance documents;
- landowner, council, Crown land or venue approvals;
- committee, board or management approval;
- policies, permits, licences or other supporting documents required by the grant provider.

The Applicant Organisation is responsible for ensuring that all information provided for the grant application is true, accurate, current and authorised.

The Applicant Organisation must notify Ethan Towns as soon as possible if any information provided is incorrect, incomplete, misleading or has changed.

4. Authority to Prepare and Submit

The Applicant Organisation authorises Ethan Towns to prepare grant applications on its behalf.

The Applicant Organisation also authorises Ethan Towns to submit grant applications on its behalf where the grant provider allows a consultant, contractor, collaborator or authorised representative to submit the application.

Where the grant provider requires the application to be submitted by an office bearer, employee, authorised officer or official representative of the Applicant Organisation, the Applicant Organisation must submit the final application itself. In that situation, Ethan Towns may still prepare the application, upload draft content, and provide submission support.

The Applicant Organisation remains responsible for all declarations, confirmations and legal statements made in the application.

5. Final Review Before Submission

Select one option:

☐ **Option A - Review before submission**

The Applicant Organisation wants to review the final grant application before it is submitted. Ethan Towns must provide the final draft to the Applicant Organisation before submission. The Applicant Organisation must confirm approval by email, text message or written confirmation before the grant is submitted.

☐ **Option B - Submit without final review**

The Applicant Organisation authorises Ethan Towns to submit the grant application without requiring final review by the Applicant Organisation, provided the application is based on the information, documents and instructions supplied by the Applicant Organisation.

By selecting either option, the Applicant Organisation confirms that Ethan Towns is authorised to prepare and submit the application where permitted by the grant provider.

6. Fees

The grant writing fee is fixed based on the amount of funding requested in the grant application.

Funding amount requested	Grant writing fee
Under \$5,000	\$200
\$5,000 to \$14,999	\$500
\$15,000 to \$24,999	\$1,000
\$25,000 to \$49,999	\$2,000
\$50,000 to \$149,999	\$5,000
\$150,000 to \$199,999	\$8,000
\$200,000 and over	\$10,000

Agreed grant writing fee:

7. Payment Terms

The grant writing fee is payable only if the grant application is successful and the grant provider allows grant writing, administration, consultancy, project development or project management costs to be paid from the grant funds.

The fee must be included in the grant budget where possible and identified using wording that matches the grant guidelines, such as grant writing, administration, project development, consultancy or project management support.

If the grant is successful and the grant provider approves this cost, the Applicant Organisation agrees to pay Ethan Towns within 14 days of receiving the grant funds.

If the grant provider does not allow grant funds to be used for this type of cost, the Applicant Organisation will not be required to pay the fee unless a separate written agreement is made.

No fee is payable if the grant application is unsuccessful.

8. No Guarantee of Success

Ethan Towns will use reasonable skill, care and experience to prepare the grant application. However, grant decisions are made by the grant provider.

Ethan Towns does not guarantee that the application will be successful.

9. Accuracy of Information

The Applicant Organisation confirms that all information, documents and evidence provided to Ethan Towns are true, accurate and authorised.

Ethan Towns is not responsible for false, misleading, incomplete or unauthorised information provided by the Applicant Organisation.

If the Applicant Organisation becomes aware that any information in the application is incorrect or has changed, it must notify Ethan Towns as soon as possible.

10. Confidentiality

Ethan Towns will keep the Applicant Organisation's information confidential and will not share grant documents, budgets, financial information, private correspondence or organisational information with another party unless:

- the Applicant Organisation gives permission;
- the information is needed to prepare or submit the grant application;
- the information is required by the grant provider;
- disclosure is required by law.

The Applicant Organisation agrees not to reuse, copy or share grant writing prepared by Ethan Towns for other applications without permission, unless otherwise agreed in writing.

11. Record Keeping

Ethan Towns may keep a copy of the grant application, budget and supporting documents for business records, future reference and evidence of services provided.

The Applicant Organisation may request copies of the final submitted application and key documents.

12. Acquittal and Reporting

This agreement does not include grant acquittal, reporting, project management or delivery services unless separately agreed in writing.

If the Applicant Organisation wants Ethan Towns to assist with reporting, acquittals, project management or additional grant work after the application is successful, this will require a separate agreement or written quote.

13. Declaration

The Applicant Organisation confirms that Ethan Towns has been engaged to assist with the preparation and submission of grant applications.

The Applicant Organisation remains the applicant and is responsible for confirming that all information, documents, budgets, declarations and attachments included in each application are true, accurate and authorised.

Ethan Towns is acting as a grant writing consultant only and is not the applicant, auspice body, fundholder or grant recipient.

14. Signatures

Signed for and on behalf of the Applicant Organisation

Name:		Position:	
Organisation:		Date:	

Signature:

Signed by the Consultant

Name:	Ethan Towns		
ABN:	32 957 953 586		
Signature:		Date:	