



FUNDING AGREEMENT

[Insert]

The Ministry of Education

[Insert]

FUNDING AGREEMENT

AGREEMENT dated

20[xx]

Parties

The Ministry of Education (the *Ministry*)

[Insert] at [location], [company/trust] registration number [insert] (the *Recipient*)

Overview

The Ministry is providing funding for the Project to the Recipient on the terms and conditions set in this Agreement.

Agreement

The Ministry will pay the Funding to the Recipient, and the Recipient accepts the Funding, on the terms and conditions set out in Schedule 1 (Agreement Details) and Schedule 2 (Terms and Conditions)

SIGNATURES

[Ensure that all red font is deleted and Schedule 2 (Terms and Conditions) is attached to this Agreement]

For Ministry of Education :
Signature:
Name:
Position:
Date:

For [Insert]
Signature:
Name:
Position:
Date:

Witnessed by:
Name:
Date:

Witnessed by:
Name:
Date:

SCHEDULE 1 – AGREEMENT DETAILS

DRAFTING NOTES:

This template is used where the ministry is investing in, or contributing to, something – usually to build capacity or to support a particular activity or organisation

This template is not to be used if the ministry purchasing something (i.e. procurement). As this is not a services agreement there should be no references to service agreement terminology such as 'Services', 'Service Levels', 'Deliverables', 'Performance Measures', 'KPIs', 'performance obligations', 'expenses' etc.

1. BACKGROUND

- 1.1 [Insert further background to provide context for the funding. Should only be up to 3 or 4 paragraphs]

2. PURPOSE

[Define the scope of the Project in this section i.e describe the parameters of what is being funded.]

- 2.1 The purpose of the Funding is to:

- (a) [insert];
- (b) [insert];
- (c) [insert];
- (d) etc

3. CONDITIONS

- 3.1 The Recipient must:

- (a) [insert];
- (b) [insert];
- (c) [E.g. provide the Reports specified in clause 5 by the due dates];
- (d) etc

4. REPORTS

The Recipient will provide to the Ministry the following reports at the following times:

No.	Report	Description	Date
1	[Name]	Insert what MoE expects to see in the report. The better the description, the better placed MoE will be to be able to reject an insufficient report	
2	[Name]		
etc			

5. MILESTONES

5.1 The Recipient must complete each Milestone:

No.	Milestone	Description	Milestone Date
1	A milestone can be a condition described above, and/or delivery of a report, and/or a combination of conditions and reports	[Describe all key tasks required to be achieved in order to meet this milestone]	
2			
Etc			

6. PAYMENTS

6.1 The Ministry will pay the Funding in instalments on the dates set out below:

No.	Milestone	Date	Milestone payment
1	Reference the name only of milestone above (i.e. don't repeat description). A milestone payment can include more than one milestone		
2			
3			
etc			

8. MEETING REQUIREMENTS

The parties' representatives will attend the following meetings at the following times:

Meeting	Purpose	Representative	Frequency/Date
[Name]	Insert framework/structure of these meetings]	[Name/party]	
[Name]	etc	[Name/party]	
etc			

9. PARTICULARS OF AGREEMENT

Funding	The total amount of Funding is [\$xx] including GST (if any).
Commencement Date	
End Date	
Recipient's Public Liability	\$xx
Recipient's Professional indemnity	\$xx
Details for notices to Recipient	To the Recipient: Address: Email:
Details for notices to the Ministry	To the Ministry: Address: PO Box 1666, 33 Bowen Street Wellington 6011 Email: CC:

SCHEDULE 2 – TERMS AND CONDITIONS