



File No: 16/GA/548

30 September 2016

Mr Paul Martin
Chief Executive Officer
Shire of York
PO Box 22
YORK WA 6302

Dear Mr Martin

**LETTER OF OFFER – FUNDING – CREATIVE REGIONS REGIONAL VENUES
IMPROVEMENT FUND – ROUND TWO: VENUE FUNCTIONAL UPGRADE**

Congratulations on your successful application to Round Two of the Department of Culture and the Arts (DCA) Creative Regions Regional Venues Improvement Fund. Funding of \$103,170 (GST exclusive) has been approved for your project.

This offer of funding is conditional on you accepting the attached terms and conditions of the agreement. Please note that this letter and the attached terms and conditions, together with your written acceptance, will form the Contract.

To receive the funding, you will need to accept the terms and conditions by signing the attached document and returning it to us within **seven (7) days** of receiving it. If you do not return the signed document to us within this timeframe, our offer of funding may be withdrawn.

We will pay your funding in one instalment by electronic funds transfer into your designated bank account. You will need to complete and return the attached payment details form and tax invoice for payment to be made. Funds will not be paid into a credit or credit card account.

During the project you will be required to submit Progress reports, a Completion Report and an Acquittal Report. The reporting templates will be emailed to you separately after your acceptance of the terms and conditions.

If you have any questions, please contact the Senior Project Officer Creative Regions by calling (08) 6552 7545. For regional callers, please call toll-free 1800 199 090.

Please note: If your key contact, email or postal address changes, you must let us know immediately as the key contact and email and/or postal addresses you have nominated in your application for funding are the only addresses that apply to this funding contract.

Yours sincerely

Duncan Ord OAM
Director General