



# NSW Community Options Project REGISTER

Morton Street, Port Macquarie NSW 2444

PO Box 126, Port Macquarie NSW 2444

DISABLED MATTERS

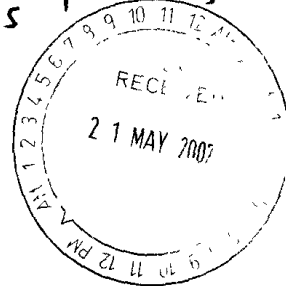
AGED SERVICES

14 May 2007

Gary Corbett  
Tweed Shire Community Options  
PO Box 816  
MURWILLUMBAH NSW 2484

GOUT GRANTS - COMMUNITY OPTIONS  
COMMUNITY OPTIONS

TWEED SHIRE COUNCIL  
FILE N. HACC  
Doc No  
RCD 22 MAY 2007  
ASSIGNED TO CORBETT, G  
HARD COPY  IMAGE



Dear Gary

## Non-recurrent funds for Episodic Case Management and Brokerage Services NSW Department of Ageing, Disability and Home Care grant NSW05/05DSW

The NSW Department of Ageing, Disability and Home Care (DADHC) has provided non-recurrent funding for episodic case management and brokerage services to the NSW Community Options Projects Inc to administer and distribute.

This letter contains information on the following:

1. Grant Details
2. What Tweed Shire Community Options needs to do to accept the non-recurrent funding
3. What NSW COPS INC will do once you have accepted the non-recurrent funding

### GRANT DETAILS

It is important to note at the outset that funds provided under this grant can only be used to provide non-recurrent episodic case management and brokerage services

Service Name: Tweed Shire Community Options		
Funding Stream	Amount	GST
Case Management	\$17 727.27	\$1 772.73
Brokerage Services:	\$17 727.27	\$1 772.73
<b>Total Amount of non-recurrent funding: \$39 000.00</b>		

Ph: 02 6583 2052  
Fax: 02 6583 2897  
Mobile: 0411 284 739  
Email: [nswcops@ozemail.com.au](mailto:nswcops@ozemail.com.au)

## **WHAT YOU NEED TO DO**

Before Tweed Shire Community Options can accept the offer of non-recurrent funding for episodic case management and brokerage services you must:

- Read the Funding Agreement and all Schedules** to ensure that you understand the terms and conditions of funding
- Review and Correct the information on Schedule 1** to ensure that all information therein is correct. If there are any mistakes on Schedule 1 please make any corrections necessary by striking out the incorrect information and writing the correct information directly underneath
- Read Schedule 2** to ensure that you understand your obligations in regard to the financial reporting requirements in Schedule 2
- Read Schedule 3** to ensure that you understand your obligations in regard to the policies, guidelines and reporting requirements in Schedule 3
- Read Schedule 4** to ensure that you understand the definitions of terms in the Funding Agreement and in the Schedules
- Read Schedule 5** to ensure that you understand your reporting obligations to NSW COPS INC
- Read Schedule 6** which is a recipient created tax invoice that NSW COPS INC has created in accordance with clause 13 of the Funding Agreement
- Consider obtaining further independent advice**, including legal advice, about the Funding Agreement and Schedules
- Read** the enclosed "Acceptance of Funding Agreement and Schedules Letter" addressed to NSW COPS INC

IF Tweed Shire Community Options wishes to accept the terms and conditions of the Funding Agreement and Schedules you must.

- Sign the Funding Agreement** by applying the common seal of your auspice, Tweed Shire Council, where indicated and duly witness the application of the common seal in accordance with Tweed Shire Council's rules and regulations
- Initial and confirm that information on Schedule 1 is correct** by placing your initials in each box
- Sign Schedule 6** on behalf of your auspice, Tweed Shire Council
- Tick applicable boxes and sign** the "Acceptance of Funding Agreement and Schedules Letter"
  
- Return the following documents** in the enclosed return addressed pre-paid express envelope:
  - One copy of the "Acceptance of Funding Agreement and Schedules Letter"
  - Two signed and sealed copies of the Funding Agreement and Schedules 1, 2, 3, 4, 5, & 6
  
- You must return ALL these documents by 8 June 2007**

## **WHAT NSW COPS INC WILL DO ONCE YOU HAVE ACCEPTED THE NON-RECURRENT FUNDING**

Once you have returned the signed "Acceptance of Funding Agreement and Schedules Letter" and two signed Funding Agreements and all Schedules, NSW COPS INC will:

- **Check** that you have correctly completed the Funding Agreement and Schedules
- **Countersign and date** the Funding Agreements and Schedules
- **Pay** the non-recurrent funding into the bank account nominated in Schedule 1 of the Funding Agreement
- **Return** one of the original copies of the Funding Agreement and Schedules to you, along with confirmation that the non-recurrent funding has been paid into the account nominated in Schedule 1 of the Funding Agreement
- **Support** you to continue to move towards good practice within the framework of the current case management guidelines

While these non-recurrent funds must be paid to you before the end of this financial year, we note that they do not need to be expended until the end of the 2007 / 2008 financial year.

Finally, we note again that under this non-recurrent funding agreement, case management and brokerage service funds cannot be used to purchase on-going HACC services.

Yours faithfully



Vivian  
NSW COPS Inc

### **Disclaimer**

NSW COPS Inc has carefully prepared the Funding Agreement and Schedules so that it is as accurate as possible, however we do not take responsibility for ensuring its accuracy. You are required to check that all details contained in the Funding Agreement and Schedules are correct. This letter is not to be considered as legal advice. NSW COPS Inc cannot accept responsibility for the way in which this document is used or interpreted. You should consider seeking further independent advice, including legal advice, about the information contained in this document, the Funding Agreement and the terms upon which funding will be provided.

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