



FUNDING AGREEMENT - PARKLET PROGRAM

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This is a Funding agreement between Moreland City Council (90 Bell Street, Coburg) and:

Business owner Name(s)	
Registered Business Name	
Moreland Business Address	
Contact Number	

The grant amount is valued at \$3000.00 (plus GST if applicable). To successfully apply for the grant, the applicant must complete and install a Council approved Long Term Parklet application, as well as sign this funding agreement form prior to June 30 2021.

By signing this agreement you commit to:

- The attached Long Term Parklet Permit Agreement (FORM 3)
- Indemnify Council, its employees and agents, from and against all actions, claims, losses, damages, penalties, demands or costs relating to the Grant;
- Acknowledge and accept Council may recognise your Project and the receipt of Council funding in related Council publications.

The Recipient acknowledges that Council:

- Is under no obligation to provide additional or recurrent funding beyond that specifically provided for in this agreement;
- May require the Recipient to repay all or some of the Grant if the Recipient has not met its obligations stated in this Funding Agreement;

Payment details

Payment terms:

The payment of the grant amount is subject to:

- Receipt of your banking details via a completed vendor form;
- Receipt and maintenance (for duration of Parklet installation) of a certificate of currency for your \$5m Public Liability Insurance cover

Payment:

- The Grant will be paid through one installment;
- The Grant amount is exclusive of GST. Payment of GST will only be made if the business is registered for GST;
- Payment will be made by electronic funds transfer (EFT) into your nominated bank account.
- Payment of your funding should be received within 10 working days of you correctly submitting all required information and this signed agreement.



Actions Checklist

Topic	Information Required	Tick when completed
Provide business bank account details (for Grant funds transfer)	Complete all details requested in the Vendor Form	
Is this business registered for GST?	Yes <input type="checkbox"/> or No <input type="checkbox"/>	
Evidence of \$5m public liability insurance	Provide an electronic copy of your certificate of currency of \$5m Public Liability Insurance	
Instructions to complete 'Funding Agreement'	Return: <ol style="list-style-type: none">1. Completed, signed and dated funding agreement (all pages must be submitted);2. Completed Vendor Form; and3. Completed Long Term Parklet Agreement4. Certificate of currency of \$5m Public Liability Insurance to : parklets@moreland.vic.gov.au	



Applicant Business Authorised Person Declaration:

I declare that I am the person authorised to accept funding on behalf of the applicant business and I understand that making any false statements can lead to Moreland City Council requesting return of Grant funds and pursuing other penalties available under law.

I can confirm funds have been spent in accordance with the approved project/activity and any funding conditions as specified above.

Name of person authorised to accept funding:

Position of person authorised to accept funding:

Authorised person Signature

Date Signed ____/____/____

Office Use Only

Moreland City Council Authorised Person Declaration

I declare that I am a person authorised to sign this Funding Agreement on and behalf of Moreland City Council.

Name of person signing on behalf of Moreland City Council:

Position of person signing on behalf of Moreland City Council:

Authorised person Signature

Date Signed ____/____/____



FORM 3 - LONG TERM PARKLET PERMIT AGREEMENT

Parklet permits issued by Moreland City Council (MCC) are subject to specific maintenance and support conditions that are the responsibility of the parklet host and/or partnering businesses.

The following conditions ensure that parklets remain clean, safe and in a state of good repair for all members of the public to enjoy. MCC reserves the right to remove the parklet if the host fails to comply with the following agreement.

Parklets are public space

- As the Host, we agree to keep our parklet free and open to all members of the public, regardless of whether they patronise my business/organisation.

Routine Maintenance & Support

As the Host, we agree to carry out all routine parklet maintenance duties on an as-needed basis.

Routine maintenance includes:

- Sweeping the parklet surface
- Watering and maintaining the parklet's vegetation.
- Cleaning the parklet platform, seating and other parklet elements as required.
- Removing debris, grime or graffiti from the parklet.
- Removing any debris that is impeding drainage flow along the kerb and gutter beneath the parklet surface.
- Remove any slip / trip hazards from the parklet.
- Complete and submit the Host Maintenance Checklist to Moreland Parklet officers once a month.

Parklet Removal & Change of Ownership

- As the Host, we understand that if we dissolve or the business is sold, we will need to either notify MCC that we will remove the parklet or notify MCC that there will be a change of ownership.
- As the Host, we understand that MCC or another service authority may require me to temporarily remove the parklet under certain circumstances. In the event of this occurring, we understand that we are responsible for the costs associated with the parklet removal and storage.
- As the Host, we understand that MCC might require the permanent removal of my parklet if the parklet presents a major public safety hazard or if we the Host fail to comply with the conditions specified in this permit agreement.
- If the parklet is removed permanently, my business/organisation understands that it is our responsibility to restore the street area to its original condition.



Annual Responsibility

As the Host, we understand that a parklet permit needs to be renewed on an annual basis. Therefore, we agree to:

- Pay the renewal fee of \$530.45 for the first parking space, plus \$371.30 for each additional parking space.
- Replace or repair any broken or worn parklet components.
- Submit to MCC an updated certificate of public liability insurance that has a reference to the inclusion of the parklet, minimum coverage of \$10 million and current expiry dates.

Date Signed ____/____/____

Applicant Signature

Host Name(s)	
Business / Organisation	
Parklet Address	
Contact Number	



VENDOR CREATION REQUEST FORM

Please ensure all areas below are completed and a copy of your Company letterhead is also attached as proof of identification.

Vendor / Business Name	
Company Type	
ABN	
Registered for GST	Yes / No
Postal Address	
Suburb	
Postcode & State	
Contact Name(s)	
Mobile Number	
Email	
Cheque or EFT	Note: Justification required for Cheque
Remittance Advice email	
BSB Number	
Account Number	