

## TERMS OF ENGAGEMENT

By agreeing to engage The GrantEd Group to deliver services or products you agree to the following terms and conditions:

- Invoices to be paid no later than 28 days after the end of the invoice month.
- On Track coaching programs will be invoiced upon commencement.
- Grant review services will be invoiced upon completion of the first review.
- Workshops and seminars will be invoiced upon completion (unless otherwise agreed).
- A purchase order must be supplied prior to services being delivered if your organisation requires one for payments to be approved.
- We are able to accept credit card payments, however this will incur a 1.9% administration fee.
- Pricing for pre-paid services will be maintained for 12 months after payment has been made. After 12 months, services may be subject price increases.
- Cancellations or changes to bookings must be received no later than 48 hours prior to the booking (each booking starts at 9am), otherwise your organisation will be charged the full fee.
- B1 and B2 services that do not proceed after the first review will still be charged at the full rate. The service remaining on the original dates booked can be used for review of another application from your organisation, if desired.
- Files must be received by 6pm AEST the day prior to booking, otherwise turnaround times cannot be guaranteed.
- Linkage Project support runs for the period of time leading into the next submission round and no further (unless prior arrangements have been made).
- Workshop and seminar materials and recordings and any other written or videoed materials, such as GrantEd Guides remain the intellectual property of The GrantEd Group and may not be copied or shared without the express written permission of The GrantEd Group.
- Airfares, accommodation and other travel costs are additional for workshops outside metropolitan Melbourne. We are happy to arrange these and recharge at cost or for you to organise internally.