

TERMS OF ENGAGEMENT

Quotes are valid for 30 days from date of issue.

By approving this quote 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
- Sprint programs will be invoiced no less than one week prior to the start of the program
- Grant review services will be invoiced upon completion of the first review
- Workshops and seminars will be invoiced upon completion (unless otherwise agreed)
- Online workshops and seminars will be hosted on the GrantEd Zoom account
- 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 1.75% 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.
- The GrantEd office is closed each year for two weeks over the last week in December and first week in January, so no service delivery will be available over this time
- 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)
- Airfares, accommodation and other travel costs are additional for workshops outside metropolitan Melbourne. We will arrange these and recharge at cost.
- Sprint research grant development program: The fee provides access to Sprint for a maximum of 12 months, unless a Sprint Limber Up (fully on demand) licence has been purchased. Licences for Sprint Limber Up are valid for 24 months from date of purchase. Each licence for Sprint Limber Up is for the use of one person only
- The fee for each person must be paid in full prior to the commencement of the program
- A Sprinter must notify GrantEd in writing no later than the end of week 4 of their intention to leave the program to receive a pro-rata credit for a future Sprinter to join the program, subject to GrantEd approval. If a Sprinter leaves the program after week 4, no refunds will be issued.
- All The GrantEd Group's content, materials and recordings and any other written or videoed materials remain the intellectual property of The GrantEd Group and may not be copied or shared without the express written permission of The GrantEd Group, excluding material created by a Sprinter in relation to their own learning and grant applications.