Autism Specific Early Learning and Care Centres (ASELCC) Capital Works Grant Program

DESIGNATED USE – ANNUAL CERTIFICATION REPORT

*Please complete template and return to* *DSSCapital@dss.gov.au* *by 31 October each year*

|  |  |
| --- | --- |
| **Name of Grantee (Organisation name)** |  |
| **Address of Organisation** |  |
| **Activity ID** |  |
| **Activity Name** |  |
| **Reporting Period (FY):** | **20\_\_ – 20\_\_** |

# Definitions

The **Designated Use** is defined in your Funding Agreement Schedule (Sub-Item B7 or Item 4)

**Designated Use Period** commenced on the date of Practical Completion of the Works and expires on the date that is 20 years after that date (as specified in the Agreement Schedule)

**Reporting Period** is the previous financial year for each year of the Designated Use Period

Please refer to Part A – Definitions - of the Funding Agreement for more definitions

*Failure to comply with the Designated Use can result in the department seeking corrective action.*

# Annual Certification Questions

1. **Has the site been used for the Designated Use during the reporting period?**(as per your Capital Works Grant Agreement)

|  |  |
| --- | --- |
| [ ]  **Yes** |  |
| [ ]  **No** | Please explain why |

1. **Did the site have relevant safeguards against loss and damages over the reporting period?**(as per your Capital Works Grant Agreement)

|  |  |
| --- | --- |
| [ ]  **Yes** |  |
| [ ]  **No** | Please explain why |

# Declaration

**I confirm that:**

* I am a person authorised by the Participant to execute documents and legally bind the participant by their execution.
* all information in this annual report is true and is not misleading by reason of any material misstatements or omissions.

**I acknowledge:**

* that under section 137.1 of the schedule to the *Criminal Code Act 1995* it is an offence to provide false or misleading information to the Commonwealth.
* that during the Designated Use Period, compliance with all relevant laws including the terms and conditions of the Commonwealth Standard Grant Agreement, has been maintained.

|  |  |
| --- | --- |
| **Signature:** |  |
| **Name:** |  | **Date:** |  |
| **Position:** |  |

Must be signed by a CEO or other person who is suitably authorised within the Grantee’s organisation to execute documents and legally bind the Grantee by their execution