

Wheelchair Accessible Taxi Operational Support Grant Program – Round 1 2025

transport.nsw.gov.au

Applicant's Guide to Completing the Funding Agreement

2025

This guide walks you through how to complete the required sections (highlighted in yellow) of your Funding Agreement with Transport for NSW (TfNSW). The guide below shows you first the instruction and example, followed by a screen image of the associated section of the Funding Agreement.

You only need to complete **ONE** Funding Agreement if you are applying for multiple WAT vehicles under the same ABN. **You do not need to submit a separate agreement for each application** — just attach the same Funding Agreement to each one, provided all vehicles are registered under the same ABN.

This document is a protected word form, and you will only be able to edit the sections highlight in yellow. Ensure you have saved a version to your desktop in word once you open the form and then click into the yellow highlighted sections where you can input your responses.

Instruction - Front Page Grantee Name

Item 1 – Grantee details

Grantee name	Your legal entity name (as listed in ASIC or on your ABN).	E.g. Sydney Wheelchair Transport Pty Ltd
ABN	Your Australian Business Number (ABN). You can find or confirm this via abr.business.gov.au.	E.g. 12 345 678 901

Image - Front Page Grantee Name



Grant for Wheelchair Accessible Taxi Operational Costs Support

Funding Deed

between

Transport for NSW
ABN 18 804 239 602

and

[insert Grantee name]
ABN [insert ABN]



Instruction - Key Details Section, Page 3

Field	What to Enter	Example
Item 1 – Grantee details		
Grantee name	Your legal entity name (as listed in ASIC or on your ABN).	E.g. <i>Sydney Wheelchair Transport Pty Ltd</i>
ABN	Your Australian Business Number (ABN). You can find or confirm this via abr.business.gov.au .	E.g. <i>12 345 678 901</i>
Address	Your organisation's postal address or principal place of business.	E.g. <i>123 Accessible Rd, Sydney NSW 2000</i>

Image - Key Details Section, Page 3

Key Details

Item 1	Grantee details	
	Grantee name:	[insert]
	ABN:	[insert]
	Address:	[insert]

Enter full name

Address as listed with your ABN

Instruction – Items 2 and 3

Item 2 – Project

In this section, please insert how many WAT vehicles your own and will be applying for. Make sure you have read and understand the project purpose and program guidelines.

Item 2 Clause 1.1	Project
	TfNSW will provide the Funding to the Grantee to offset a portion of the financial costs of operating an accessible wheelchairs transport service using Approved WAT Vehicles.
	The Grantee must ensure they understand and comply with the Program Guidelines. Number of Approved WAT Vehicles: [insert]

Item 3 – Funding Description

This is pre-filled with Milestone 1 and amount. No input is required. Just ensure you understand this milestone and that payment is conditional on completing requirements listed in Schedule 1.

Funding		
Item 3	Funding Description	Funding amount
(clause 1.1)	Milestone 1	\$2,500.00 for each Approved WAT Vehicle
	Milestone 2	N/A

Instruction Item 4 – Reports

No entry needed. Be aware that reports may be requested at any time, and you will be required to submit them by the due date set in TfNSW's request.

Item 4 (clause 9)	Reports	
	Reports required	Report due
	TfNSW may request a report from the Grantee in relation to the Project, the Funding or this Deed from time to time	The date noted in <u>TfNSW's</u> written request (acting reasonably)

Item 5 – TfNSW Representative

No entry required. This identifies your TfNSW contact.

Item 5 (clause 1.1))	<u>TfNSW's</u> Representative Julie Thompson, Director Social & Economic Policy, Safety, Policy, Environment & Regulation, Transport for NSW WATgrants@transport.nsw.gov.au
-------------------------	--

Instruction – Item 6 – Grantee Representative - Page 4

Field	What to Enter	Example
Name and Role	Enter the name of the person authorised to act on your behalf for this grant. If no one is acting on your behalf, enter your own name.	Jane Smith, Owner
Email	A working email address for this person.	jane@wheelchairtaxi.com.au

Image – Item 6 Grantee Representative

Item 6 (clause 1.1))	Grantee Representative [insert name and role] [insert email]
-------------------------	---

Instruction – Item 7 – Notices – Grantee

Field	What to Enter	Example
Notice Delivery Address	Your organisation's postal or physical address (can be the same as in Item 1).	123 Accessible Rd, Sydney NSW 2000
Email Address	A monitored business email address for receiving formal communication.	admin@wheelchairtaxi.com.au

Image – Item 7 – Notices – Grantee

Item 7 (clause 0)	Notices TfNSW: GPO Box K659, Haymarket NSW 1240 WATgrants@transport.nsw.gov.au Grantee: [insert notice delivery address] [insert email address]
-----------------------------	--

Execution Section – Pages 20 to 21

This section has multiple areas for signing the agreement depending on your individual circumstances. These circumstances include:

1. Corporation – with two directors **or** a director and a Secretary;
2. Corporation – Sole Director;
3. Corporation – Sole director who is also the Secretary;
4. Sole trader; and
5. Partnership.

You are only required to **sign the one section** that applies to you and **leave all the remaining sections blank**. **Page 19 is to be left blank** as this section is for TfNSW to sign.

You need to select and sign the one section that applies to you on pages 20 to 21, as shown below:

Field	What to Enter
S 127 OF CORPORATIONS ACT – DIRECTOR AND SECRETARY	
Signatures	Two company officers must sign (typically two Directors, or one Director and one Secretary) in accordance with section 127 of the Corporations Act.
Print Names and Roles	Clearly print the names and positions (e.g. <i>Director</i>).
Date	Date of signing.

See picture below:

[S 127 OF CORPORATIONS ACT – DIRECTOR AND SECRETARY]

Executed on behalf of the **Grantee** in accordance with section 127 of the Corporations Act 2001(Cth):

Signature of Director

Signature of Director/Secretary

Print Name of Director

Print Name of Director/Secretary

Date of signature:

Field	What to Enter
S 127 OF CORPORATIONS ACT – SOLE DIRECTOR	
Signatures	One company officer being the authorised sole Director must sign in accordance with section 127 of the Corporations Act, where no company Secretary exists.
Print Names and Roles	Clearly print the names and positions (e.g. <i>Director</i>).
Date	Date of signing.

See picture below:

[S 127 OF CORPORATIONS ACT – SOLE DIRECTOR]

Executed by the **Grantee** in accordance with section 127 of the Corporations Act 2001 (Cth):

Signature of sole director

Full name of sole director who states that the **Grantee** does not have a company secretary and they are a sole director of the **Grantee**

Date of Signature

Field	What to Enter
[S 127 OF CORPORATIONS ACT – SOLE DIRECTOR AND COMPANY SECRETARY]	
Signatures	One company officer being the authorised sole Director must sign in accordance with section 127 of the Corporations Act, who is also the company Secretary.
Print Names and Roles	Clearly print the names and positions (e.g. <i>Director / Secretary</i>).
Date	Date of signing.

See picture below:

[S 127 OF CORPORATIONS ACT – SOLE DIRECTOR AND COMPANY SECRETARY]

Executed by the **Grantee** in accordance with section 127 of the Corporations Act 2001 (Cth):

Signature of sole director who is also sole company secretary

Full name of sole director and sole company secretary who states that they are a sole director and sole company secretary of the **Grantee**

Date of Signature

Field	What to Enter
[SOLE TRADER]	
Signatures	The agreement is executed by the Grantee who is the registered sole trader as recorded by the ABN. A witness is also required.
Print Names and Roles	Clearly print the names.
Date	Date of signing.
Witness tick boxes	Tick the appropriate box depending on whether the document was signed in person or over video link.

See picture below:

[SOLE TRADER]

Executed by the **Grantee** in the presence of:

Signature of Witness

Signature of Grantee

Print Name of Witness

Print Name of Grantee

Date of signature:

☐ If ticked, the witness confirms that they witnessed the signatory sign this document over audio visual link in accordance with section 14G of the Electronic Transactions Act 2000, and the witness affixed their electronic signature to a counterpart of this document.

☐ If ticked, the witness confirms that they witnessed the signatory sign this document in the physical presence of the witness, and the witness affixed their signature to either the same or a counterpart copy of this document.

Field	What to Enter
[PARTNERSHIP]	
Signatures	The agreement is executed by the Grantee who is a registered partner as recorded by the ABN and has authority to execute agreements on behalf of the partnership. A witness is also required.
Print Names and Roles	Clearly print the names.
Date	Date of signing.
Witness tick boxes	Tick the appropriate box depending on whether the document was signed in person or over video link.

See picture below:

[PARTNERSHIP]

Executed by the **Grantee**, being a partnership, in the presence of:

Signature of Witness

Signature of partner

Print Name of Witness

Print Name of partner

Date of signature:

☐ If ticked, the witness confirms that they witnessed the signatory sign this document over audio visual link in accordance with section 14G of the Electronic Transactions Act 2000, and the witness affixed their electronic signature to a counterpart of this document.

☐ If ticked, the witness confirms that they witnessed the signatory sign this document in the physical presence of the witness, and the witness affixed their signature to either the same or a counterpart copy of this document.

Schedule 1 – Milestones - Page 20 (last page)

This section is already pre-filled. You only need to ensure you:

- Submit the signed Funding Agreement
- Complete and submit your application via the SmartyGrants system
- Meet all eligibility criteria

Image Schedule 1 – Milestones



Schedule 1 – Milestones

MILESTONE	% OF FUNDING TO BE PAID	MILESTONE DESCRIPTION	MILESTONE REQUIREMENTS
MILESTONE 1	100%	Executed Deed	The following documentation must be provided to TfNSW: <ul style="list-style-type: none">- Validly executed Funding Deed- A completed application form via the SmartyGrants SmartyGrants system, submitted within the system specified dates and times, meeting the eligibility criteria as assessed by TfNSW.
MILESTONE 2	N/A	N/A	- N/A

Final Tips:

- ✓ Make sure your business name and ABN match those registered on the ABN.
- ✓ Double-check email addresses for typos.
- ✓ Signatures must follow proper authority (as per your organisation's constitution or company structure).
- ✓ Submit all documents together: Funding Agreement + Application (via SmartyGrants).
- ✓ Keep a copy for your records.