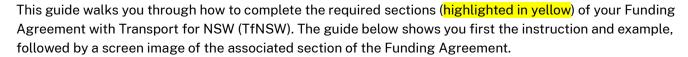
Wheelchair Accessible Taxi Operational Support Grant Program – Round 1 2025

transport.nsw.gov.au

Applicant's Guide to Completing the Funding Agreement

2025



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	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

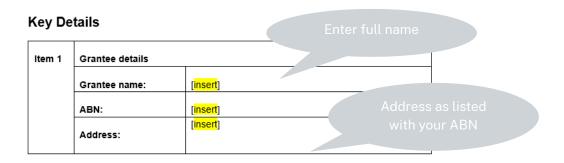
[insert Grantee name]



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. 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	
Address	Your organisation's postal address or principal place of business.	E.g. 123 Accessible Rd, Sydney NSW 2000	

Image - Key Details Section, Page 3



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.

	Project
Item 2 Clause	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.
1.1	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
(clause1.1)	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	Reports	
(clause 9)	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 TfNSW's written request (acting reasonably)

Item 5 - TfNSW Representative

No entry required. This identifies your TfNSW contact.

Item 5	TfNSW's Representative
(clause 1.1))	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@wheelchairtaxis.com.au

Image – Item 6 Grantee Representative



Instruction - Item 7 - Notices - Grantee

Field	What to Enter	Example
	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@wheelchairtaxis.com.au

Image - Item 7 - Notices - Grantee

Item 7	Notices
(clause 0)	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 COR	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:

Executed on be	ehalf of the Grantee in accordance with the Corporations Act 2001(Cth):	SECRETARY	
Signature of Director		Signature of Director/Secretary	
Print Name o	f Director	Print Name of Director/Secretary	
Date of signa	ture:		
Field	What to Enter		
S 127 OF COR	RPORATIONS ACT – SOLE DIRECTOR		
Signatures		norised sole Director must sign in accordance s 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.		
Executed by	CORPORATIONS ACT – SOLE DIRECTOR y the Grantee in accordance with section 127 of tions Act 2001 (Cth):	1	
		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		
[<mark>S 127 OF CO</mark>	RPORATIONS ACT – SOLE DIRECTOR	AND COMPANY SECRETARY]	
Signatures		norised sole Director must sign in accordance s Act, who is also the company Secretary.	
Print Names	Clearly print the names and positions (e.g. Director / Secretary).		

OFFICIAL

Date of signing.

and Roles

Date

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:					
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.					
\square 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.					

6 OFFICIAL

Field	What to Enter
[PARTNERSHIP	j
	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:

ΓΡΑ	ВΤ	NIE	DC		D
IFA	Λ	IVE	πэ	11	

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 signator accordance with section 14G of the Electronic Transactions Act 20 signature to a counterpart of this document.	, ,
☐ If ticked, the witness confirms that they witnessed the signator presence of the witness, and the witness affixed their signature to 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



Funding Agreement

Schedule 1 - Milestones

MILESTONE	% OF FUNDING TO BE PAID	MILESTONE DERSCRIPTION	MILESTONE REQUIREMENTS
MILESTONE 1	100%		The following documentation must be provided to TfNSW: - Validly executed Funding Deed - A completed application form via the SmartvGreats, 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.