

**EXPERT ASSISTANCE GRANT SCHEME  
NOTES ON DOCUMENTATION TO SUPPORT APPLICATIONS**

EAGS grant applications require supporting Terms of Reference agreed by the applicant and the nominated consultant, and a recent quote from the nominated consultant.

General Comment

Where Terms of Reference are prepared by the consultant, they may incorporate the quote: submission by the applicant with the application is then taken to indicate the agreement of both parties. Where Terms of Reference have been prepared by either the applicant or a third party, the consultant and applicant should both sign; and a separate quote is required.

Terms of Reference

The Terms of Reference form the contractual basis for approval of grants under the EAGS. Approval will be made only on the basis of Terms of Reference which are sufficiently detailed to ascertain that the proposed project is one which meets the Scheme's objectives. Costs relating to work not covered by the Terms of Reference but carried out as a part of the project, may be excluded from the calculation of the grant.

The Terms of Reference should provide a full description of the proposed project (e.g. scope, objectives, methodology), and the proposed timetable for the project;

For longer projects, there may be advantages if the Terms of Reference also:

- set out the project in stages. If this is not done there may be difficulty establishing a basis for part payment of the grant if the work is for any reason not completed;
- require the consultant to produce interim reports by set dates. This will allow progress to be monitored.

The Board may withhold approval where the Terms of Reference:

- are not specific to the company making the application;
- refer to previous discussion, correspondence, etc, between the parties which is not detailed.

Quotes

Where individual consultant's fees are in excess of \$10,000 (grant of \$5,000 or more sought) the applicant must either:

- attach evidence to this form that competitive quotes have been sought; *or*
- explain why competitive quotes have not been sought.

Requirements for all applications are that the quote:

- is specific to the Terms of Reference;
- itemizes disbursements (simply "plus expenses" is insufficient);
- is clear as to whether the total amount quoted is GST inclusive or exclusive.

Applicants should consider the advantages of obtaining:

- a breakdown of the costs for each stage of the project;
- a detailed basis to the quote e.g. proposed consulting time and hourly or daily rate(s). This may be particularly relevant where the project involves different consultants charging different rates.