



Agreement: Partnership Payments for Redefining Mentoring Project

Between:

AGOSCI Inc. and Two Way Street Inc.

("the Organisations")

And:

Recipient Name: _____

Organisation (if applicable): _____

ABN (if applicable): _____

Email: _____

Phone: _____

Project Title: _____

Project Completion: 31st March 2026

Start Date (funds received): _____

Agreed Final Submission Date: _____

1. Purpose

This Partnership Payment supports the creation of **community-driven resources** that align with the *Redefining Mentoring* project, particularly focusing on **mentoring in unique communication scenarios**.

The final product will contribute to a **national Mentoring Toolkit** and may be shared via AGOSCI and Two Way Street's platforms. This initiative is supported by the Australian Government's ILC (Information Linkages and Capacity Building) initiative.

2. Partnership Payment Details

- **Total Amount Approved:** \$_____ AUD (GST-inclusive if applicable)
- **Payment Structure:**
 - 50% (\$_____) upon signing of this agreement
 - 50% (\$_____) upon submission of final product
 - Other arrangements as agreed by Recipient and AGOSCI

- **Payment Method:**

- ☐ EFT with valid ABN
- ☐ Other (specify): _____

- **Tax Invoice Required:** ☐ Yes ☐ No

3. Use of Funds

Funds may be used for:

- ✓ Artist/creator/consultant fees
- ✓ Materials or tools for production
- ✓ Accessibility adaptations (e.g. Easy Read, captions)
- ✓ Travel (directly related to the project)

Funds **must not** be used for:

- ✗ General business expenses
- ✗ Personal expenses
- ✗ Political/religious promotion
- ✗ Previously funded items

All funds must be accounted for. Unused or misused funds may need to be returned.

4. Project Requirements and Deliverables

You agree to:

- ☐ Complete the project and submit deliverables by 31st March 2026
- ☐ Provide the following:
 - Final product/resource in an **accessible format** (e.g. PDF, video, Easy Read)
 - A brief **summary of project outcomes** (1–2 paragraphs)
 - A short **reflection on lessons learned or insights gained**
 - Any additional formats requested (e.g. captions, alt text, translations)

The project team can support making materials accessible where possible.

5. Intellectual Property and Acknowledgement

- You will be credited as the creator of your work.
- By participating, you agree to allow AGOSCI and Two Way Street to:
 - ☐ Promote and share the work across their platforms
 - ☐ Include the work in the national Mentoring Toolkit
 - ☐ Modify content if required for accessibility, branding, or integration
- You agree to include the following acknowledgement on your work (if applicable):

“This project was supported by a Redefining Mentoring Partnership payment from AGOSCI and Two Way Street. The Redefining Mentoring Project received funding from the Australian Government Department of Health, Disability and Ageing.

6. Consent and Supported Decision-Making

AGOSCI and Two Way Street are committed to **inclusive, informed consent**.

You confirm that:

- ☐ You understand the project and your role in it
 - ☐ You consent to your work being shared and potentially modified
 - ☐ You used your preferred method of communication to give consent
 - ☐ You know you can withdraw your consent at any time
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6a. If You Are Applying on Behalf of Another Person

If you are applying on behalf of a person with a communication disability, please complete this section.

Name of the person you are supporting (if applicable):



Describe how informed consent was gained:

(Include the communication support used to help the person understand and make their own decision. This may include visual aids, AAC, Easy Read documents, supported conversation, etc.)

Was the person supported to express consent in their own way?

- ☐ Yes
☐ No

Consent was expressed through:

- ☐ Spoken words
☐ AAC
☐ Sign language
☐ Symbols or visuals
☐ Written response
☐ With a trusted supporter's help
☐ Other: _____

You confirm that supported decision-making (not substitute decision-making) was followed.

7. Reporting and Evaluation

You agree to:

- ☐ Submit the deliverables listed above
☐ Participate in a short feedback conversation
☐ Allow non-intrusive evaluation of project impact

8. Changes or Cancellations

If you need to make significant changes or cannot complete the project, you must notify AGOSCI and Two Way Street at **mentoring@twowaystreet.com.au** as soon as possible. Unspent funds may need to be returned or reallocated.

9. Accessibility and Support

AGOSCI and Two Way Street will support:

- Accessible communication
 - Supported decision-making
 - Alternate submission formats (e.g. video or audio)
 - Additional time for understanding and response, if needed
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10. Agreement and Signature

By signing below, I confirm that:

- ☐ I have read and understood all terms
- ☐ I agree to the responsibilities, deliverables, and use of funds
- ☐ I give informed consent to participate and share my work

Applicant / Recipient Signature:

Signed: _____

Name: _____

Date: _____

On Behalf of AGOSCI / Two Way Street:

Signed: _____

Name: _____

Role: _____

Date: _____

Please return this signed agreement to:

 mentoring@twowaystreet.com.au

Or complete the online form [HERE](#)