

Sample motion to apply for a Ratings and Assessment grant

The Strata Committee needs to formally resolve to apply for a grant and make relevant commitments as required in the grant agreement. If the next scheduled committee meeting is too far out, consider a 'paper' meeting of the Strata Committee¹.

The box below contains a sample motion that could be used:

That **The Owners – Strata Plan No. [INSERT NUMBER]** apply for a City of Sydney Ratings and Assessment grant under the following conditions:

- The amount sought through the grant is \$ {XXXX}
- **[INSERT NAME]** is authorised to complete the grant application and will be the primary contact point with the City of Sydney
- If application is successful, we duly authorise the strata managing agent to affix the common seal to the grant agreement **(Note: If your building does not have a Strata Manager please specify who will affix the seal e.g. the Secretary and one additional Strata Committee member)**
- **[INSERT COMPANY]** will be contracted to perform the assessment as per the quotation dated DD/MM/YY
- The Strata Committee will implement any recommendations for low-cost and no cost operational and maintenance improvements
- The Strata Committee will take program recommendations and reasonable business cases that involve modifying common property to the next general meeting for consideration
- **[INSERT NAME]** will be the responsible for preparing and submitting the grant acquittal report in the form specified by the grant agreement.

¹ The Strata Committee can vote in writing instead of holding a meeting where attendance is required. For resolutions to be valid, the same notice requirements must be met as for a face-to-face meeting. This is often a good alternative when there are only a small number of motions to be considered and/or there are time deadlines. This is only an option for Strata Committee meetings, not general meetings. For more information refer to the NSW Fair Trading [fact sheet](#).