

# [Grant Opportunity Name] Guidelines

<b>Commonwealth policy entity:</b>	[Commonwealth entity name]
<b>Administering entity</b>	[Commonwealth entity name]
<b>Enquiries:</b>	If you have any questions, please contact [officials name, title, phone number, email, and other]  Questions should be sent no later than [dd mm yyyy]
<b>Date guidelines released:</b>	[dd mm yyyy]
<b>Type of grant opportunity</b>	One off ad-hoc

**Template instructions:** Update this contents page once all the amendments to the grant guidelines have been completed. To do this, right click anywhere on the contents and select 'update field', then 'update entire table'. This field relies on the correct use of heading styles, which must be used consistently throughout the guidelines.

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**Template instructions:** This template can only be used for one-off or ad hoc grants.

One-off or ad hoc grants generally do not involve planned selection processes, but are instead designed to meet a specific need, often due to an urgent matter or other circumstances. These grants are often not available to a range of applicants or on an ongoing basis.

In the first instance, consider whether there are opportunities to accommodate one-off or ad hoc grants within the structure of an existing grant program or grant opportunity with consistent policy objectives.

All grants require guidelines, however, grant guidelines for one off or ad hoc grants should be proportional to the grant and may not be as detailed as planned grant opportunities.

Grant opportunity guidelines for one-off or ad hoc grants can either be an overarching set of guidelines designed to cover similar one-off ad hoc grants such as scholarships, or they can be specific for a single purpose. One-off or ad hoc grant guidelines may be attached to briefing material for the decision maker. They can assist in providing sufficient information for the decision maker to determine that the grant is an efficient, effective, economical and ethical use of relevant money.

The grant opportunity guidelines at a minimum should include the purpose or description of the granting activity, the objectives, the selection process, any reporting and acquittal requirements and any evaluation mechanisms.

Grant opportunity guidelines for one-off or ad hoc grants are not required to be published on [GrantConnect](#). However, all grants awarded, including one off or ad hoc grants, must be reported on GrantConnect.

To promote consistency across government **DO NOT** amend/delete/replace Level 1 headings.

When using this template, delete the shaded instruction boxes and use the text in square brackets to make it relevant to the one-off ad hoc grant. The text in square brackets has been drafted with a whole-of-government perspective, but can be amended as the circumstances of the one off ad hoc grant dictates.

Section and text prefaced with the words [if applicable] can be deleted if not relevant.

Grant guidelines should be clear, consistent, fit for purpose and align with the principles of the [Commonwealth Grants Rules and Guidelines](#).

## 1. About the grant

**Template instructions:** All programs are either [Portfolio Budget Statement \(PBS\)](#) Programs or component programs of a PBS Program. Include the name of the PBS Program(s) that the one-off or ad hoc grant is part of. Grants awarded will be reported on GrantConnect and linked to the PBS program.

Provide a short description of the grant. The description can include information on:

- the purpose of the grant
- the scope and timeframes for the grant
- the Australian Government's policy objectives for the grant, including relevant targets, outcomes and deliverables
- key performance indicators and how they will be measured
- other relevant information.

If this grant relates to a Government announcement, this information should be referenced here.

The grant objective(s) are to be concise, unambiguous and measurable. They should clearly link to the policy outcomes of the Government and be consistent with the relevant Commonwealth entity's strategic plan. Deliverables/outputs/targets/goals contribute to the achievement of the overall program objective. These are often smaller 'building blocks' in the progress towards the high level outcome.

The purpose of the grant is to [insert details]. It contributes to the achievement of the [insert PBS program name or entity outcome name].

The objectives of the grant are:

- [objective 1]
- [objective 2]

[If applicable] The intended outcomes of the grant are:

- [outcome 1]
- [outcome 2]

[If applicable] This grant will be administered by the [Business/Community Grants] Hub on behalf of the [relevant entity].

The grant is to be undertaken in accordance with the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#) <sup>1</sup>

## 2. Grant amount and grant period

**Template instructions:** This section should provide details on the value of the one off or ad hoc grant. Alternatively, this information can be included in Section 1 and this section deleted.

**Note:** where funding is available over two or more years, or to more than one applicant, the grant may not meet the definition of a one off or ad hoc grant, but rather may be a closed non-competitive grant. Closed non-competitive grants should use the [open competitive, targeted competitive; closed non-competitive] template.

Provide any relevant details on the term of the grant, for example, if there is an end or completion date for the grant.

[Insert details]

## 3. The grant selection process

**Template instructions:** The proposed grant must represent an efficient, effective, economical and ethical use of relevant money and be undertaken in an accountable and transparent manner.

This section should clearly state on what basis the grantee is selected and any processes that will apply.

If relevant, include any criteria that will be used to assess the eligibility of the proposed project or any criteria that will be used to assess value with relevant money. The assessment criteria and the grant opportunity objectives should be clearly linked.

If the potential grantee is to provide any documentation, a proposal, or is to complete an application, this should be outlined here.

Some examples are provided, add or delete as required.

This grant opportunity has been established as a one-off or ad hoc grant. The [Commonwealth Entity] considers that this is an appropriate type of selection process considering the nature of the grant is specifically dependent on [insert relevant details].

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<sup>1</sup> <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

[or] There is urgent need associated with the provision of services provided for [insert relevant details].

[or] The grant does not fall within an existing program of the [Commonwealth Entity], however, it will contribute to achieving [insert relevant details].

[If applicable] The [insert name of selected grantee] has been identified as the appropriate recipient because [insert details]

### 3.1 Eligibility criteria

**Template instructions:** This section is optional, delete if not required.

If developing overarching guidelines for one-off or ad hoc grants such as sponsorships, include information on any eligibility criteria that must be met for a grant to be considered.

[If applicable] If the potential grantee does not satisfy the eligibility criteria, it will not be considered.

[If applicable, include this section. Delete any irrelevant dot points.] To be eligible to receive a grant the potential grantee must:

- be a legal entity, able to enter into a legally binding agreement
- have an Australian Business Number
- be registered for the purposes of GST
- be a permanent resident of Australia
- have an Australian bank account
- [insert details]

### 3.2 Eligible grant activities

**Template instructions:** List all eligible grant activities that the grant is to be used for, as well as any grant activity costs that may be paid for by the grant. Wherever possible, include examples, particularly if there is any ambiguity regarding items on the list.

To be eligible your [grant activity/project] must:

- [insert details]

Costs that the grant can be used for are:

- [insert eligible costs]

### 3.3 Ineligible grant activities

**Template instructions:** List all ineligible grant activities that the grant is to be used for, as well as any grant activity costs that cannot be paid for by the grant. Wherever possible, include examples, particularly if there is any ambiguity regarding items on the list.

The following are ineligible activities:

- [insert details]

The grant cannot be used for the following costs:

- [insert ineligible costs]

### 3.4 Grant assessment

**Template instructions:** whilst formal assessment criteria are optional, this section should clearly outline the basis on which a proposal will be assessed, and recommendations provided to the approver. Assessment criteria are additional to eligibility criteria.

This may take the form of assessment criteria. However, formal assessment criteria are optional.

Assessment criteria are the specified principles or standards against which applications or proposals will be judged.

Assessment criteria should:

- allow for consideration of value with relevant money in assessing the ability of the application to meet the desired objectives (a grant should add value by achieving something worthwhile that would not occur without the grant)
- be structured in a way that provides the assessor/s with objective guidance about how to assess any criteria.

The following are examples, add or delete as required.

[If applicable] The [proposal/application] is required to provide sufficient information to allow the following assessment criteria to be evaluated:

Criterion 1: [How will the grant contribute to the objectives of the grant program]

Criterion 2: [What is the need for the particular grant in the particular location/demographic or how does the proposed grant address a specific need?]

Criterion 3: [What is the capability and capacity of the applicant to undertake the grant?]

[If applicable] The potential grantee is required to provide:

- audited financial statements for the two most recent consecutive [financial years/reporting periods], including balance sheets, profit and loss statements, cash flow statements and notes to the accounts
- evidence of successful contract fulfilment for other public funding bodies
- evidence of capacity to comply with relevant laws
- details of relevant organisational staff and previous experience/capacity with the management of projects of a similar size and nature to the proposal
- confirmation of current licences (where these are appropriate)
- [list any other supporting documents that may be requested]

**Template instructions:** Where an application or other documentation is requested and reviewed, outline who will assess this documentation and any other processes if applicable.

Delete as appropriate.

[If applicable] The [proposal/application] will be assessed by [insert who will assess the proposal/application].

[If applicable] The assessment of the [proposal/application] will consider:

- that the proposal represents value with money
- [If applicable] that the proposal/project can be delivered on time and to budget (as identified in supporting documents)
- [If applicable] that the proposal/project has been appropriately costed (the level and detail of the costing should be commensurate with the value of the project)
- [If applicable] that the level of risk associated with the proposal/project and its implementation is manageable and/or acceptable and it is acknowledged that risk may stem from a number of sources, such as new technology, the scale and/or complexity of the proposal/project
- [If applicable] that required approvals are in place, applied for, or otherwise expected to be received in the necessary timeframe to complete the proposal/project.

#### 4. Who will approve the grant?

**Template instructions:** Clearly outline who will be the decision maker, for example, the relevant Minister or a program delegate. If the decision maker is a delegate, include their title, for example, Assistant Secretary of XX Branch.



The [insert decision makers details] will make the final decision to approve a grant.

The [decision maker]'s decision is final in all matters, including:

- the approval of the grant
- the grant amount to be awarded
- [If applicable] the terms and conditions of the grant.

## 5. Notification of the grant

**Template instructions:** In the case of an overarching set of one off or ad hoc guidelines being developed for activities such as sponsorships or when the guidelines have been forwarded to a potential grant recipient requesting a grant proposal, this section should outline how successful grantees will be notified.

Information on the requirements that a grant recipient will need to comply with should be included here. If the grantee is required to enter into a grant agreement with the Commonwealth, this can be outlined here, along with the type of agreement, for example, the simple, standard, or letter of agreement.

If a grant agreement is not required, outline the process and any requirements needed for the payment of the grant.

Include information on any additional requirements. This information might be in a summary form or detailed, depending on the particulars of the grant. Requirements might include:

specific service standards, targets, milestones or timelines

collecting and supplying data

submitting reports and/or acquittals

participating in an evaluation

facilitating site visits by the Commonwealth.

In determining which grant agreement is the most appropriate, you should consider a range of factors such as value, duration of grant, experience of the grantee etc. Monetary thresholds should **NOT** be the primary determinant of the type of agreement used.

[If applicable] We will advise you of the outcome [in writing], following a decision by the [insert details of who will be the decision maker]. We will advise you of any specific conditions attached to the grant.

## 5.1 The grant agreement/Payment of the grant

[If applicable] You must enter into a legally binding grant agreement with the Commonwealth. [We use the [simple/standard/exchange of letters/letter of agreement] grant agreement. Each agreement has general terms and conditions that cannot be changed. [We will use a schedule to outline the specific grant requirements].

[If applicable] We must execute a grant agreement with you before we can make any payments. [We are not responsible for any of your expenditure until a grant agreement is executed. If you choose to start your [grant activity][project] before you have an executed grant agreement, you do so at your own risk.] [You must not start your grant activity until a grant agreement is executed.]

[If applicable] Your grant agreement may have specific conditions determined by the assessment process or other considerations made by the [Program Delegate or Minister]. We will identify these in the agreement.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

[If applicable] The grant agreement will state the [add or delete as required]:

- maximum grant amount to be paid
- proportion of eligible expenditure covered by the grant
- any financial contributions you must make
- any in-kind contributions you will make
- any financial contribution provided by a third party
- [any other requirements]

## 5.2 Grant acquittal and reporting

**Template instructions:** Clearly outline the responsibilities of the grantee, the entity and any other relevant parties. A summary of any likely requirements that the grant recipient will need to comply with, should be inserted here.

Only request information or impose requirements that will be used to facilitate the administration of grant payments and maintain accountability, as well as monitor and evaluate the grant.

Apply the proportionality principles when determining the reporting and acquittal requirements for grants and have regard to information collected by Australian Government regulators that is available. Determine the volume, detail and frequency of reporting requirements, proportional to the risk involved and policy outcomes being sought.

Alter and delete the suggested dot points below as required.

[If applicable] The grantee must submit reports in line with the timeframes in the grant agreement. Sample templates are provided for these reports in the grant agreement. Reports will include:

- progress against agreed project milestones
- contributions of participants directly related to the grant activity
- eligible expenditure of grant monies.
- [insert details]

The grantee will [also] be responsible for:

- [insert details]
- meeting the terms and conditions of the grant agreement and managing the grant activity efficiently and effectively
- complying with record keeping, reporting and acquittal requirements as set out in the grant agreement
- participating in a grant program evaluation as specified in the grant agreement.

## 6. Announcement of the grant

**Template instructions:** Change as required. Document any circumstances where information on grants awarded may not be provided, consistent with the CGRGs and reference the decision maker.

Your grant will be listed on the [GrantConnect](#) website, 21 days after the date of effect as required by Section 5.3 of the CGRGs.

## 7. Grant evaluation

**Template instructions:** The [Public Governance, Performance Accountability Act 2013](#) and the CGRGs require appropriate performance and evaluation mechanisms to be developed as part of any government financial activity. If successful applicants are required to provide information following acquittal to assist in the evaluation, this information and the relevant details should be provided in this section.

The [relevant Commonwealth entity] will evaluate this grant to measure how well the outcomes and objectives have been achieved.

[If applicable] Your grant agreement requires you to provide information to help with this evaluation.