

[Program name]
[Grant opportunity name]
Guidelines

Opening date:	[dd mm yyyy]
Closing date and time:	[00.00 AEST] on [dd mm yyyy]
Commonwealth policy entity:	[Commonwealth entity name]
[Co-sponsoring entity]	[Commonwealth entity name]
[Administering entity]	[Commonwealth entity name]
Enquiries:	If you have any questions, contact [officials name, title, phone number, email, and other]. Questions should be sent no later than insert [dd mm yyyy]
Date guidelines released:	[dd mm yyyy]
Type of grant opportunity:	Demand-driven (Eligibility-based)

Template instructions: Update this contents page once all 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 demand driven grant processes where applicants that satisfy stated eligibility criteria receive grant funding. Demand driven grants often appear similar to entitlement or benefit programs, however, they are not supported by separate legislation, such as Family Tax Benefits or Taxation Acts.

The amount of each potential grant is usually stated as a set amount or calculated by a given formula. Applications for demand driven grant opportunities are usually accepted up to the limit of available appropriation and this should be clearly explained. If the grant opportunity is likely to be withdrawn due to the appropriation being fully committed, [GrantConnect](#) may be used to advise potential applicants of the possibility of a closing date being introduced and the likely timing.

The grant guidelines should contain all the information necessary for a potential applicant to understand:

- whether the grant opportunity may apply to them
- how to apply for a grant
- the processes and timeframes involved
- the roles and responsibilities of all relevant stakeholders
- the expectations if their application is successful.

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 the square brackets to meet the needs of the grant program/opportunity. The text in square brackets has been drafted with a whole-of-government perspective, but can be amended as the circumstances of the grant opportunity dictate.

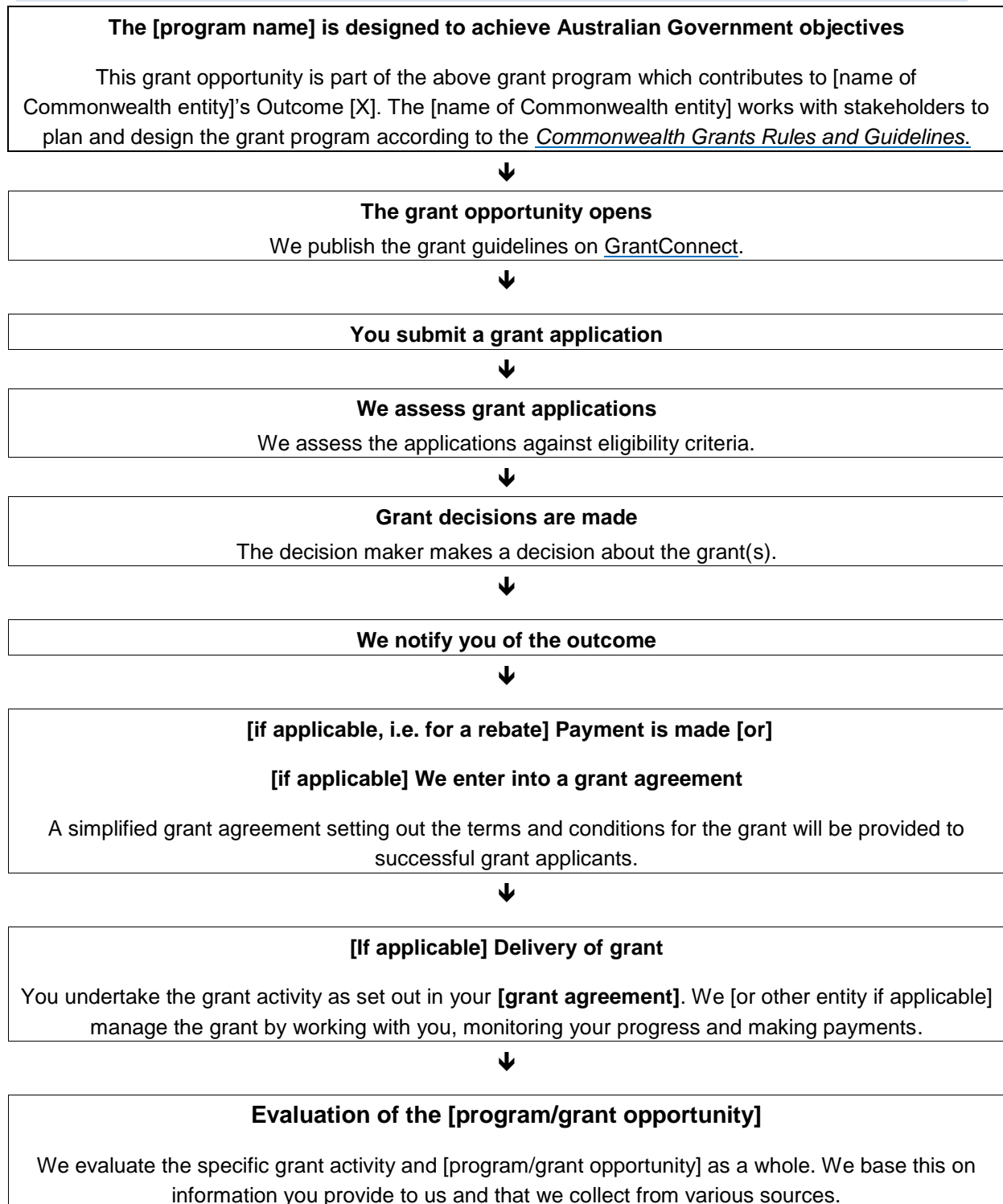
Section and text prefaced with the words [if applicable] can be deleted.

Users should prepare the grant guidelines with the potential grantee as the audience. With this in mind, 'you' refers to potential applicants.

Grant guidelines should be clear, consistent, fit for purpose and align with the principles of the [Commonwealth Grants Rules and Guidelines](#) (CGRGs). The content and complexity of grant guidelines and related processes should be proportional to the grant program, grant activity(ies), and likely grantee(s).

1. [Program Name]: [Grant opportunity] processes

Template instructions: Modify this **Process Flowchart** as appropriate.



1.1 Introduction

These guidelines contain information for the [grant opportunity name] grants.

[If applicable] This grant opportunity was announced as part of the [enter relevant program/measure or strategy].

[insert text about the grant program/opportunity here]

You must read this document before applying for a grant.

This document sets out:

- the purpose of the grant opportunity
- the eligibility criteria
- how grant applications are considered and selected
- how grantees will be monitored and evaluated
- responsibilities and expectations in relation to the opportunity.

[Insert any additional text to provide context for applicants]

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

2. About the grant program

Template instructions: All programs are either [Portfolio Budget Statement \(PBS\) Programs](#) or component programs of a PBS Program. If the program is a component program of a PBS program, include the PBS program name. **Note:** Information on grants awarded is reported on GrantConnect and linked to the PBS Program.

Describe the grant program/opportunity including information on:

- the purpose of the grant program/opportunity
- context, history, or related programs (including PBS Program) or grant opportunities
- the scope and timeframes for the program
- the Australian Government's policy objectives, including relevant targets, outcomes and deliverables
- key performance indicators and how they will be measured
- other relevant information.

The grant program objective(s) is the purpose that the program has been established to achieve. Objectives should 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 achieving the high level outcome.

The [grant program name] (the program) will run over [xx] years from [yyyy-yy to yyyy-yy]. [If applicable] The program was announced as part of the [enter relevant program/measure or strategy].

[Insert other relevant information, for example purpose]

The objectives of the program are

- [objective 1]
- [objective 2]

The intended outcomes of the program are

- [outcome 1]
- [outcome 2]

[If applicable include any other relevant information for example, priorities/key elements]

We administer the program according to the [Commonwealth Grants Rules and Guidelines \(CGRGs\)](#)¹.

2.1 About the [name of grant opportunity] grant opportunity

Template instructions: Include this section if applicable.

Provide information about the grant opportunity, and how it relates to the grant program. Clearly explain the purpose of the grant opportunity and the outcomes required to achieve the grant opportunity's intended objectives. Outline the specific objectives and outcomes that are particular to this grant opportunity.

Outcomes should be concise, unambiguous and measurable and clearly link to the grant program objectives and outcomes set by the Government and detailed in section 2 above. Include key performance indicators.

Clearly state any priorities, for example, specific attributes such as industry sector, regions or business type (for example, university or not for profit organisations) that are key to the grant opportunity.

Ensure the grant opportunity has a unique name, which is used consistently.

Where there is only one grant opportunity in the program, this information should be included in Section 2 above and this section deleted.

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

[If applicable] This grant opportunity was announced as part of the [enter relevant program/measure or strategy].

[If applicable, include any relevant information on the grant opportunity]

The objectives of the grant opportunity are:

- [objective 1]
- [objective 2].

The intended outcomes of the grant opportunity are:

- [outcome 1]
- [outcome 2].

3. Grant amount and grant period

Template instructions: This section should clearly outline the grant funding available through the program and if applicable the opportunity. Provide information on:

- the value of the total grant program and the funding available for this grant opportunity
- the minimum or maximum amount provided per grant, or
- the pre-determined amount or applicable formula per grant that applies.

If relevant and necessary, provide a table with the separate available grant amounts available for specific purposes.

Provide sufficient information for applicants to understand what applications may or may not be considered, to reduce the number of ineligible applications that are submitted or have little chance of success.

If the grant applications are assessed for eligibility and awarded in order of receipt, and there is a possibility that the grant funds will be exhausted prior to the final date for application receipts, outline the processes that will apply to alert potential applicants that the grant funds are almost fully committed and their application may not be successful.

The Australian Government has announced a total of \$[XXX] over [XXX] years for the [name of program]. A total of \$[XXX] over [XXX] years is available for this grant opportunity, starting in [month and year].

[If applicable] \$[XXX] per grant is available for this grant opportunity.

[or] The formula used to calculate the grant amount is [insert relevant formula].

[or] [insert text to describe how the grant amount will be calculated based on eligibility.]

This grant opportunity will open on [insert date] and close on [insert date].

[Insert any relevant details]

4. Eligibility criteria

Template instructions: Include all information on any eligibility criteria that must be met for a grant application to be considered.

We cannot consider your application if it does not satisfy all the eligibility criteria.

[If applicable] We cannot provide a grant if you receive funding from another government source for the same purpose.

4.1 Who is eligible to apply for a grant?

Template instructions: List the types of organisations and/or individuals that are eligible to receive a grant. If the applicant is only eligible due to their physical location or the nature of the organisation (e.g. an accredited aged care home or university), or must meet any other conditions, this information should be included.

Demand-driven programs may state a list of eligible applicants by circumstance or by role/title. The eligibility criteria should be easily understood and enable the applicant to know if they are, or are not, eligible. For example, if applicants are persons who have suffered loss through a natural disaster, provide sufficient detail through comprehensive and clear eligibility criteria to allow the potential applicant to determine if they are in the relevant declared disaster area and that the loss they have suffered fits within the program's purpose.

Including a list of all legal entities that are eligible to apply may help potential applicants and reduce the number of inquiries about eligibility.

Some examples are provided. Add or delete as appropriate.

To be eligible you must:

- have an Australian Business Number (ABN)
- be registered for the purposes of GST
- be a permanent resident of Australia
- have an account with an Australian financial institution
- be located in [State/Territory/region]
- be one of the following entity types:
 - a company incorporated in Australia
 - a company incorporated by guarantee
 - an incorporated trustee on behalf of a trust
 - an incorporated association
 - a partnership

- a joint application²
- a registered charity or not-for-profit organisation
- a publicly funded research organisation as defined in the Glossary [add terms to Glossary]
- an individual
- an Australian local government body
- an Australian State/Territory government body
- an Aboriginal and/or Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and /or Torres Strait Islander) Act 2006*; or

[insert details of the specific eligibility criteria which will determine grant receipt – ie regional location, loss suffered due to a particular type of event, etc].

[or] [If applicable, delete any irrelevant dot points and include this section]

Applications will only be accepted from:

- [insert name of eligible applicant type (e.g. Primary Health Networks)]
- [insert name of eligible applicant type (e.g. an Aboriginal and Torres Strait Islander Corporation registered under the Corporations (Aboriginal and Torres Strait Islander) Act 2006)]
- [insert name of eligible applicant type (e.g. a business employing less than 15 employees)].

4.2 Who is not eligible to apply for a grant?

Template instructions: This section is optional. Use this section if there are particular types of organisations and/or individuals who are ineligible to apply for a grant and Section 4.1 does not exclude them sufficiently. Delete or add from the examples below.

The National Redress Scheme for Institutional Child Sexual Abuse Grant Connected Policy makes non-government institutions named in applications to the Scheme, or in the Royal Commission into Institutional Responses to Child Sexual Abuse, that do not join the Scheme ineligible for future Australian Government grant funding. The National Redress Scheme Grant Connected Policy will come into effect on 1 January 2021.

The Department of Social Services is the responsible entity for questions and advice regarding this policy (see www.dss.gov.au).

[If applicable] You are not eligible to apply if you are:

² The Australian Government recognises that some organisations may seek to form consortia in order to apply for a grant under the Program. Consortia are eligible to apply and the relevant conditions applicable to consortia are at 7.6 'Grant Applications from Consortia'

- an organisation, or your project partner is an organisation, included on the National Redress Scheme’s website on the list of ‘Institutions that have not joined or signified their intent to join the Scheme’ (www.nationalredress.gov.au).
- a Commonwealth, state, territory or local government agency or body (including government business enterprises)
- an individual
- unincorporated association
- overseas resident
- any organisation not included in section 4.1
- [insert any other relevant details]

4.3 What qualifications or skills are required?

Template instructions: This section is optional. Use this section if the organisation or persons involved in the grant activity are required to have specific qualifications, skills, accreditation, registration, or checks.

Some examples are provided. Add or delete as required.

Where we ask applicants to declare compliance with regulations (in Section 10.2), this should be listed here.

[If applicable] If you are successful, [all/relevant] personnel working on the grant activity must maintain the following [qualifications/skills/accreditation/registration/checks]:

- Working with Vulnerable People registration
- Working with Children check
- Australian Skills Quality Authority accreditation
- [insert details of all requirements for personnel performing the proposed grant activity]

[If applicable] Your organisation must maintain the following [accreditation/registration]:

- [insert relevant requirements].

5. What the grant money can be used for

5.1 Eligible grant activities

Template instructions: List all eligible grant activities that the grant can be used for, as well as any costs that may be paid with the grant, for example projects/services/tasks etc.

If the grant is for a specific type of eligible grant activity, include the relevant details here.

Wherever possible, include examples, particularly if there is any ambiguity regarding items on the list.

[If applicable] The grant is to be used for the following grant activities:

- [insert eligible grant activities such as projects/tasks/services]

[If applicable] Costs that the grant can be used for are:

- [insert eligible costs]

[Insert any other relevant information]

5.2 Eligible locations

Template Instructions: This section is optional. Include a paragraph listing any location restrictions that apply to the grant program/opportunity. An example is below.

[Your grant can include activities at different locations, as long as they are all in Queensland]

[or]

[If applicable] Your [grant activities or project/services] must be delivered in the following locations:

- [list service area 1]
- [list service area 2]

5.3 Eligible expenditure

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

You can only spend the grant on eligible expenditure you have incurred on eligible grant activities.

Eligible expenditure items are:

- [Eligible expenditure item 1 (ie capital costs, wages, utilities, etc)]
- [Eligible expenditure item 2]
- [Etc]

[or]

- For guidance on eligible expenditure, see Appendix A.

[If applicable] The [Program Delegate] makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

[If applicable] You must incur the expenditure on your [grant activities or project/services] between the start date and end or completion date for your grant activity/grant agreement for it to be eligible.

[Include any other relevant information].

5.4 What the grant money cannot be used for

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

List any ineligible activities, as well as any costs for which the grant cannot be used to pay. Wherever possible, include examples.

Ineligible activities may include: proposed granting activities outside of Australia; marketing campaigns by the applicant; activities that are already funded on an ongoing basis by other Australian, state or territory or local government programs or activities that commenced prior to the grant agreement being finalised, such as capital costs.

Add or delete as required, the following are examples only.

You cannot use the grant for the following activities:

- purchase of land
- wages
- major capital expenditure
- the covering of retrospective costs
- costs incurred in the preparation of a grant application or related documentation
- subsidy of general ongoing administration of an organisation such as electricity, phone and rent
- major construction/capital works
- overseas travel, and
- activities for which other Commonwealth, state, territory or local government bodies have primary responsibility.

[or]

[If applicable] Expenditure items that are not eligible are

- [Ineligible expenditure item 1]
- Ineligible expenditure item 2

[or]

- For guidance on ineligible expenditure, see Appendix B.

6. How to apply

Template Instructions: Outline the application process. Include all the steps and links to important documentation and any forms the potential applicant must complete.

If an applicant may submit a proposal without using a provided application form, please provide information on this process.

State how many applications an applicant may submit.

Before applying, you must read and understand these guidelines, [and if applicable] the sample application form and the sample grant agreement.

These documents may be found at [GrantConnect](#). Any alterations and addenda³ will be published on GrantConnect and by registering on this website you will be automatically notified of any changes. GrantConnect is the authoritative source for grants information.

To apply you must:

- [If applicable][complete the online [grant opportunity] application form on [insert website name and link] or [complete the attached application form]
- provide all the information requested
- meet all eligibility criteria
- include all necessary attachments
- [list any application restrictions specific to the program]
- submit your application/s to [insert details] by [insert the closing date and time].

You are responsible for ensuring that your application is complete and accurate. Giving false or misleading information is a serious offence under the [Criminal Code 1995](#) and we will investigate any false or misleading information and may exclude your application from further consideration.

If you find an error in your application after submitting it, you should call us immediately on [insert number/contact details]. [If applicable] We do not have to accept any additional information, nor requests from you to correct your application after the closing time.

[If applicable] You cannot change your application after the closing date and time.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application.

You should keep a copy of your application and any supporting documents.

We will acknowledge that we have received your application [insert details/timeframe].

³ Alterations and addenda include but are not limited to: corrections to currently published documents, changes to close times for applications, Questions and Answers (Q&A) documents and Frequently Asked Questions (FAQ) documents

[If applicable] If you need further guidance around the application process or if you are unable to submit an application online contact us at [insert website name and link] or by calling [insert number].

6.1 Attachments to the application

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

Include information about allowable attachments.

Only request attachments that will be used to help to determine the eligibility of an applicant. To reduce the burden and minimise red-tape, we should not seek information from potential applicants that is collected by other parts of the entity or other Commonwealth entities and which is available.

[If applicable] The following documents must be included with your application:

- [insert details].

[If applicable] You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

6.2 Joint (consortia) applications

Template instructions: This section is optional, delete if not required. If joint applications are eligible, ensure this is noted consistently in both this section and the section on 'eligibility'. Clarify if partners in a joint application must meet all the eligibility criteria or only the lead applicant.

When asking for details of joint applicants and letters of support, evidence should be commensurate with the size and scale of the grant activities.

Ensure the requirement for evidence in these guidelines aligns with the application form.

[If applicable] We recognise that some organisations may want to join together as a group to deliver [a grant activity or project/services].

In these circumstances, you must appoint a 'lead organisation'. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth. The application must identify all other members of the proposed group [and include a letter of support from each of the partners]. Each letter of support should include:

- details of the partner organisation
- an overview of how the partner organisation will work with the lead organisation and any other partner organisations in the group to successfully complete the [grant activity or project/services].

- an outline of the relevant experience and/or expertise the partner organisation will bring to the group
- the roles/responsibilities of the partner organisation and the resources they will contribute (if any)
- details of a nominated management level contact officer

You must have a formal arrangement in place with all parties.

6.3 Timing of grant opportunity

Template instructions: Provide information on the expected timeframes. Include all relevant information about application timing, including:

- expected timing for assessment of eligibility
- expected timing for notification of outcome
- an indicative date that the grant is expected to take effect.

You must submit an application between the published opening and closing dates. We cannot accept late applications.

[or] We will only accept a late application where [give details and explain the circumstances under which a late application will be considered].

[or] You can submit an application at any time over the duration of the grant opportunity. The grant opportunity will run from [date] to [date].

[Include text/table detailing the likely timeframes for assessing applications, notifying unsuccessful grant applicants etc.].

6.4 Questions during the application process

Template instructions: Set out any processes for receiving or responding to questions during the application period.

If you have any questions during the application period, please contact [insert relevant contact details] or by calling [insert number].

The [relevant Commonwealth entity/Hub] will respond to emailed questions within [three] working days. [If applicable] [Answers to questions will be posted on [GrantConnect](#)].

7. The grant selection process

Template instructions: Provide information on how grant applications will be checked to ensure they meet the eligibility criteria, who will check eligibility and how that process will operate.

The Public Governance, Performance and Accountability Act (PGPA Act) and the CGRGs require all commitments of public resources to be efficient, effective, economical and ethical. For a grant, this includes assessing the merits of the application relative to the grant guidelines and the prime consideration of achieving value with relevant money.

Your application will be considered through a demand driven grant process.

We will check your application to ensure it meets the eligibility criteria [If applicable] [and in order of application receipt].

Your application will be assessed for eligibility by [insert details].

If the selection process identifies unintentional errors in your application, you may be contacted to correct or explain the information.

[If applicable] Eligible applications will be considered to be successful provided sufficient grant funding is available.

7.1 Who will approve grants?

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 XXX Branch.

The [insert decision maker details] decides which grants to approve taking into account the availability of grant funds for the purposes of the grant program.

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].

[If applicable] There is no appeal mechanism for decisions to approve or not approve a grant.

8. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we will advise you of any specific conditions attached to the grant.

9. Successful grant applications

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

Include any further information on the requirements that a grantee will need to comply with that have not already been provided. This information might be in a summary form or detailed, depending on the particulars of the grant opportunity. Requirements might include:

- collecting and supplying data
- submitting reports and/or acquittals
- participating in an evaluation

[If applicable] If you are successful, you will receive a letter from [insert details]. This letter will confirm you have met the requirement for a grant. It will also set out:

- [If applicable] how to provide invoices for payment of rebates etc.]
- [insert details of any likely reporting and acquittal requirements etc.]
- [insert any other relevant information]

9.1 The grant agreement

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

Demand driven grants often do not require grant agreements. Include any further information on the requirements that a grantee will need to comply with that have not already been provided.

[If applicable] You must enter into a legally binding grant agreement with the Commonwealth. [We use the [exchange of letters/letter of agreement/simple/standard/] grant agreement in this program.] Each agreement has standard terms and conditions that cannot be changed. Sample [grant agreements](#) are available on [GrantConnect]. [A sample [grant agreement](#) is available on [insert website name and link]. [We will use a schedule to outline the specific grant requirements].

[If applicable] Where a grantee fails to meet the obligations of the grant agreement, the relevant Commonwealth entity may [insert details].

[If applicable] You should not make financial commitments [until a grant agreement has been executed by the Commonwealth] or [insert other details].

[insert any other relevant details]

9.2 Specific legislation, policies and industry standards.

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

It is not necessary to restate requirements that already exist in law. This section should be used where grantees will be required to demonstrate or declare that they comply with specific requirements for example, an industry standard, the [Building Code](#) or [Work, Health and Safety](#).

If compliance with specific legislation, policies such as child protection or multicultural access and equity policies, or industry standards are to be used to determine a potential grant applicant's eligibility, this should be outlined in section 4.

[If applicable] Whilst you are required to be compliant with all relevant laws and regulations, you [may/will] be requested to demonstrate compliance with the following legislation/policies/industry standards:

[list requirements]

9.3 How we pay the grant

Template Instructions: Include information on the basis on which the grant will be paid, including if relevant: frequency; milestone or reporting obligations prior to payment; any documentation requirements, such as an invoice, prior to payment; any final payment amount following final acquittal.

The grant will be paid:

- [insert the relevant details]

9.3 Grant Payments and GST

[If applicable] 'Payments will be GST Inclusive'. [If applicable] If you are registered for the Goods and Services Tax (GST), where applicable, we will add GST to your grant payment and issue you with a Recipient Created Tax Invoice.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the Australian Taxation Office.⁴ We do not provide advice on your particular taxation circumstances.

10. Announcement of grants

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. For example, decisions to report grants to individuals in an aggregated summary format to address privacy concerns.

If successful, your grant will be listed on the GrantConnect website within 21 days after the date of effect⁵ as required by section 5.3 of the CGRGs.

⁴ <https://www.ato.gov.au/>

⁵ See glossary

[or] [insert details on what information will or will not be published and the reasons for this decision.]

11. How we monitor your grant activity

Template instructions: This section is optional, delete if not required. Clearly outline the responsibilities of the grantee, the Commonwealth entity and any other relevant parties. Insert a summary of any likely requirements that the grantee will need to comply with.

This section may be very brief for grants established using a letter of agreement.

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. Requesting gratuitous information creates red tape for grantees.

The suggested dot points below are optional, please change and delete as required.

[If applicable] You must submit reports in line with the timeframes in the grant agreement. We will provide sample templates for these reports in the grant agreement. [If applicable] We will expect you to report on:

- progress against agreed grant activity/project milestones and outcomes
- contributions of participants directly related to the grant
- expenditure of grant.
- [insert any further details]

You will [also] be responsible for:

- [insert any further details]

11.1 Evaluation

Template instructions: The PGPA Act 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. Provide examples of the types of additional information that would be sought.

We will evaluate the grant [program][opportunity] to measure how well the outcomes and objectives have been achieved. We may use information from your application and reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

[If applicable] We may contact you up to [one] year after you finish your grant for more information to assist with this evaluation.

11.2 Acknowledgement

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

The program logo should be used on all materials related to grants under the program. Whenever the logo is used, the publication must also acknowledge the Commonwealth as follows:

'[program name] – an Australian Government initiative'.

[or] If you make a public statement about a [grant activity or project/services] funded under the program, we require you to acknowledge the grant by using the following:

'This [name of grant activity or project/services] received grant funding from the Australian Government.'

12. Probity

The Australian Government will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

[If applicable] These guidelines may be changed from time-to-time by [insert relevant Commonwealth entity's name]. When this happens the revised guidelines will be published on GrantConnect.

12.1 Enquiries and feedback

The [relevant Commonwealth entity's] [insert Complaints Procedures NAME and URL] apply to complaints about this grant opportunity. All complaints about a grant process must be provided in writing.

Any questions you have about grant decisions for this grant opportunity should be sent to [insert relevant email address].

If you do not agree with the way the [relevant Commonwealth entity] has handled your complaint, you may complain to the [Commonwealth Ombudsman](#). The Ombudsman will not usually look into a complaint unless the matter has first been raised directly with the [relevant Commonwealth entity].

The Commonwealth Ombudsman can be contacted on:

Phone (Toll free): 1300 362 072
Email: ombudsman@ombudsman.gov.au
Website: www.ombudsman.gov.au

12.2 Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if [relevant

Commonwealth entity's] staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer [or member of an external panel]
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

You will be asked to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform the [relevant Commonwealth entity] in writing immediately.

Conflicts of interest for Australian Government staff will be handled as set out in the [Australian Public Service Code of Conduct \(Section 13 \(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our conflict of interest policy on the [relevant Commonwealth entity] website [insert link].

12.3 Privacy

We treat your personal information according to the [Privacy Act 1988](#) and the [Australian Privacy Principles](#). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- who we give your personal information to.

Your personal information can only be disclosed to someone for the primary purpose for which it was collected, unless an exemption applies.

The Australian Government may also use and disclose information about grant applicants and grant recipients under this grant opportunity in any other Australian Government business or function. This includes disclosing grant information on GrantConnect as required for reporting purposes and giving information to the Australian Taxation Office for compliance purposes.

We may share the information you give us with other Commonwealth entities for purposes including government administration, research or service delivery, according to Australian laws.

As part of your application, you declare your ability to comply with the [Privacy Act 1988](#) and the Australian Privacy Principles and impose the same privacy obligations on officers, employees, agents and subcontractors that you engage to assist with the activity, in respect

of personal information you collect, use, store, or disclose in connection with the activity. Accordingly, you must not do anything, which if done by the [relevant Commonwealth entity] would breach an Australian Privacy Principle as defined in the Act.

12.4 Confidential Information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will keep any information in connection with the grant agreement confidential to the extent that it meets all the three conditions below:

1. you clearly identify the information as confidential and explain why we should treat it as confidential
2. the information is commercially sensitive
3. revealing the information would cause unreasonable harm to you or someone else.

We will not be in breach of any confidentiality agreement if the information is disclosed to:

- the [committee] and other Commonwealth employees and contractors to help us manage the program effectively
- employees and contractors of our department so we can research, assess, monitor and analyse our programs and activities
- employees and contractors of other Commonwealth agencies for any purposes, including government administration, research or service delivery
- other Commonwealth, State, Territory or local government agencies in program reports and consultations
- the Auditor-General, Ombudsman or Privacy Commissioner
- the responsible Minister or Parliamentary Secretary
- a House or a Committee of the Australian Parliament.

The grant agreement may also include any specific requirements about special categories of information collected, created or held under the grant agreement.

12.5 Freedom of information

All documents in the possession of the Australian Government, including those about this grant opportunity, are subject to the [*Freedom of Information Act 1982*](#) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

All Freedom of Information requests must be referred to the Freedom of Information Coordinator in writing.

By mail: Freedom of Information Coordinator

[Address details]

By email: [insert URL]

13. Consultation

Template instructions: Delete if not applicable.

Provide any relevant information relating to stakeholder consultation here, such as consultation undertaken to develop and/or design the grant program or grant opportunity or applicant information sessions.

14. Glossary

Template instructions:

The Glossary terms can be deleted or added in line with the requirements of your application template, although the content in the terms and their definitions cannot be changed and must remain consistent with the definitions in the CGRGs.

Term	Definition
accountable authority	see subsection 12(2) of the <i>Public Governance, Performance and Accountability Act 2013</i> (PGPA Act)
administering entity	when an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes
assessment criteria	are the specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application rankings.
commencement date	the expected start date for the grant activity
completion date	the expected date that the grant activity must be completed and the grant spent by
co-sponsoring entity	when two or more entities are responsible for the policy and the appropriation for outcomes associated with it
date of effect	can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
decision maker	the person who makes a decision to award a grant.
eligibility criteria	refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
Commonwealth entity	a Department of State, or a Parliamentary Department, or a listed entity or a body corporate established by a law of the Commonwealth. See subsections 10(1) and (2) of the PGPA Act.

Term	Definition
<u>Commonwealth Grants Rules and Guidelines</u>	establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.
grant	for the purposes of the CGRGs, a ‘grant’ is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: <ul style="list-style-type: none"> a. under which relevant money⁶ or other <u>Consolidated Revenue Fund (CRF) money</u>⁷ is to be paid to a grantee other than the Commonwealth; and b. which is intended to help address one or more of the Australian Government’s policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	refers to the project /tasks /services that the grantee is required to undertake
grant agreement	sets out the relationship between the parties to the agreement, and specifies the details of the grant
<u>GrantConnect</u>	is the Australian Government’s whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs
grant opportunity	refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted, and will reflect the relevant grant selection process
grant program	a ‘program’ carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single [entity] Portfolio Budget Statement Program.
grantee	the individual/organisation which has been selected to receive a grant

⁶ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

⁷ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

Term	Definition
PBS Program	described within the entity's <u>Portfolio Budget Statement</u> , PBS programs each link to a single outcome and provide transparency for funding decisions. These high level PBS programs often comprise a number of lower level, more publicly recognised programs, some of which will be Grant Programs. A PBS Program may have more than one Grant Program associated with it, and each of these may have one or more grant opportunities
selection criteria	comprise eligibility criteria and assessment criteria
selection process	the method used to select potential grantees. This process may involve comparative assessment of applications or the assessment of applications against the eligibility criteria and/or the assessment criteria
value with money	<p>value with money in this document refers to 'value with relevant money' which is a judgement based on the grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.</p> <p>When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to:</p> <ul style="list-style-type: none"> • the quality of the project proposal and activities; • fitness for purpose of the proposal in contributing to government objectives; • that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and • the potential grantee's relevant experience and performance history.