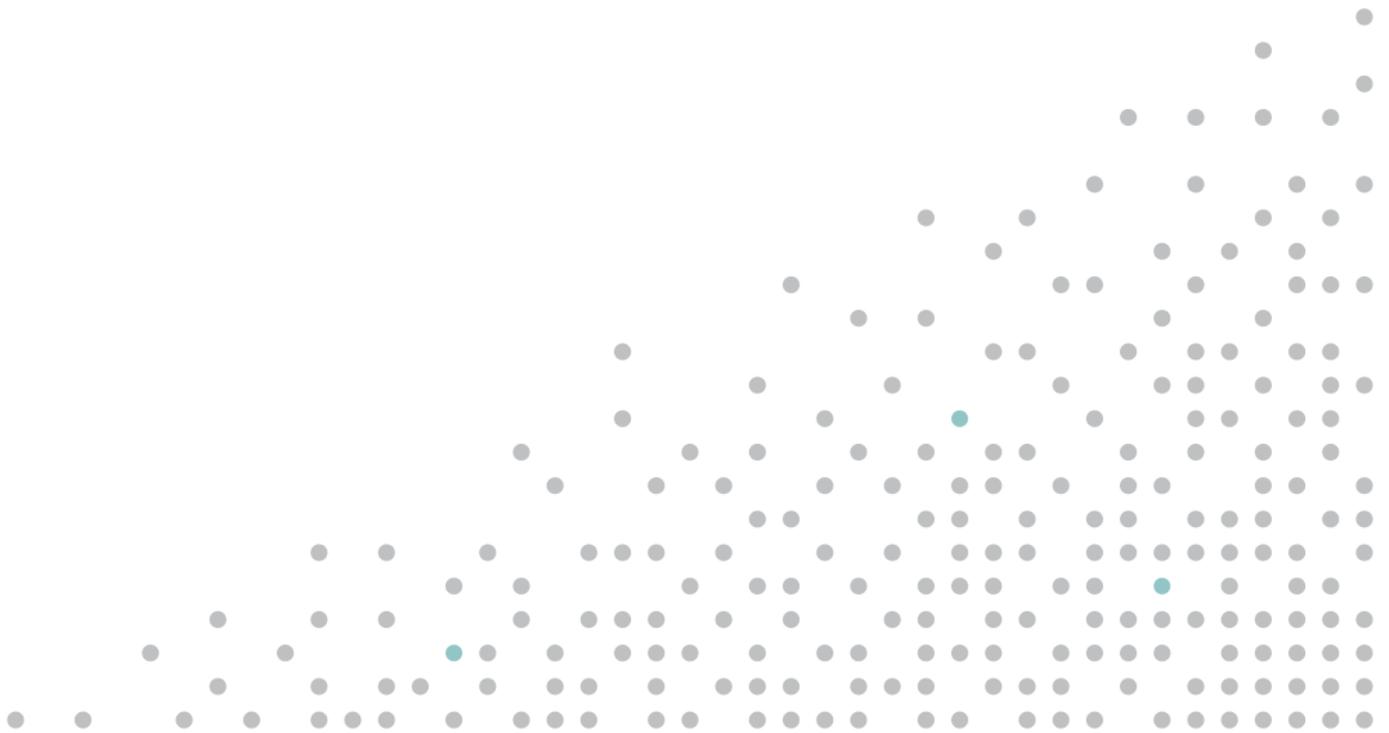




Australian Government
Department of Finance



GrantConnect: Publishing Grants
Resource Management Guide No. 421

March 2017

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Contact us

Please direct questions or comments about the guide to:

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The words '**must**', '**required**', '**requires**' and '**requiring**' denote mandatory compliance by accountable authorities/officials. The use of the words 'could', 'may', 'encouraged' or 'consider' convey non-mandatory guidance. The guidance to which these words relate may or may not be applied by accountable authorities/officials in their approach to resource management, depending on the operating circumstances of the entity and its appetite for risk.

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Audience

This guide is relevant to accountable authorities and officials involved in grants administration in all non-corporate Commonwealth entities (NCEs)¹.

Key points

This guide sets out the requirements for the publication of grants on GrantConnect and outlines arrangements in relation to additional publication of grants information in other ways.

Resources

This guide is available on the Department of Finance website at www.finance.gov.au.

Other relevant publications include:

- *Commonwealth Grants Rules and Guidelines* (2014)
- GrantConnect Entity Implementation Guide
- Resource Management Guide No. 411: *Grants, Procurement and Other Financial Arrangements*
- Resource Management Guide No. 412: *Australian Government Grants – Briefing and Reporting*.

Should you have any questions regarding this guide, please contact:

Grants Policy Team

E: grants@finance.gov.au

Should you have any questions regarding GrantConnect please contact:

GrantConnect Help Desk

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E: GrantConnect@finance.gov.au

¹ Any Corporate Commonwealth Entities interested in using GrantConnect should contact grants@finance.gov.au.

Introduction

1. GrantConnect is the Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the *Commonwealth Grants Rules and Guidelines* (CGRGs). It is available at www.grants.gov.au.
2. Non-corporate Commonwealth entities must publish on GrantConnect to meet the grant publishing requirements under the CGRGs.

Part 1 – Policy

3. In accordance with sections 4.3 and 5.2 of the CGRGs, this guide sets out the requirements for accountable authorities and officials involved in grants administration.
4. GrantConnect is the authoritative source of information in relation to all Grant Opportunities and Grant Opportunity Guidelines².
5. From 30 April 2017, accountable authorities and officials **must** use GrantConnect to publish:
 - all Grant Opportunities
 - all Grant Opportunity Guidelines (other than for 'One-Off or Ad Hoc' grants)
 - any alterations and addenda to Grant Opportunities and Grant Opportunity Guidelines³.
6. Accountable authorities and officials **may**:
 - use GrantConnect to publish Forecast Opportunities to draw attention to future potential Grant Opportunities
 - use GrantConnect to publish One-Off or Ad Hoc Grant Opportunity Guidelines
 - publish a URL to an external online application web page relating to a relevant Grant Opportunity on GrantConnect
 - publish the same, or a subset of, the information, as published on GrantConnect, on a permitted location⁴. Where there are any inconsistencies, GrantConnect is the authoritative source.
7. Where accountable authorities and officials have used other mechanisms to notify potential applicants about Grant Opportunities, such as printed media, the content of the notification must be the same, or be a subset of the information published on GrantConnect. Where there are inconsistencies, GrantConnect is the authoritative source.

² See Glossary for definitions.

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.

⁴ Permitted locations for additional publication are specified on the Department of Finance website at the following location <http://www.finance.gov.au/resource-management/grants/>.

8. Where printed copies of any relevant documentation are produced, they must be consistent with that published on GrantConnect. Where there are inconsistencies, GrantConnect is the authoritative source.
9. Exemptions to these requirements are detailed under section 5.6 and section 5.7 of the CGRGs.

Part 2 – Roles and Responsibilities

10. Accountable authorities and officials are responsible for:
 - complying with this RMG
 - complying with the CGRGs
 - ensuring that the information they publish on GrantConnect is accurate and current
 - ensuring information that is duplicated on permitted locations is consistent with GrantConnect
 - complying with the Conditions of Use of the GrantConnect Memorandum of Arrangement.
11. The Department of Finance is responsible for:
 - the grants policy framework
 - the development and maintenance of the GrantConnect system
 - operational and technical support for the GrantConnect system.

Appendix 1 – Glossary of terms

Grant Opportunity – a term used to describe the specific grant round or process where a Commonwealth grant is made available to eligible applicants. Grant Opportunities may be open or restricted, and will reflect the relevant grant selection process, as defined in the CGRGs.

Forecast Opportunity – a notice published on GrantConnect that provides an indication to the public that there is a planned Grant Opportunity that may become available in the near future. All Forecast Opportunities are subject to revision, withdrawal or cancellation. Information about Forecast Opportunities is provided to alert potential grant applicants of upcoming opportunities and to assist in their application planning.

Grant Opportunity Guidelines – a Grant Opportunity Guideline provides all the relevant program and opportunity information required for potential applicants to understand: the purpose, outcomes and objectives of a grant; the application and assessment process; the governance arrangements (including roles and responsibilities); and the operation of the grant. Grant Opportunity Guidelines can include related documents, such as the application guidelines, application forms, invitations to apply, supporting documentation, frequently asked questions, draft grant agreements, and any templates for reporting or acquittals.

One-Off or Ad Hoc grants – these grants are defined in the CGRGs, in Footnote 8 of Section: 2.4: *'a one-off grant generally does not involve planned selection processes, but is instead designed to meet a specific need, often due to urgency or other circumstances. These grants are generally not available to a range of applicants or on an ongoing basis'*. Grant guidelines are required for all grants, including one-off or ad hoc grants. However, the format, complexity and approval processes may vary, depending on the activity. Guidelines for one-off or ad hoc grants that do not fall within a program are not required to be published. For transparency, one-off or ad hoc grant opportunity guidelines may be published.